

Public Document Pack

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23 February 2021

Environment and Communities Scrutiny Committee

A virtual meeting of the Committee will be held at **10.30 am** on **Wednesday, 3 March 2021**.

Note: In accordance with regulations in response to the current public health emergency, this meeting will be held virtually with members in remote attendance. Public access is via webcasting.

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

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

Tony Kershaw
Director of Law and Assurance

Agenda

1. **Declarations of Interest**

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

2. **Minutes of the last meeting of the Committee** (Pages 5 - 12)

The Committee is asked to agree the minutes of the meeting held on 11 January 2021 (cream paper).

3. **Urgent Matters**

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

4. **Responses to Recommendations** (Pages 13 - 16)

The Committee is asked to note the responses to recommendations made at the 11 January 2021 meeting from the Cabinet Member for Environment.

10.45 am 5. **Household Waste Recycling Site (HWRS) Booking System**
(Pages 17 - 28)

Report by Director of Environment and Public Protection.

The Committee is invited to consider:

1. Whether the proposals will adequately and proportionately address the issues identified.
2. The adequacy of the consultation arrangements.

The Chairman will summarise the output of the debate for consideration by the Committee.

11.45 am 6. **Forward Plan of Key Decisions** (Pages 29 - 36)

Extract from the Forward Plan dated 18 February – 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. **Requests for Call-in**

There have been no requests for call-in to the Scrutiny Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

8. **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Scrutiny Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc.

If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group (BPG) to consider in detail.

9. **Date of Next Meeting**

The next meeting of the Committee will be held on 9 June 2021 at 10.30am.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 27 May 2021.

To all members of the Environment and Communities Scrutiny Committee

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Environment and Communities Scrutiny Committee

11 January 2021 – At a virtual meeting of the Environment and Communities Scrutiny Committee held at 10.30 am.

Present: Cllr Barrett-Miles (Chairman)

Cllr S Oakley	Cllr McDonald	Cllr Quinn
Cllr Baldwin	Cllr Montyn	Cllr Waight
Cllr Barnard	Cllr R Oakley	Cllr Walsh
Cllr Brunsdon, arrived at 10.44am	Cllr Oppler, arrived at 10.48am, left at 1.15pm	

Also in attendance: Cllr Crow, Cllr Elkins and Cllr Urquhart

Part I

36. Declarations of Interest

36.1 In accordance with the Code of Conduct the following interests were declared:

Cllr Walsh declared a personal interest in item 5 as Leader of Arun District Council.

Cllr S Oakley declared a personal interest in item 5 as a member of Chichester District Council.

37. Minutes of the last meeting of the Committee

37.1 Resolved – that the minutes of the Committee held on 18 November 2020 be approved as a correct record, and that they be signed by the Chairman.

38. Part II Matters

38.1 The Chairman confirmed that he was minded to move this to Part I and for it to be discussed under item 5.

39. Responses to Recommendations

39.1 The Committee noted the response to recommendations made at the 14 September meeting from the Cabinet Member for Children and Young People.

39.2 The Committee noted the response to recommendations made at the 18 November meeting from the Cabinet Member for Environment and the Cabinet Member for Highways and Infrastructure.

- 39.3 The Committee noted that the first meeting of the Tree Forum is being held on 15 February and that two places are available to members of the Committee.
- 39.4 The Committee noted the response from the Cabinet Member for Highways and Infrastructure regarding a matter arising from Chichester District Council's developing Local Plan.
- 39.5 The Committee made a number of comments including those that follow:
- That similar issues may affect other local plan proposals and so be of wider interest to members across the Council.
 - That, at the point Chichester District Council choose to consult on their local plan there may need to be scrutiny of the County Council's intended response.
 - There is a need for engagement with officers responsible for responding to any formal consultation.

Resolved – That the Committee

- Agreed to setting up a group to consider the issues arising from this matter and that Cllr Montyn will Chair the group. Cllr Baldwin, Cllr Brunsdon, Cllr S Oakley and Cllr Walsh also confirmed their wish to be part of the group.

Post meeting note

Following discussion between the Director of Law and Assurance and the Chairman, the following way forward was agreed:

- *Any group of members dealing with this matter would need to be self-supporting. There is no defined scrutiny work to warrant a formal task and finish group.*
- *The group would comprise whichever members choose to come together in response to the invitation from the appointed chair.*
- *The appropriate officer lead would be Darryl Hemmings, Transport Planning and Policy Manager or whichever officer is responsible for responding to any formal consultation by Chichester District Council in relation to its local plan in due course.*
- *That activity would arise at the point Chichester District Council choose to consult on their local plan.*
- *Referral back to Environment and Communities Scrutiny Committee would not be expected in the absence of substantive committee business on the matter.*

40. Climate Change Strategy Delivery Plan

- 40.1 The Committee reviewed the Climate Change Delivery Plan (including the Carbon Management Plan).
- 40.2 The Delivery Plan was introduced by the Cabinet Member.

