

West Sussex County Council – Ordinary Meeting

6 November 2020

At the virtual Ordinary Meeting of the County Council held at 10.30 am on Friday, 6 November 2020, the members present being:

Cllr Duncton (Chairman)

Cllr Arculus	Cllr N Jupp
Cllr Acraman	Cllr Kennard
Cllr Atkins, RD	Cllr Kitchen
Cllr Baldwin	Cllr Lanzer
Cllr Barling	Cllr Lea
Cllr Barnard	Cllr Lord
Cllr Barrett-Miles	Cllr Magill
Cllr Bennett	Cllr Markwell
Cllr Boram	Cllr Marshall
Cllr Bradbury	Cllr McDonald
Cllr Bradford	Cllr Millson
Cllr Bridges	Cllr Mitchell
Cllr Brunsdon	Cllr Montyn
Cllr Buckland	Cllr R Oakley
Cllr Burgess	Cllr S Oakley
Cllr Burrett	Cllr O'Kelly
Cllr Catchpole	Cllr Oxlade
Cllr Cloake	Cllr Patel
Cllr Crow	Cllr Pendleton
Cllr J Dennis	Cllr Purchase
Cllr N Dennis	Cllr Quinn
Cllr Edwards	Cllr Russell
Cllr Elkins	Cllr Smytherman
Cllr Fitzjohn	Cllr Sparkes
Cllr Goldsmith	Cllr Sudan
Cllr Hall	Cllr Turner
Cllr High	Cllr Urquhart
Cllr Hillier	Cllr Waight
Cllr Hunt	Cllr Walsh, KStJ, RD
Cllr A Jones, MBE	Cllr Whittington
Cllr M Jones	Cllr Wickremaratchi
Cllr A Jupp	

31 Retirement of Deputy Chief Fire Officer

- 31.1 The Chairman reported that Neil Stocker, the Deputy Chief Fire Officer, was retiring after 29 years' service in the Fire and Rescue Service. Members wished him a long and happy retirement.

32 Deaths of former colleagues

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- 32.1 The Chairman reported the death of Mr Frank Keen, who had represented the Bognor Regis division from 1968 to 1993.
- 32.2 She also reported the death of Mr Martin Farrell, the County Council's Head of Intelligence and Performance, who had died suddenly after 33 years' service at the County Council.
- 32.3 Members held a minute's silence.

33 Apologies for Absence

- 33.1 Apologies were received from Cllr Barton, Cllr Oppler, Cllr Purnell, Cllr Simmons and Cllr Smith.
- 33.2 Cllr Bradford, Cllr Cloake and Cllr Sudan arrived at 10.40 am, 11.00 am and 11.25 am respectively.
- 33.3 Cllr R Oakley and Cllr Purchase gave their apologies and left at 12.40 pm.
- 33.4 Cllr Oxlade arrived for the afternoon session at 1.50 pm and Cllr Millson at 2.00 pm. Cllr Barling gave his apologies and left at 3.55 pm. Cllr Bradbury left at 2.55 pm, Cllr Markwell at 3.25 pm, Cllr Goldsmith at 3.55 pm, Cllr Arculus and Cllr Lord at 4.00 pm and Cllr Cloake at 4.05 pm.

34 Members' Interests

- 34.1 Members declared interests as set out at Appendix 1.

35 Minutes

- 35.1 The Chairman reported that the reference to Woodlands Meed on page 33 of the minutes should refer to the school being in Burgess Hill rather than Haywards Heath.
- 35.2 With that correction, it was agreed that the minutes of the Ordinary Meeting of the County Council held on 18 September 2020 (pages 9 to 34) be approved as a correct record.

36 Governance Committee: Merger of Planning and Rights of Way Committees

- 36.1 The Council considered the proposed merger of the Planning and Rights of Way Committees, in the light of a report from the Governance Committee (pages 35 to 60).
- 36.2 Resolved –
- (1) That the merger of the Planning and Rights of Way Committees be approved; and

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- (2) That the proposed changes to the Constitution, as set out in Appendices 1 and 2 to the report, be approved to give effect to the merger.

37 Review of Proportionality

37.1 The Chairman reminded members that following the merger of the Planning and Rights of Way Committees and recent changes in group affiliation, the Council had a statutory duty to review the proportionality on its committees. A paper on the application of the proportionality rules and how they are applied was set out on pages 61 and 62 and a table showing the number of seats on committees had been circulated (supplement page 1).

37.2 Resolved –

That the proportionality be agreed.

38 Appointments

38.1 The Council approved appointments as set out below.

Committee	Change
Children and Young People's Services Scrutiny Committee	Cllr Kennard to fill vacancy Cllr Sudan in place of Cllr Brunsdon Remove Cllr Lea as substitute
Environment and Communities Scrutiny Committee	Cllr Brunsdon to fill vacancy Add Cllr Lea as substitute
Fire & Rescue Service Scrutiny Committee	Cllr M Jones in place of Cllr Arculus
Health and Adult Social Care Scrutiny Committee	Cllr McDonald to fill substitute vacancy
Performance and Finance Scrutiny Committee	Cllr Lea in place of Cllr Edwards Add Cllr Brunsdon as substitute Cllr Patel to fill substitute vacancy
Corporate Parenting Panel	Cllr Kennard to fill vacancy
Planning and Rights of Way	Cllr Atkins