- 40.3 Steve Read, Director of Environment and Public Protection, Catherine Cannon, Sustainability Team Leader, Andrew Edwards, Director of Property and Assets and Ruth O'Brien, Sustainability Advisor gave a presentation (copy appended to the signed minutes), which gave more specific details.
- 40.4 The Committee made a number of comments, including those that follow:
- Asked for the differences between carbon neutral, carbon negative and zero carbon, and these were explained.
 - Was pleased to hear that there were 2000 responses to the consultation but was disappointed to hear that there were fewer responses from younger people. Asked that the team continue to explore different methods for engagement.
 - Was pleased to hear about Southern Water being keen to work in partnership with the Council around water saving.
 - Requested that we work to understand barriers to change, especially as many residents are struggling with basic needs at the moment and cannot afford upfront costs for more efficient products.
 - Acknowledged that the decarbonising of our Corporate Estate will be a long-term target.
 - Acknowledged that electric vehicles may be an interim solution until hydrogen technology becomes a viable alternative.
 - Was pleased to hear that the Government's commitment to phase out gas boilers is being taken into account but recognised that this will require significant funding. Funding sources are being explored (County Council or Central Government) by the Cabinet Member.
 - Acknowledged that for many people the new ways of working that Covid has brought have been a benefit and hoped that some of these will continue in the long term. The reduction in the need to travel was welcomed.
 - Asked whether it would be possible to explore decarbonising the Council's pension investments.

Resolved – That the Committee:-

1. Supported of the Carbon Management Plan and the Delivery Plan.
2. Noted the importance of continuing to work in partnership with districts and boroughs but requested that more effort is put into engaging with young people.

3. Noted that hydrogen technology is a long term solution but that the Electric Vehicle Strategy is still important and that charging infrastructure is still required, and was pleased to hear that we are still working with the district and borough councils on this to deliver by end of this year.
4. Requested that a staff education campaign be carried out to remind people about closing windows, turning off lights etc. Also for the general public to be educated on energy saving and climate change.
5. Noted that upgrading of the heating system in council-owned buildings will be required and is being hastened by the Government decision to phase out gas boilers, and that significant funding will be required so there will be a need for continual dialogue with Central Government.
6. Supported the work in keeping the "grey mileage" down where it is practical but must not forget the digital divide.
7. Noted that for many it has been a positive experience to work from home.
8. Requested that the issues of kelp forest restoration, revisiting the street lighting timings and traffic free school routes are investigated.
9. Requested the whole-life costs are taken into account when new projects are being drawn up.
10. Welcomed the introduction of the climate change RAG impact assessment (Red/Amber/Green) tool into decision-making.
11. Acknowledged that significant behavioural change will be required of residents in order to decarbonise the transport network.
12. Requested that we work with the regional school commissioner to raise the profile of energy efficiency at new school sites.

41. Strategic Budget Savings - Pre decision scrutiny

- 41.1 The Committee considered a report by the Director of Law and Assurance (copy appended to the signed minutes).
- 41.2 Tony Kershaw, Director of Law and Assurance explained that the report had been produced before the full details of the Government settlement were known. The main remaining savings proposals is the removal of Community Initiative Fund (CIF) and review of CLC arrangements.
- 41.3 The Committee made a number of comments including those that follow:

- Pleased that the Government settlement has meant that a number of the more unpalatable savings proposals have been removed but acknowledged that this is a one-year settlement.
- Stated continuing support for the CLC's as this is the best opportunity for our residents to meet their County Councillors and to be engaged in the democratic process. Did however acknowledge that some are poorly attended and not everyone supported their retention.
- Requested details of the criteria for working with parish councils to review the library offer.
- Requested details on the review of highways and transport fees and charges.

Resolved – That the Committee:-

1. Welcomed the removal of the proposed savings for the Household Waste Recycling Sites and the reduction in bus passes and subsidies, however pointed out that the Government settlement is for just one year.
2. Would like to retain CLC's and welcomed the study into how they can continue.
3. Would like to retain the CIF and welcomed the opportunity to have a dialogue with the Cabinet Member.

42. West Sussex Reset Plan and Key Performance Indicators

- 42.1 The Committee considered a report by the Chief Executive.
- 42.2 The report was introduced by Sanjay Mackintosh, Consultant, who gave some clarity that these are a reduced list rather than the full list.
- 42.3 The Committee made a number of recommendations which are set out below:

Keeping people safe from vulnerable situations

1. Number of responses to reports of predatory trading and subsequent visits.

Resolved – that the Committee:-

- Agreed that it was a good KPI but would like to understand how this has changed due to Covid and how we have helped residents become more savvy around cyber crime.
- Was concerned about the labelling "predatory trading" rather than "predatory calls".

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- Asked if the 200 baseline could be explained in regards to the timeframe.
- Questioned why there was no KPI for the Killed and Seriously Injured and made a recommendation that requested that the Cabinet Member reconsider and put this measure back into the main list.

A sustainable and prosperous economy

2. Length of new cycle paths across the County.

Resolved – that the Committee:-

- Supported the target but were disappointed that it was not more ambitious and that it does not show where linkages between existing paths are going to be made. Recommended that the target is increased.

3. Percentage length of A and B roads that require maintenance.

Resolved – that the Committee:-

- Recommended that C class roads are also included as this would then cover 45% of the network.

4. Highway defects repaired within the required time scale.

Resolved – that the Committee:-

- Requested that Cabinet reconsider as these figures would not show a decline in the network as this is a KPI that allows the situation to deteriorate.

5. Equivalent tonnes(te) of CO₂ emissions from WSCC activities.

Resolved – that the Committee:-

- Requested that the KPI explains where the figure of 13,492CO₂ te had come from and that the missing figures are included.