Committee	Change
Committee*	Cllr Baldwin Cllr Barrett-Miles Cllr Burrett Cllr Goldsmith Cllr High (Chairman) Cllr Kitchen (Vice-Chairman) Cllr McDonald Cllr Millson Cllr Montyn Cllr S Oakley Cllr Patel Cllr Sudan Substitutes: Cllr Acraman Cllr Barling Cllr Boram Cllr J Dennis Cllr Lord Cllr Wickremaratchi 1 Con vacancy
Regulation, Audit and Accounts Committee	Cllr Sparkes to fill vacancy
Standards Committee	Cllr Buckland in place of Cllr Smytherman Independent vacancy in place of Cllr Lea

* New Committee created by merger of the Planning and Rights of Way Committees approved under agenda item 4

39 Address by a Cabinet Member

- 39.1 Members received an address from the Leader and the Cabinet Member for Adults and Health on the national lockdown.
- 39.2 In response to a question from Cllr O'Kelly, the Cabinet Member agreed to circulate her report and update all members on timescales for implementation of local track and trace when known.
- 39.3 Following a request from Cllr Walsh, the Cabinet Member agreed to circulate the new guidance concerning Care Homes as soon as it is available.
- 39.4 In response to a question from Cllr M Jones, the Cabinet Member said that data relating to the number of pupils per year group who had been sent home to isolate would be circulated.

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- 39.5 Members received an address by the Cabinet Member for Children and Young People on the Council's Children First Improvement Plan.
- 39.6 In response to a suggestion from Cllr Lord, the Cabinet Member supported the proposal to have an annual statement from the Youth Cabinet at County Council.

40 Petition

- 40.1 The following petition had been received. A briefing note from the Director of Highways, Transport and Planning and a statement from the petitioners were included in the agenda (pages 69 to 74).

Remove the Pop Up Covid 19 Cycle Lanes

'Remove the Pop Up Cycle Lanes which have been placed in Crawley.

The Pop Up Cycle lanes which have appeared in Crawley and throughout Sussex are a blight on the daily commute. They are hindering FAR more people than it is helping. Motorists are experiencing further delays to their commutes which is impacting on local businesses.'

- 40.2 The Chairman informed that Council that, following the publication of a decision by the Cabinet Member for Highways and Infrastructure on 3 November to remove the Crawley pop-up cycle lane, the petitioner had agreed that the debate was no longer required.

41 Motion on Post-16 Support Services

- 41.1 At the County Council meeting on 18 September 2020 the following motion had been moved by Cllr M Jones, seconded by Cllr Oxlade, and referred to the Cabinet Member for Education and Skills for consideration. A report by the Cabinet Member was included with the agenda (pages 75 and 76).

'This Council notes that the Covid 19 pandemic has impacted on the education of young people over the age of sixteen in this County over the last six months or so. Those who have recently taken A levels, GCSEs and BTec examinations have had a particularly stressful time due to changes in the way exams were graded which impacted on choices for onward study for some young people. For those who were planning on seeking employment or apprenticeships after completing their education, the situation is even worse due to the current state of the economy.

Now more than ever these students need support to ensure they do not find themselves Not in education, employment or training (NEETs). Moreover, given the likely long term impact of the effects of the pandemic on the economy, it will become even more

important than ever for this Council to be able to provide support for future generations of school-leavers.

This Council therefore calls on the Cabinet Member for Education and Skills to reprioritise funding to enable the reversal of the decision taken at full Council in February to reduce the post-16 support service that provides interventions and careers guidance for young people Not in Education, Employment or Training (NEETs) and instead to consider whether current staffing levels are adequate or should in fact be increased.'

41.2 The motion was lost.

42 Motion on Hidden Disability

42.1 The following motion was moved by Cllr Edwards and seconded by Cllr Pendleton:

'Many businesses, emergency services and local authorities have recognised the Hidden Disabilities Lanyard and West Sussex County Council should embrace this too. Anyone with a hidden disability which does not have physical signs, including learning disabilities, lung conditions and chronic illnesses can opt to wear a Hidden Disability Sunflower to show they may require additional help, understanding or extra time to carry out an action. This symbol allows us to give them the help and understanding they may need in their day-to-day lives. This Council calls on the Cabinet Member for Adults and Health to support the following commitments;

- (1) To officially recognise the Hidden Disabilities Sunflower.
- (2) To officially promote what it stands for and its importance in breaking stigma.
- (3) To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it.
- (4) To promote that the council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly.
- (5) To actively promote and encourage local district and borough councils, and town and parish councils to recognise the scheme.'

42.2 The motion was referred to the Cabinet Member for Adults and Health for consideration.

43 Motion on Pension Investments

43.1 The following motion was moved by Cllr M Jones and seconded by Cllr Oxlade:

'In line with the principles previously supported by this Council in taking strong local action to address the climate emergency and recognising the strength of public opinion, as evidenced by the large demonstration at the full County Council meeting in February 2020, this Council calls on the West Sussex Pensions Committee to take all necessary steps to divest all of its investments from fossil fuel companies as soon as practicable.'

- 43.2 The motion was referred to the Pensions Committee for consideration.