6. Household waste recycled, reused or composted.

Resolved – that the Committee:-

- Accepted the KPI but regrets that it is not more ambitious.

7. Kg of residual waste per household

Resolved – that the Committee

- Requests that this KPI is removed as appears to partially duplicate 6 above.

Helping people and communities to fulfil their potential

8. Use of virtual/digital library services by residents.

Resolved – that the Committee

- Agreed that this a suitable measure.

9. Number of people reached and supported via the West Sussex Community Hub during the Covid-19 pandemic.

Resolved – that the Committee

- Agreed that this is suitable measure but requested a breakdown of the sort of support given.

10. Percentage of people affected by domestic violence and abuse who feel safe upon leaving the service.

Resolved – that the Committee

- Acknowledged the difficulty in stating a baseline figure but requested that a figure of 2/3 be used.
- Welcomed the KPI but concerned that it is hard to know whether a leaver is genuinely satisfied with the service, and that we may be misleading ourselves since victims feeling safe is not the same as victims being safe.

43. Forward Plan of Key Decisions

- 43.1 The Committee considered the Forward Plan dated 4 January 2021 (a copy appended to the signed minutes).

Resolved – That the Forward Plan be noted.

44. Possible Items for Future Scrutiny

- 44.1 A suggestion was made and supported that the Business Planning Group look at Trading Standards work particularly with regards to the Key Performance Indicator in the Reset Plan.

- 44.2 The Committee also asked that interested members look at the revised business case for Halewick Lane.

45. Date of Next Meeting

The next meeting of the Committee will be held on 3 March 2021 at 10.30am. Probable agenda items include:

- Update on WSCC Renewable Energy Schemes and Work to Refresh the Overall Strategy.
- Review of the New Approach to using Community Groups to Deliver Highways Services.

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- Future of Community Highways Schemes and Community Traffic Regulation Orders.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 22 February 2021.

The meeting ended at 4.12 pm

Chairman

Cabinet Member Responses

Response from Cabinet Member for Environment – Mrs Deborah Urquhart		
Agenda item	Environment & Communities Scrutiny Committee recommendations (11 January 2021)	Response
Climate Change Strategy Delivery Plan	1. Supportive of the Carbon Management Plan and the Delivery Plan.	Noted
	2. Noted the importance of continuing to work in partnership with districts and boroughs but requested that more effort is put into engaging with young people.	<p>Noted. As a result of the Scrutiny discussion, the local media picked up on the issue of engagement with young people and Daisy Watson-Rumbold, Chair of the Youth Cabinet, was featured in subsequent media coverage.</p> <p>Plea to involve young people in tackling climate change “Reaching out to young people for involvement has been one of the best decisions I think the council has made in their fight against climate change.” These encouraging words from Daisy Watson-Rumbold, chair of the West Sussex Youth Cabinet, will no doubt come as a relief to a number of councils. There have been concerns recently that the younger generation has not been engaging with the various climate change consultations opened up by the district and county councils. JPI Media (all titles): Click to Open More Radio online: Click to Open</p>
	3. Noted that hydrogen technology is a long term solution but that Electric Vehicle Strategy is still important and that charging infrastructure is still required and was pleased to hear that we are still working with the district and borough councils	Noted

Cabinet Member Responses

	on this to deliver by end of this year.	
	4. Requested that a staff education campaign be carried out to remind people about closing windows, turning off lights etc. Also for the general public to be educated on energy saving and climate change.	Noted. With many staff continuing to work from home, we will ensure this is incorporated into the New Ways of Working as they are agreed and implemented.
	5. Noted that upgrading of the heating system in council owned buildings will be required and is being hastened by the Government decision to phase out gas boilers and that significant funding will be required so there will be a need for continual dialogue with Central Government..	Grant and loan schemes from government for upgrade of heating systems can play an important role in bridging the funding gap. Timescales for applying to such schemes have often been very challenging, limiting suitable projects to more immediate 'shovel ready' proposals. Our capability to move quickly in identify suitable projects for application is improving. When taking forward boilers we will replace boilers with 'non-gas' where practicable. Where this is not practicable we will seek to build in those features necessary for conversion to 'non-gas' in the future. We will also continue to utilise central government funding to support our projects going forward.
	6. Supports the work in keeping the "grey mileage" down where it is practical but must not forget the digital divide	Though current circumstances have displayed that some travel reductions are viable, it is acknowledged within developing proposals that providing information and communication technology support to staff will be an important component of encouraging future reductions.
	7. Noted that for many it has been a positive experience to work from home.	Noted
	8. Requested that the issues of kelp forest restoration, revisiting the street lighting	Answer for Kelp Forest Restoration: We continue to work with the Sussex Inland Fisheries Conservation Authority to endorse their request to Defra that