44 Motion on Council Investments

- 44.1 The following motion was moved by Cllr Millson and seconded by Cllr Walsh:

'This Council welcomes the fact that the Pensions Committee's investment managers have signed up to the United Nations Principles of Responsible Investment which has been set up by the United Nations Environment Programme Finance Initiative (UNEP FI) to encourage asset owners and asset managers to:

- incorporate environmental, social and governance (ESG) issues into investment analysis and decision making;
- be active owners;
- seek disclosure of ESG issues; and
- promote the principles within the industry.

This Council therefore calls on the Cabinet Member for Finance to follow the lead of the Pensions Committee and to ask the Council's investment advisers to ensure they follow the United Nations Principles of Responsible Investment for all of the Council's investments. This will ensure that West Sussex County Council achieves a more ethical investment policy by incorporating matters like human rights and environmental issues, such as reducing reliance on fossil fuels (in line with the Council's Climate Change Strategy), into its investment decisions.'

- 44.2 The motion was referred to the Cabinet Member for Finance for consideration.

45 Motion on Milk at School Break Time

- 45.1 The following motion was moved by Cllr M Jones and seconded by Cllr Walsh:

'This Council notes that the number of families relying on support from food banks in some parts of the county has increased by as much as 80% in the last 12 months and that there has been a county-wide increase in applications for free school meals over the last six months compared to last year.'

This Council also believes the provision of school milk provides a nutritional boost and keeps children hydrated between breakfast and lunch, helping them to concentrate and learn.

This Council therefore calls on the Cabinet Member for Education and Skills to work with the Cabinet to provide funding to enable the reversal of the decision to cease providing morning break time school milk for the over 5s for 2020/21 with effect from September 2020. It calls on him to utilise the savings achieved over the past six months as a result of members not having to travel to meetings to meet the cost.'

- 45.2 The motion was referred to the Cabinet Member for Education and Skills for consideration.

46 Motion on the Economy

- 46.1 The following motion was moved by Cllr Boram and seconded by Cllr Hillier.

'West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the creative and imaginative nature of central government economic support initiatives including the furlough scheme, self-employed income support, sector-specific VAT reductions and 'Eat Out to Help Out';

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- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government's Aviation Recovery Strategy;
 - (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
 - (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and
 - (10) In its advocacy role asks the Cabinet to make the following requests to central government reflecting a number of current priorities:
 - (a) To assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
 - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
 - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine;
 - (d) Maintain sector-specific furlough and self-employed income support;
 - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, welcoming the progress that has been made to date in our county;
 - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed;
 - (g) To articulate clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
 - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
 - (i) Support investment in reskilling and retraining to assist with diversifying and creating a sustainable economy.'

46.2 An amendment was moved by Cllr Millson and seconded by Cllr Lord as set out below:

'West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the ~~creative and imaginative nature of~~ central government economic support initiatives including the furlough scheme, self-employed income support, sector-specific VAT reductions and 'Eat Out to Help Out' ***the provision of vouchers in lieu of free school meals, from lock down until the start of the September term (though sadly not during October half term), which have been a substantial help to poorer families;***
- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government's Aviation Recovery Strategy;
- (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
- (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and

-
- (10) In its advocacy role asks the Cabinet to make the following requests to central government reflecting a number of current priorities:
- (a) To assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
 - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
 - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine;
 - (d) Maintain sector-specific furlough and self-employed income support;
 - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, welcoming the progress that has been made to date in our county;
 - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed;
 - (g) To articulate clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
 - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
 - (i) Support investment in reskilling and retraining to assist with diversifying and creating a sustainable economy.'

46.3 The amendment was put to a recorded vote under Standing Order 3.36.

(a) For the amendment – 14

Cllr Brunsdon, Cllr Buckland, Cllr N Dennis, Cllr Fitzjohn, Cllr M Jones, Cllr Lea, Cllr Lord, Cllr Millson, Cllr O'Kelly, Cllr Oxlade, Cllr Quinn, Cllr Smytherman, Cllr Sudan and Cllr Walsh.

(b) Against the amendment - 43

Cllr Arculus, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barnard, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bridges, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake,

Cllr Crow, Cllr J Dennis, Cllr Edwards, Cllr Elkins, Cllr Hall, Cllr High, Cllr Hillier, Cllr Hunt, Cllr A Jones, Cllr A Jupp, Cllr N Jupp, Cllr Kennard, Cllr Kitchen, Cllr Lanzer, Cllr Magill, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr S Oakley, Cllr Pendleton, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 4

Cllr Acraman, Cllr Duncton, Cllr Goldsmith and Cllr Patel.

46.4 The amendment was lost.

46.5 An amendment was moved by Cllr M Jones and seconded by Cllr Walsh as set out below:

‘West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the creative and imaginative nature of central government economic support initiatives including the furlough scheme, self-employed income support, sector-specific VAT reductions and ‘Eat Out to Help Out’;
- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government’s Aviation Recovery Strategy;

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- (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
- (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and
- (10) ***Calls on*** ~~In its advocacy role asks~~ the Cabinet to ***write*** ~~make~~ the following requests to central government ***as soon as possible calling on them to*** ~~reflecting a number of current priorities:~~
- (a) ***Review measures in place to*** assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
 - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
 - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine ***as a matter of urgency***;
 - (d) ***Commit to maintaining*** sector-specific furlough and self-employed income support;
 - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, ~~welcoming~~ ***recognising*** the progress that has been made to date in our county;
 - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed ***at pace***;
 - (g) ~~To~~ ***Articulate*** clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
 - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
 - (i) ***Provide additional support and investment for in*** reskilling and retraining to assist with diversifying and creating a sustainable economy, ***prioritising support for those aged 16 to 24 years.***

46.6 The amendment was put to a recorded vote under Standing Order 3.36.

(a) For the amendment – 14

Cllr Brunsdon, Cllr Buckland, Cllr N Dennis, Cllr Fitzjohn, Cllr M Jones, Cllr Lea, Cllr Lord, Cllr Millson, Cllr O’Kelly, Cllr Oxlade, Cllr Quinn, Cllr Smytherman, Cllr Sudan and Cllr Walsh.

(b) Against the amendment - 46

Cllr Acraman, Cllr Arculus, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barnard, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bradford, Cllr Bridges, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake, Cllr Crow, Cllr J Dennis, Cllr Edwards, Cllr Elkins, Cllr Hall, Cllr High, Cllr Hillier, Cllr Hunt, Cllr A Jones, Cllr A Jupp, Cllr N Jupp, Cllr Kennard, Cllr Kitchen, Cllr Lanzer, Cllr Magill, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr S J Oakley, Cllr Patel, Cllr Pendleton, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 2

Cllr Duncton and Cllr Goldsmith.

46.7 The amendment was lost.

46.8 The motion, as set out in minute 46.1, was carried.

47 Motion on provision of Free School Meals in School Holidays

47.1 The following motion under Standing Order 2.46 was moved by Cllr M Jones and seconded by Cllr Walsh.

‘This Council expresses disappointment that the Government has voted against providing free meals for children entitled to free school meals in the October 2020 half term and during future school holidays. This Council also expresses disappointment that none of the West Sussex Members of Parliament who took part in the Parliamentary vote supported the proposal to provide meals during future school holidays, with seven of the eight actively voting against.

This Council recognises that the on-going pandemic is causing hardship and poverty for many families within West Sussex and calls on the Cabinet to follow the example of other councils around the country to step in and provide free meals for children entitled to free school meals during future school holidays during the current pandemic.’

47.2 The motion was referred to the Cabinet for consideration.

48 Proposed Modifications to the Soft Sand Review of the West Sussex Joint Minerals Local Plan

48.1 The Cabinet Member for Environment moved the report on the Proposed Modifications to the Soft Sand Review of the West Sussex Joint Minerals Local Plan (pages 77 to 110).

48.2 Resolved –

That the Proposed Modifications to the Soft Sand Review, as set out at Appendix 1 to the report, be approved for public consultation on their soundness, followed by submission to the Inspector.

49 Question Time

49.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 111 to 116) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 2).

50 Report of Urgent Action

50.1 The report of urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (pages 117 and 118) was noted.

Chairman

The Council rose at 4.15 pm

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Interests

Members declared interests as set out below. All the interests listed below were personal but not pecuniary or prejudicial unless indicated.

Item	Member	Nature of Interest
Item 7 – Cabinet Member address on national lockdown	Cllr Walsh	Leader of Arun District Council
Item 9(a) – Notice of Motion on Post 16 Support Services	Cllr Smytherman	Chairman of Governors of West Sussex Alternative Provision College
Item 9(b) – Notice of Motion on Hidden Disabilities	Cllr Smytherman	Chairman of Dementia Friendly Worthing, President of Sight Support Worthing & Trustee of West Sussex Mind and Member of Worthing Borough Council
Item 9(c) – Notice of Motion on Pension Investments	Cllr Burrett	Deferred member of the Local Government Pension Scheme
Item 9(d) – Notice of Motion on Council Investments	Cllr Burrett	Deferred member of the Local Government Pension Scheme
Item 9(f) – Notice of Motion on the Economy	Cllr Atkins	Member of Worthing Borough Council
Item 9(f) – Notice of Motion on the Economy	Cllr Boram	Member of Adur District Council
Item 9(f) – Notice of Motion on the Economy	Cllr Hillier	Cabinet Member for Economic Growth at Mid Sussex District Council
Item 9(f) – Notice of Motion on the Economy	Cllr Lanzer	Member of Crawley Borough Council
Item 9(f) – Notice of Motion on the Economy	Cllr Lord	Husband is Managing Director of a tour operator
Item 10 - Proposed Modifications to the Soft Sand Review of West Sussex Joint Minerals Local Plan	Cllr Marshall	Chantry extension site is in his division

Item	Member	Nature of Interest
Item 11 – Question Time	Cllr Atkins	Local Authority Governor of Durrington Infant and Junior Federated Schools
Item 11 – Question Time	Cllr Baldwin	Member of Horsham District Council
Item 11 – Question Time	Cllr Bridges	Member of Adur District Council and Lancing Parish Council
Item 11 – Question Time	Cllr Goldsmith	Chairman of Save Our South Coast Alliance and Member of Chichester and District Cycle Forum

Written Questions: 6 November 2020**1. Written question from Cllr Quinn for reply by the Cabinet Member for Economy and Corporate Resources****Question**

The Cabinet Member will no doubt be aware that during August Capita reported a £28.5m loss in its half year results having suffered a 'significant' hit from the COVID-19 crisis, with the firm warning investors that it is unlikely it will generate sustainable cash flow for up to two years; furthermore it has announced that it intends to close around a hundred offices.

I understand there is a Task and Finish Group underway looking at the options for the resources currently outsourced to Capita once the contract ends in 2022.