Cabinet Member Responses

	<p>timings and traffic free school routes are investigated.</p>	<p>the new Nearshore Trawling Byelaw be passed. The Cabinet Member for the Environment wrote again to the Secretary of State in 2020.</p> <p>Answer for revisiting the street lighting timings and traffic free school routes are investigated:</p> <p>As you are probably aware we are about to undertake a project to replace all of the incandescent street lamps with LED units. Due to the lower energy demands of LEDs this will reduce our energy consumption and carbon emissions. Overall we expect this project will result in a saving of 2340 tonnes of carbon per year.</p> <p>The project also includes for a more sophisticated lighting management system. This will afford us the opportunity to vary lighting levels and lighting up times remotely and easily. As such we will then have the chance to trial variations in lighting levels and timings (subject to necessary consultation, etc) to see if there is more we can do to reduce our energy consumption.</p> <p>We already run much of the County's lights "part night" only and dim lights in certain areas at certain times.</p> <p>Traffic free school routes are looked at as part of school travel plans – an activity schools undertake with our support. In practice such measures are difficult to implement as schools are mostly located on roads that require access at all times. We are in the process of designing a number of improvements at schools following our success in seeking money from the government's active travel fund. This will focus on making the journeys to school easier for pupils that want to walk and cycle.</p>
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Cabinet Member Responses

	<p>9. Requested the whole life costs are taken into account when new projects are being drawn up.</p>	<p>I can confirm that the whole life costs of a project are considered in option selection</p>
	<p>10. Welcomed the introduction of the climate change impact assessment RAG (Red/Amber/Green) tool into decision-making.</p>	<p>Noted</p>
	<p>11. Acknowledged that significant behavioural change will be required of residents in order to decarbonise the transport network.</p>	<p>Noted</p>
	<p>12. Requested that we work with the regional school commissioner to raise the profile of energy efficiency at new school sites</p>	<p>The role of the regional school commissioner would appear to be limited and not encompass the issue over funding for schools. Furthermore their role is heavily linked to Academies. To assist I have attached below a link to a webpage on the D of E that provides further information:</p> <p>https://www.gov.uk/government/organisations/regional-schools-commissioners/about</p> <p>With regard to additional funding for schools. Whilst D of E are considering the impact of climate change it doesn't look as if any additional funding will be forthcoming in the short term, but this is still being researched.</p>

Environment and Communities Scrutiny Committee

3 March 2021

Household Waste Recycling Site (HWRS) Booking System

Report by Director of Law and Assurance

Summary

The Cabinet Member for Environment proposes to take a decision in March 2021 on measures for managing demand at certain Household Waste Recycling Sites. The proposed decision was first published in the Forward Plan in January 2021. The draft report for the proposed decision is attached.

Focus for scrutiny

The Committee is invited to consider:

1. Whether the proposals will adequately and proportionately address the issues identified.
2. The adequacy of the consultation arrangements.

The Chairman will summarise the output of the debate for consideration by the Committee.

Details

The background and context to this item for scrutiny are set out in the appended report (listed below), including resource and risk implications, Equality, Human Rights, Social Value, Sustainability and Crime and Disorder Reduction Assessments.

Tony Kershaw

Director of Law and Assurance

Contact Officer: Ninesh Edwards: ninesh.edwards@westsussex.gov.uk

Appendices

Appendix 1: Household Waste Recycling Site Booking System – Draft Decision Report

Background papers

None

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Report to Councillor Deborah Urquhart, Cabinet Member for Environment**March 2021****Household Waste Recycling Site Booking System****Report by Director of Environment and Public Protection****Electoral divisions: All**

Summary

Social distancing measures due to Covid-19 at the busy Household Waste Recycling Sites (HWRSs) have added pressure to the nearby roads leading to some disruptive queuing and delays for site visitors, other road users and, in some cases, adjoining businesses and residents.

There is concern that the annual spring upsurge in HWRS usage will coincide with the end of lockdown and growing confidence within the community to travel more. The sites will, however, for the foreseeable future continue to be subject to social distancing measures which will limit throughput.

The Report recommends that a pilot booking scheme is implemented as quickly as possible – initially as a temporary measure - at five sites. The scheme will be reviewed following bedding-in to evaluate and decide whether it should be retained and/or expanded.

Recommendations

- (1) That the Cabinet Member for Environment approves the immediate introduction of a pilot HWRS booking system covering the Bognor, Littlehampton, Shoreham, Crawley and Hop Oast (Horsham) sites as detailed in the report.
- (2) To delegate to the Director of Environment and Public Protection, in consultation with the Cabinet Member for Environment, authority to vary, expand or suspend the scheme in the event of operational issues.

Proposal**1 Background and context**

1.1 Under the Environmental Protection Act 1990, waste disposal authorities have a duty to arrange for "places" to be provided at which residents may deposit their household waste. It goes on to say that: -

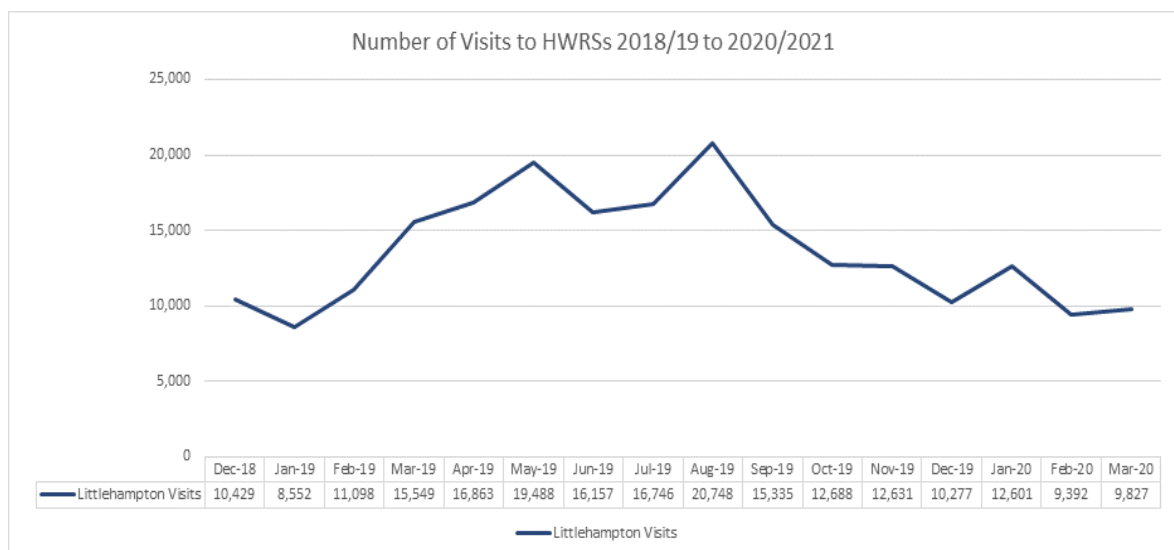
- (a) Each place is situated either within the area of the authority or to be reasonably accessible to persons resident in its area.

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(b) Each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January).

(c) Each place is available for the deposit of (household) waste free of charge by persons resident in the area.

- 1.2 Currently the County Council provides eleven permanent HWRSSs. The sites have both summer (09:00-18:00) and winter (09:00-16:00) opening hours and are open (depending on site) either 5 or 6 days a week in winter and 5 or 7 days in summer.
- 1.3 A mobile service serving Selsey and the Witterings in the Chichester district is available one day a week on a fortnightly basis. It is not proposed to include the mobile service in the proposed pilot booking scheme.
- 1.4 Queuing at most sites is an issue at peak times, weekends and bank holidays and can disrupt the traffic system around the area and impact on neighbouring residents and local businesses. It is not uncommon, during peak periods, to have vehicles waiting to enter several of the HWRSSs for up to 90 minutes.
- 1.5 The current impact on sites of social distancing measures has added further pressure and caused disruptive queuing and delays for site visitors and road users.
- 1.6 Post-Christmas 2020, queues at a number of the HWRSSs – particularly Littlehampton, Shoreham, Horsham, Crawley and Worthing became so long that Sussex Police made requests for sites to close on the grounds of safety for the local area. This occurred when the County was under Tier 4 and prior to the full lockdown from 4th January 2021. While making a trip to the recycling centre has remained a permitted activity, non-essential travel has in general been discouraged by the Government and in our own local advice to residents.
- 1.7 There is a major concern, reinforced by the post-Christmas experience, that the end of the current lockdown, and growing public confidence in travel, may coincide with the annual spring surge in demand which generally starts at or around the Easter Bank Holiday. This could place huge pressure on the sites and surrounding network. Figure 1 below uses Littlehampton data to illustrate the typical annual use profile which is similar at other sites.



2 Proposal details

- 2.1 To control and manage the times the HWRs are used and to redistribute visits to reduce the peak usage, it is proposed to pilot an online booking system that would lessen queues and reduce the impact on the local area around the worst affected sites. This would mirror schemes successfully introduced in neighbouring authorities including Hampshire and Kent.
- 2.2 Based on historical experience, the five sites proposed for inclusion are: Bognor, Littlehampton, Shoreham, Crawley and Hop Oast (Horsham). While Worthing has experienced significant queues at peak times, there is reasonable buffer (i.e. internal queuing) capacity in the site. The impact of the measures as well as general demand on the other HWRs will be closely monitored.
- 2.3 Each household would be allowed to visit one of the pilot HWRs once in any seven-day period running from Monday to Sunday. Bookings would be offered on a rolling 14 days in advance and booking for sites will close at 10p.m. on the day before the visit to allow for the information to be sent to the site for the following day's visits.
- 2.4 The booking system would require residents to give their address and postcode details at the time of booking to confirm that they are a resident in West Sussex. If they do not provide a postcode in West Sussex the system will not allow them to progress any further with the booking. As currently, ID checks may be made to confirm residency.
- 2.5 The Council has an agreement with Surrey County Council (SCC) whereby SCC cover costs of permitting Surrey residents who are close to the East Grinstead site to use that site. As East Grinstead is not part of the pilot, this arrangement will be unaffected. There is also an arrangement with Hampshire County Council (HCC) whereby residents who are close to Havant or Petersfield may use those sites. Such users have, since summer 2020, had to book via the HCC system. Members representing those areas have reported positive feedback from those residents. The arrangement will not be affected by this proposal.
- 2.6 While residents will be encouraged to use the on-line system, a telephone booking option will be provided.
- 2.7 It is proposed to add the service to the existing call centre service provided to the Council via the Capita Contract. When the pilot is evaluated other options can be considered based on experience to date in the event that the scheme is to be retained or extended. The expected volume of calls has been estimated by reference to Hampshire's experience adjusted for the West Sussex circumstances.
- 2.8 Residents would be offered slots at half hour intervals and must arrive within the half hour window. They would be required at the time of booking to provide the following information:
 - their car registration, make and model
 - confirmation that it complies with our permitted vehicle types
 - their name and address; and
 - confirmation that they are bringing their own household waste from their own place of residence.

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For sites such as Bognor and Shoreham a smaller time slot (say 15 mins) might be appropriate as these sites have little or no queuing capacity, so if all the bookings turn up at the same time it could cause congestion. This level of operational detail will be managed by the waste team.