Can the Cabinet Member tell me whether the current financial position and estate review will have any impact on the plans for the contract and what are the contingency plans, if any, before their contract will end in 2022?

Answer

Capita half-year results were published and shared with the County Council's Chief Executive and Director of Finance and Support Services on 18 August 2020. They highlighted and recognised the challenges faced by Capita in respect of COVID-19 and a reduction in revenue and profits. Capita has informed the County Council of its continued commitment to the contract. Robust contract controls and governance are in place, managed and maintained. These are monitored and reviewed in collaboration with Capita thereby ensuring both parties are as up to date as possible in this fast changing and evolving external environment.

Exit management schedules and plans within the contract for the transfer to the County Council and/or a replacement service provider of services, staff and assets at the end of the contract in September 2022 are reviewed on a regular and timely basis. If the financial position of Capita leads to an earlier exit of the contract, the exit plan in the contract would be utilised.

In relation to estates, Capita utilises the County Council's buildings to accommodate staff delivering services provided under both the Support Services Outsourcing and Information Technology Outsourcing Contracts. It is not anticipated the reduction of Capita's estate will have any impact on contractual performance.

2. Written question from Cllr Atkins for reply by the Cabinet Member for Education and Skills**Question**

As a newly appointed local authority governor for Durrington Infant and Junior Federated Schools (for which I express a personal interest).

I have become acutely aware of the emotional strain on teachers having to prepare and give the normal lessons but also having to prepare and give the online lessons to

those pupils that are self-isolating. And all whilst in addition to having to cover giving lessons for those colleagues that are themselves self-isolating.

As the situation may be similar for teaching staff across the county, what can therefore be done to assist the emotional wellbeing of the teaching staff and the pupils they teach?

Answer

Staff wellbeing is a key concern for the Council, for governors and also for school leaders. The Council's school effectiveness team is actively discussing staff wellbeing issues in their link adviser visits this term. Guidance has been provided to schools and governors on managing fair workloads for staff. A programme of staff and student wellbeing is planned to be rolled out over the next six months, starting in November, to provide training and support to a dedicated member of staff from each school to support wellbeing and explore strategies to support staff and students. The Council already subscribes to the Employee Assist programme which provides telephone support to employees needing help and counselling. The Council is currently exploring an additional and commercially provided welfare support package for headteachers.

The organisation of schools into learning bubbles has been managed by schools according to their own staffing and pupil needs. Schools are appropriately managing their own staff to ensure that sufficient support and time for planning and preparation is maintained. The number of schools with learning bubbles temporarily isolated is relatively low at this point with most schools running face to face teaching for most children. Some schools have explored redeploying staff to plan online learning and others are actively developing banks of online resources to support staff to reduce additional pressure. Such arrangements are best organised according to each school's needs.

3. Written question from Cllr M Jones for reply by the Cabinet Member for Education and Skills

Question

Can the Cabinet Member please confirm:

- (a) How many pupils being educated in West Sussex were receiving free school meals as of 1 March 2020 (an overall figure and also broken down to Borough and District level, if available);
- (b) How many pupils being educated in West Sussex were receiving free school meals as of 1 October 2020 (an overall figure and also broken down to Borough and District level, if available);
- (c) How many parents of pupils in West Sussex applied for free school meals between 1 May and 1 October 2020 but were advised they were not eligible to receive them (an overall figure and also broken down to Borough and District level, if available). Please also provide figures for the same period in 2019.
- (d) How much it would cost for an alternative school meal for each pupil eligible for free school meals to be provided for each day of the October half-term break and each day of the Christmas school break to be provided; and

- (e) That the Government has provided the County Council with sufficient funding to meet the cost outlined in (d) above.

Answer

- (a) At the time of the January 2020 schools census there were 11,469 children eligible for a Free School Meal (FSM) in West Sussex, around 10% of the total school roll. A breakdown by district is currently being analysed and will be provided in due course.
- (b) The County Council is still awaiting analysis of October census data. However, we are aware of an additional 6000 FSM applications being processed since January with approximately 3,600 additional children qualifying for FSM. During that period there will also be a number of children who are no longer eligible for FSM as they have left school or their family circumstances may have changed. It is likely that the FSM number in West Sussex is currently around 15,000. Comparing the numbers of children newly qualifying for FSM between 1 April and 30 September in 2019 and 2020 shows that the increase was approximately 850.
- (c) See (b) above.
- (d) Schools are currently funded for provided schools meals during term time through their school budget, which is calculated through an agreed formula as part of the Dedicated Schools Grant. FSM funding is included within the additional needs section within the formula and for 2020/21 is calculated at the rate of £450 per eligible pupil. During term-time it costs £11.75 per week to provide a meal. The national voucher scheme introduced by the Government for children eligible for a FSM, and which also covered the May and summer holiday period, provided vouchers for each week at £15 per eligible child. During the October half term support was provided for families in need including access to food and broader support. Few families took this support up but, in addition to the Community Hubs, charity foodbanks are also available and some schools have local arrangements with local supermarkets to support their children in need.
- (e) Decisions are still awaited regarding any additional funding from central government to support the provision of meals during the Christmas break.

4. Written question from **Cllr Kirsty Lord** for reply by the **Cabinet Member for Education and Skills**

Question

Following the decision by the Government not to support the provision of vouchers for children eligible for Free School Meals during half term, and the ongoing lack of clarity around subsequent school holidays including Christmas, could the Cabinet Member for Education and Skills please confirm:

- (a) The number and the percentage of children receiving free school meals by district and by type of school (primary, secondary, SEN, Alternative Provision/ Academies and free schools) in West Sussex in February 2020 and October 2020;

- (b) Provide details of any communications between West Sussex County Council and any or all of West Sussex Members of Parliament (MPs), Department for Education, government ministers and Secretaries of State concerning Free School Meals between March 2020 and today;
- (c) That West Sussex County Council will be fully funding the provision of vouchers for children eligible for free school meals during the Christmas holidays and subsequent school holidays in the absence of any funding by the Government; and
- (d) Join the Liberal Democrat group in thanking all those businesses and individuals who stepped into the breach during half term to ensure West Sussex children did not go hungry when the Government chose not to act?

Answer

- (a) There were 11,469 West Sussex children eligible for a Free School Meal in the January 2020 census which is 10% of the total school roll. A breakdown by district is currently being analysed and will be provided in due course. The County Council are still awaiting analysis of October 2020 census data. However, we are aware of a further 6,000 FSM applications that have been processed since January with approximately 3,600 additional children qualifying for FSM*. During that period there will also be a number of children who are no longer eligible for FSM as they have left school or their family circumstances may have changed. It is likely that the FSM number in West Sussex is currently around 15,000. It is not possible to provide a further breakdown of the data to the level requested.

* Comparing the numbers of children newly qualifying for FSM between 1 April and 30 September in 2019 and 2020 shows that the increase was approximately 850.

- (b) MPs receive a monthly Covid update and this includes updates on several issues including the position on free school meals.
- (c) During the October half term-break access to support for families in need was successfully provided through the Community Hubs. The County Council is considering the most appropriate way of continuing to support our most challenged families to ensure that families in need are able to access that assistance. The Community Hubs are planning on how to ensure support is available over the Christmas break for those families in need to ensure that they are able to access food pending any decision on the provision of Free School Meal vouchers by the Government.
- (d) The Council applauds and thanks everyone including businesses, local charities, the Community Hub workers and all those who tirelessly work to support our families in need through holiday periods and throughout the year.

5. Written question from Cllr Morwen Millson for reply by the Cabinet Member for Fire & Rescue and Communities

Question

In his briefing note on support for families in need on Tuesday, 27 October 2020 the Leader wrote of the distribution of 3,437 urgent food parcels being delivered across the County. Can the Cabinet Member for Fire & Rescue and Communities please tell the Council:

- (a) What exactly is in a parcel;
- (b) How many people and how many meals does a single parcel cover;
- (c) How much does one parcel cost to pack and deliver;
- (d) Can they be adjusted for individual children's tastes, diets or food allergies, or do you get what you are given;
- (e) How many were distributed to families:
 - (I) in total; and
 - (II) in receipt of Free School Meals during half term?; and
- (f) Were the boxes recently distributed to families part of the original consignment intended for emergencies where shielding and self-isolating people could get them if they had no-one to get food for them, or is the content more geared to families?

Answer

- (a) During the COVID pandemic we have issued a number of food boxes that contained different food types to meet individual need. Our fresh food box which Adams provide contains a selection of various goods including milk, cheeses, fruit, tinned goods e.g. soup, vegetables, baked beans, tuna tins, pasta, crisps, eggs, toilet roll (a full list provided at the end of this response). This food option meets the need of two adults, enough food for a maximum of one week. If the household is larger than two then multiple boxes can be delivered and if there is an ongoing need, the customer will receive a delivery weekly. This food parcel has been supplemented with toiletry items which have been purchased separately by the County Council and are packed and included by Adams.

To supplement the fresh food box, we provide a breakfast box, also provided by Adams, which contains a selection of breakfast goods including milk, cereal, butter, tea bags, bread, fruit (a full list is provided at the end of this response). This food option meets the need of two adults, enough food for a maximum of one week. As referenced above, if the household is larger than two, then multiple boxes can be delivered and, if there is an ongoing need, the customer will receive a delivery weekly.

To support the provision of fresh foods, we provide food with a longer shelf life, provided by Aldi, including a selection of cereal, fruit juices, tinned chopped tomatoes, sauces, rice, pasta, tea/coffee, tuna, soup, biscuits, tinned goods,

soap and toothpaste. The content of this food option will meet the need of two adults, enough food for a maximum of one week. If there is an ongoing need, the customer will receive a delivery of one box per week. These parcels have already been packed and are stored within County Council venues and distributed by Council staff.

To support residents who are unable to cook for themselves, Appetito will provide a two-course meal for lunch and a 'teatime pack' which is a cold dinner. This option has been enriched by the inclusion of the Adams breakfast box, outlined above, as part of the request. Individual meals are delivered each day for three days as standard, the Community Hub will then review, and continue the support for as long as the customer requires.