2.9 Additionally, residents could be asked to provide:

- information (from a list) on what waste types of material they broadly expected to bring; and
- confirmation that they would be happy for the authority to e-mail them information in future about waste related matters.

2.10 Residents booking on-line will receive an email confirmation at the time of booking and will receive a reminder email the day before the booking. This will also remind them to bring ID to the site and advise them not to arrive early or late for the booking. Viridor staff will be asked to check the registration number of the vehicle against the day's list and time and allow access. This confirmation will also allow for the booking slot to be cancelled. The proposal allows for additional site security at the five sites for the first month of operation. This is based on previous experience of introducing changes at sites and the reopening of sites after the lockdown closure in summer 2020. The need to extend this will be reviewed in consultation with the contractor.

2.11 Viridor will continue to be required to carry out checks for trade waste abuse and vehicles they have concerns over in terms of the waste being carried. Viridor will be asked to submit data on the number of "no shows" at each site for the day (for the purpose of evaluation of the pilot and to determine whether the system could be set up to offer slightly more slots than the theoretical capacity without major disruption if all booked residents do turn up).

2.12 In accordance with the aspirations in the County Council's Customer Strategy 2019 – 2024, residents will be encouraged to book online. The system can be accessed equally well via a laptop/computer or a smart phone. Residents who are unable to book directly online themselves could ask a friend or family member to make a booking for them or visit a library for free internet access when they are fully open again. In the event that this is not possible for a resident, they will have the option to book by contacting the WSCC Call Centre where staff will take the customer through the same process as a resident using the online service and either receive the same confirmation email or get a reference number.

2.13 In exceptional circumstances – for example out of county residents who are doing a house clearance for a West Sussex relative via a hired van, as currently occurs, the applicant will be asked to contact the waste Team to make arrangements, which will include additional checks about the origin of the waste.

2.14 In view of the short timeframe, publicity has already commenced in anticipation that the proposal will be adopted. The booking system will go live two weeks before the introduction of the pilot and the point from which a booking is required. New permanent booking system information signs will be placed near all HWRSs to make residents aware and leaflets will be handed out at sites and social media will be used.

- 2.15 To deal with the likelihood of residents who arrive without a booking during the early days of operation it is proposed that residents arriving at site without a booking will only be admitted at the site manager's discretion, for example if there is space available and no "booked" residents will be inconvenienced. However, there should be no presumption that access without booking will be allowed. Signage and other publicity will make this clear.
- 2.16 The number of slots and timing of bookings will be undertaken on a site by site basis and may vary depending on the season. It may also be possible to keep some time periods clear. (For example, sites could take no bookings between 12:30-13:00 to allow for all staff to take a rest break and ensure optimal staffing levels when residents are visiting sites).
- 2.17 Recommendation 2 would permit the Director of Environment and Public Protection, in consultation with the Cabinet Member, to make the decision to extend the scheme but only in the event of serious and disruptive congestion or other serious operational issues occurring elsewhere. In the event that any major changes are proposed due to operational issues relevant local members would be informed as soon as possible in advance

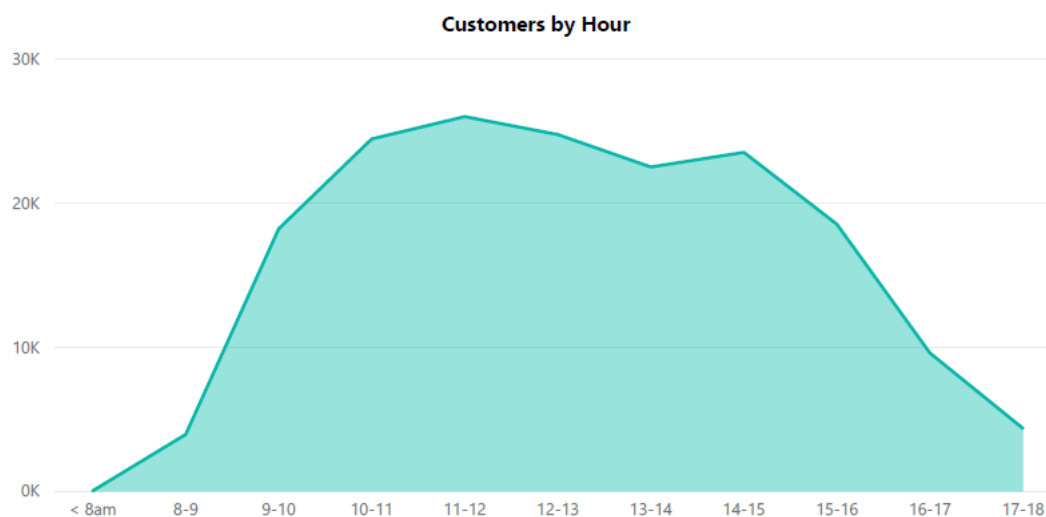
3. The Hampshire Experience

- 3.1 Hampshire County Council (HCC) introduced its booking system across its 24 HWRCs on 15th June 2020. The scheme also covers the HWRCs in Southampton and Portsmouth. As in West Sussex, social distancing measures mean Hampshire sites are also not able to work to full capacity. HCC restricts residents to one visit per week; booking slots are made available up to seven days in advance and it requests that residents cancel their booking if they can no longer attend. Residents who turn up without a booking are turned away.
- 3.2 Some slots are kept in reserve for the Waste Team to allocate for exceptional circumstances. Hampshire's ratio of online bookings and telephone bookings is around 20:1
- 3.3 Hampshire colleagues report that the booking system successfully regulates the flow of visitors to its sites which eliminates traffic issues. Residents are reporting that they like the assurance of having an appointment and the benefit of not having to queue for long periods. Sites generally find that visitors are more positive when they are on-site as they have had a better overall user experience. The initial introduction of the system at short notice was criticised by some largely due to perceived unavailability of booking slots at the busier sites. Initially Hampshire only released slots 48 hours in advance which severely restricted options. Once this was extended to the full 7 days in advance and residents became more familiar with the system, the predominant feedback is positive due to the improved user experience.