- (b) Covered in (a) above.
- (c) The cost of each food option are as follows;
 - Adams Standard Food Box: £31.05 increasing to £35 with inclusion of toiletry items sourced under separate contract
 - Adams breakfast: £10.85
 - Aldi same day parcel: £17.57
 - Appetito request: £38.30 this includes £10.85 for Adams breakfast
- (d) To enable us to meet individual children's tastes, diets or food allergies, we are able to make special requests through the Adams options, we can amend the contents of the box or add/remove items if required. In providing support for vulnerable people who were encouraged to Shield during the earlier Lockdown period the Community Hub co-ordinated County Council staff to undertake personalised shopping activity and deliver items to residents to meet their specific dietary requirements (e.g. when nationally delivered food box did not accommodate).
- (e)
 - (i) The Community Hub was stood up quickly to respond to the COVID crisis to initially support the shielding requirement and therefore there are gaps within our data as it was not built into the recording system e.g. how many families received food parcels. The Community Hub now collates household size. To support families and larger households we send out multiple boxes, for example one to two people will get one box, three to four will get two boxes, five to six will get three boxes and so on.
 - (ii) There has been one request for food to support children in receipt of Free School Meals during the October half term, and this was supplied to a family on 29 October.
- (f) The boxes recently distributed to families are part of the contracts and purchase arrangements originally instigated to support those without access to food and essential supplies. This included support for people who were shielding, did not have a support network, were self-isolating and more recently experiencing hardship. The content of these options has not been amended, unless an individual response to special dietary requirements require this.

Adams Food Boxes - Standard box: £31.05

1 x 2L semi-skimmed milk
 1 x 200g cheddar block
 6 x single mixed apples
 6 x single banana
 1 x kg potato
 1 x kg leeks
 1 x kg carrot
 1 x 500g tomato
 10 x single tea bags (approximately 200)
 2 x single Spanish onion
 1 x 500g Just Like Butter
 1 x kg porridge
 1 x 400g Heinz baked bean
 1 x 800g mixed bean
 2 x vegetable soup Baxters
 2 x 400g chopped tomato
 1 x Hills bourbons/digestive
 2 x 400g tuna
 1 x medium brown bread
 1 x 6 medium eggs
 1 x penne pasta
 4 x single bags crisps
 10 x single sugar sticks
 1 x 4 toilet roll

Breakfast box: £10.85

1 x 2L semi-skimmed milk
 1 x 500g Just Like Butter
 1 x cereal (Rice Krispies, Cornflakes, Bran Flakes)
 1 x 20 single tea bags
 1 x Hills digestive biscuit
 1 x medium brown bread
 3 x single banana
 3 x single mixed apples

6. Written question from Cllr Louise Goldsmith for reply by the Cabinet Member for Highways and Infrastructure

Question

In the earlier part of 2020, Highways England announced investment in the Chemroute, a cycle route between Chichester and Emsworth, promoted and supported by local communities and Parish Councils for the last seven years.

Acknowledgement of this proposal was well received. However, the plans produced by Highways England were disappointing, involving shared pavements for pedestrians and cyclists and there were considerable objections to the scheme design. As a result, the Chichester and District Cycling Forum produced its own report, 'An Engagement Proposal', which has been described 'authoritative' and 'well researched'.

Since the publication of the Chemroute scheme the Government has published the Gear Change document and LTN1/20, the good guidance document and has also announced the set-up of Active Travel England to oversee and encourage cycling improvements. However, the policies in these documents seriously conflict with the scheme Highways England produced.

Could the Cabinet Member provide this Council with a complete assurance that this and any future schemes proposed by Highways England will have incorporated the same principles and, in particular, that they will physically and safely separate cyclists from pedestrians, and both, from volume motor traffic.

Answer

Following the publication of LTN 1/20 in late July, Highways England is reviewing the proposals outlined in the Chemroute Options Appraisal.

LTN1/20 rightly focuses on providing separation but the document allows for shared use under certain circumstances. There are sections of the A259 where the available highway width may make separation difficult to achieve.

Highways England, like any highway authority, will pay due regard to national standards and guidance when producing scheme proposals; currently, they are procuring a design and delivery partner to undertake the review and produce a detailed design, which will be subject to a public consultation exercise in due course. The County Council will respond to the formal consultation.

7. Written question from Cllr Louise Goldsmith for reply by the Cabinet Member for Highways and Infrastructure

Question

Firstly, the Government should be congratulated in producing, in July this year, Gear Change, a bold vision for walking and cycling, together with Local Transport Note 1/20, a new cycling design guide. These documents highlight, in an integrated way, a significant direction for future sustainable travel that would also help tackle climate change, improve the air quality and, in turn, would make a significant contribution to people's health.

The four key themes of the document show a real understanding of the current situation and what needs to be done.

During lockdown many people took up cycling, encouraged by quieter roads - this clearly demonstrates people will cycle when they feel safe. The importance, therefore, of encouraging more people to cycle is to ensure safe cycle routes.

Please could the Cabinet Member confirm:

- (a) His total support of the Gear Change document;
- (b) That he will personally undertake to see that all policies in the documents such as the LTN 1/20, which are associated with Gear Change document, are formally adopted as County Council Highways policies, including updating the County Council's Walking and Cycling Strategy as soon as possible and certainly before the end of the Council's term;

- (c) Would the County Council encourage its partner authorities - District and Borough Councils - to follow the same approach when determining planning applications;
- (d) In a recent communication to Councillors, Grant Shapps, Transport Secretary, wrote: "That is why in the second tranche of funding, those authorities which have demonstrated genuine plans to consult their local communities and embrace good design principles will receive all of or, in some cases, more funding than their indicative allocations". In the light of this direction provided by the Secretary of State, will the Cabinet Member ensure, by a formal policy, that whenever new cycle routes are proposed the local Cycling Forums become formal consultees from inception; and
- (e) The Gear Change document is looking for 12 'Willing Local Authority Areas' to benefit from 'intensive investment in 'mini Holland Schemes'. Will West Sussex County Council be putting itself forward to be one of the 12 authorities?

Answer

- (a) The vision of the Gear Change document and its objectives are fully supported.
- (b) LTN 1/20 has been in development for some time, which is why this Council developed its own cycling design guide (published in August 2019). The guide referred to existing best practice guidance available at the time (e.g. Sustrans, Greater Manchester, Welsh Government). The guide is available to developers via the website and is referred to in planning consultation. The guide also reminds developers to refer to any new or updated national guidance published after August 2019. The West Sussex Walking and Cycling Strategy is due to be updated in light of LTN 1/20 and the Local Walking & Cycling Infrastructure Plans which are being developed by the County Council, South Downs National Park Authority (SDNPA), and a number of the district and borough councils. The revised document will be open to consultation before it is adopted.
- (c) The County Council is encouraging the district and borough councils and the SDNPA (as the Local Planning Authorities) to adopt this same approach. The County Council, as the Local Highway Authority, is a statutory consultee in the planning process.
- (d) The Council already consults the cycle forums as a matter of course in respect of schemes and policies.
- (e) The County Council is not taking part in the mini-Holland project because the focus has been on developing Local Walking & Cycling Infrastructure Plans in partnership with the district and borough councils.

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Question Time: 6 November 2020

Members asked questions of members of the Cabinet. In instances where a Cabinet Member or the Leader undertook to take follow-up action, this is also noted below.

Best Start in Life**Leader**

The Leader answered questions on free school meals in school holidays, from Cllr A Jones and Cllr Lord.

In response to a request from Cllr Lord that the Leader write to all local MPs and Secretary of State to highlight the need for automatic support for families in receipt of free school meals over Christmas holidays, the Leader agreed to work with Cllr Lord and the Cabinet Member for Fire & Rescue and Communities on the communication.

A Prosperous Place**Cabinet Member for Economy and Corporate Resources**

The Cabinet Member answered questions on the impact of the pandemic on businesses in Crawley from Cllr Quinn.

Cabinet Member for Highways and Infrastructure

The Cabinet Member answered questions on the following matters:

The proposed route for the A27 Arundel bypass, from Cllr Fitzjohn, Cllr Montyn, Cllr S Oakley, Cllr Lord and Cllr Walsh.

In response to a request from Cllr Montyn relating to the proposed route for the A27 at Chichester, the Leader said he would work closely with local MPs and the Leader of Chichester District Council to ensure a joined up approach is taken in regard to mitigation and consultation for any work undertaken.

In response to a request from Cllr Fitzjohn, the Leader agreed to ask officers to share discussion with local members.

In response to a question from Cllr O'Kelly, the Cabinet Member agreed to circulate details of the most recent meeting with MPs concerning the A27.

Pop-up cycle lanes, from Cllr Boram, Cllr Burrett, Cllr Burgess, Cllr Goldsmith, Cllr High and Cllr M Jones.

In response to a question from Cllr Burgess about feedback on the Three Bridges temporary cycle scheme, the Cabinet Member said he would provide her with details.

In response to a question from Cllr Goldsmith, the Cabinet Member confirmed that district cycle forums would be involved in any future discussions concerning cycleways.

In response to a question from Cllr Jones about the timing of the removal of the pop-up cycle lanes, the Cabinet Member said he would provide dates once the process for removal was known.

Work on the A264 junction with Rusper Road in Horsham, from Cllr Baldwin, Cllr Catchpole and Cllr Kitchen.

In response to a request from Cllr Baldwin that there should not be any works at the same time at the Robin Hood junction, the Cabinet Member said he would clarify whether that was the case.

In response to a request from Cllr Catchpole for clarification about the timing and impact of the roads works on the A264 relating to the Bohunt School, the Cabinet Member agreed that officers would arrange a meeting between the members of the North Horsham County Local Committee, the District Council and North Horsham Parish Council to consider the matter. He confirmed there would also be a letter drop to affected residents.

In response to a request from Cllr Kitchen, the Cabinet Member agreed to involve all relevant Parish Councils in any meetings concerning the Rusper Road roundabout.

Funding for local bus services, from Cllr N Dennis.

In response to a question from Cllr Dennis, the Cabinet Member agreed to examine a recent National Audit Office report on local buses and make an assessment which might assist in the preparation of schemes to bid for government funding.

A Strong, Safe and Sustainable Place

Cabinet Member for Fire & Rescue and Communities

The Cabinet Member answered questions on the following matters.

The Community Hub and the national lockdown, from Cllr Kennard, Cllr O'Kelly and Cllr Wickremaratchi.

Hate Crime Awareness Week, from Cllr Barnard and Cllr Edwards.

Road capacity surrounding the new Horsham Fire Station, from Cllr Millson.

In response to a question from Cllr Millson, the Cabinet Member agreed to work with the Cabinet Member for Highways and Infrastructure in order to see if there are any issues in terms of capacity on roads serving the new Horsham Fire Station and training centre.

A Council that works for the Community

Cabinet Member for Finance

The Cabinet Member answered questions on Council investments from Cllr Millson.

In response to a question from Cllr Millson, the Cabinet Member agreed to provide information held on any links to the company which produces Cbeebies.