4 Other options considered (and reasons for not proposing)

4.1 Opening of HWRSs for additional hours or days – Not recommended

Opening HWRSs for additional hours or days will require additional staffing at sites which would increase costs and no budget exists for this. The typical time of visit profile for West Sussex sites (figure 2 below) show that residents are less inclined to use sites at either end of the day.



4.2 Put in place traffic management at sites for busy periods – Not Recommended

Some limited traffic management measures were put in place during post lockdown reopening in May 2020. This had very limited success as many of the sites do not contain room to queue vehicles and many of the queues take place out of the site on the public highway. This approach would also increase costs. This approach has also been examined at the pilot “pressure” sites during peak use, with input from Area Highways Managers. The options for traffic management are very limited.

4.3 Continue as is – Not Recommended

Considering that the County Council understands and can predict the pressure on the sites and surrounding network and that this is likely to result in higher levels of complaints and disruption it would not make sense to simply maintain the status quo.

4.4 Implement the booking system at all sites simultaneously. This would have some advantages but, given the very short notice of implementation, the recommendation is to undertake the pilot at the worst affected sites. This is further explored in the risk section below.

5 Consultation, Engagement and Advice

5.1 Comments on the proposed scheme have been invited from District and Borough Partners and also from representatives of businesses who have been affected by congestion problems. A summary of comments and responses is included at Appendix 1.

5.2 The proposal will be considered by Environment and Communities Scrutiny Committee on 3 March 2021. Comments and responses are summarised in Appendix 2.

5.3 There is insufficient time for public consultation on the proposal, but it is proposed that views are sought as part of the pilot evaluation.

- 5.4 Viridor have raised no objections to the pilot but have requested that additional security staff be provided initially. It is proposed to allow for one additional staff member per booking site for four weeks at an estimated cost of £14,500.

6 Review of the Scheme

- 6.1 The pilot scheme will be reviewed within 6 months of starting. Minor operational adjustments will be made (for example how many slots to release at each site in each half hour period) can be easily adjusted very quickly on the system.
- 6.2 The evaluation criteria will include public feedback on the experience of booking and using the sites, analysis of traffic impacts at all eleven sites, impact on waste volumes handled (so far as can be determined in the absence of a control) and any impacts on partner services such as kerbside collections and levels of fly tipping.

7 Financial Impact

- 7.1 There are 3 principal cost elements to the scheme:

(i) Purchase of the booking system: £22,700 in current year and £13,200 pa thereafter (not adjusted for inflation).

(ii) Cost of external call centre provider dealing with telephone bookings. Based on a prudent estimate of call volumes benchmarked to the Hampshire Experience, the requirement will be for two extra call centre staff. The estimated cost will be £3-4k per month, with the higher-level figure included in the summary below.

(iii) an allowance for additional site security at the pilot sites for the first 4 weeks of operation. This is estimated at £14,500 for one additional agency staff member per site at all opening hours. If the additional security is not needed, the agency staff can be stood down or redeployed – or it can be extended as necessary

The scheme may result in some reduction in overall throughput of material to the sites. Residents for example may prefer to subscribe to the District and Borough's garden waste collection service or for larger projects hire a commercial skip or dumpy bag collection service given that multiple trips to the nearest HWRS in a short period will no longer be an option. The actual volume of material handled in any given year is affected by several variables outside the control of the Council: principally the weather and economic confidence. The additional impact of adding the booking system is not quantifiable and no assumption for savings has been made.

	Current Year 2020/21 £	Year 2* 2021/22 £
Booking Labs	22,700	13,200
Call Handling	2000	24,000
Site Security	7,250	7,250

	Current Year 2020/21 £	Year 2* 2021/22 £
Net Impact from Decision	31, 950	-44, 450

Notes:

*based on six months initially

The costs of the trial for the initial six months will be covered from the covid support funding.

The financial implications going forward after six months would form part of the consideration should there be a case to continue with the booking scheme in any form.

7.2 The effect of the proposal:

(a) **How the cost represents good value**

The proposal is a pilot and involves adding a new service to an existing corporate booking system provider. The call centre cost is competitive with commercial rates for the same service.

(b) **Future savings/efficiencies being delivered**

The rate of new housing growth in West Sussex means that the usage of sites is only going to increase. With limited capital and land options available for the County Council to invest in infrastructure, this scheme will have the effect of smoothing peaks and troughs in demand and make best use of the assets during opening hours. Its effectiveness as a longer-term management control will be evaluated as part of the overall review.

(c) **Human Resources, IT and Assets Impact**

The proposal has no human resources or assets impacts. It is intended to add the booking system capability to a number of our functions provided under a contract with Booking Labs. As such the IT implications are less than would be the case with procuring a specific cloud based solution for this provision from scratch. Nevertheless there will be some IT and Data Protection involvement to confirm information security/ data management due diligence and architectural design assurance.

8 Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
The partial coverage of the network in the scheme may result in diversion to other sites resulting in elevated congestion there.	This will be monitored and considered in the overall review of the pilot scheme. Options may include extending the pilot scheme to cover those sites

Risk	Mitigating Action (in place or planned)
The short time frame for implementation may mean residents are unaware of the scheme prior to travelling	The scheme will be communicated through social and traditional media intensively and advertised at all sites. Communication about the scheme being under consideration commenced with a press release on 16 th February 2021 and was picked up by local press immediately
Booking system not available to resident as third-party website is down	The Hampshire report that Booking Labs system functioned well. Similarly, client units in West Sussex County Council have not had issues. In the event of extended system failure, unrestricted access to sites can be put back in place with appropriate messaging on the Council's website.
Increased levels of fly tipping	Hampshire report no elevation in levels of fly tipping since the inception of their scheme and make the same observation as has been made previously in West Sussex; the majority of serious fly tipping is perpetrated by rogue traders. Monitoring will form part of evaluation in areas covered by the pilot.
General Public Satisfaction with the scheme	Other councils including Hampshire report that generally residents accept the scheme – and feedback from West Sussex staff and residents using the Hampshire scheme is also positive. Feedback from the West Sussex Scheme in operation will be considered as part of the six-month review process

9 Policy alignment and compliance

9.1 Legal implications

None

9.2 Equality duty and human rights assessment

It is not considered that a specific equality impact assessment is required in order to ensure compliance with the public sector equality duty. The pilot scheme will however be evaluated with a view to assessing any aspects which may have a bearing on the Council's duty and policies for equality and diversity.

9.3 Climate Change and Public health

This proposal will reduce the number of cars queueing on and near HWRSSs including in areas of housing and business / retail parks, this will have a positive impact on pollution and air quality for the area.

9.4 Crime and Disorder

There are not expected to be any Crime and Disorder implications of the proposals.

9.5 Social value

This proposal has no social value impact because a framework already in place at the County Council is being used.

Steve Read
Director of Environment and Public Protection

Contact Officer: Gareth Rollings, Commissioning and Infrastructure Manager,
03302 224161, gareth.rollings@westsussex.gov.uk

Appendices

Annex 1 - summary of comments and responses from District and Borough partners and representatives of businesses who have been affected by congestion problems. (To follow)

Background papers - None



Forward Plan of Key Decisions

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

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

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

A key decision is one which:

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

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

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

Finance, assets, performance and risk management

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

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

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

For questions contact Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

Published: 2 February 2021

Forward Plan Summary

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

Decision Maker	Subject Matter	Date
Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	February 2021
Cabinet Member for Highways and Infrastructure	Delivery of the Ash Dieback Action Plan - Procurement	February 2021
Cabinet Member for Highways and Infrastructure	West Sussex County Council Vehicle Removal Policy	February 2021
Cabinet Member for Environment	Halewick Lane Battery Storage Project	February 2021
Cabinet Member for Environment	Soft Sand Review: adoption of changes to the West Sussex Joint Minerals Local Plan	February 2021
Cabinet Member for Environment	Household Waste Recycling Sites - vehicle management	March 2021

A Prosperous Place

Cabinet Member for Highways and Infrastructure

Review of the Integrated Parking Strategy	
<p>The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review.</p> <p>The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.</p> <p>The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.</p>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	February 2021
Consultation/ Representations	<p>All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

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

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

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

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

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

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	2 November 2020
Month	February 2021
Consultation/ Representations	Director of Law and Assurance Director of Finance and Support Services Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Michele Hulme Tel: 033 022 23880
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

West Sussex County Council Vehicle Removal Policy

As part of the implementation of Civil Parking Enforcement (CPE), the County Council has previously requested from the Department for Transport the powers to remove, store and dispose of vehicles in contravention of parking restrictions and, although granted, it was agreed that the use of these powers would be subject to further approval from the Cabinet Member for Highways and Infrastructure.

With CPE now more established and generally accepted in West Sussex, it is considered that vehicle removal could be a more appropriate tool for vehicles parked in contravention. It is considered appropriate to enact those powers as well as seek DVLA approval to devolve powers to the County Council to take enforcement action against individuals with untaxed vehicles.

A Vehicle Removal Policy would concern vehicles parked in contravention in the following

circumstances:

- Persistent evader vehicles found parked in contravention
- Fraudulent use of disabled persons parking blue badges or an article that purports to be a disabled blue badge
- Parked using a fraudulent on-street parking permit, voucher or pay and display parking ticket, inclusive of cashless parking sessions and virtual permits.
- Parked in a manner that causes serious obstruction to emergency services and other road users
- Abandoned and Untaxed Vehicles

The Cabinet Member for Highways and Infrastructure will be asked to approve a Vehicle Removal Policy for West Sussex and seek DVLA approval to take enforcement action against individuals with untaxed vehicles.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	District and Borough Councils Sussex Police 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.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Cabinet Member for Environment

Halewick Lane Battery Storage Project

A [previous decision](#) about Halewick Lane approved the capital allocation of £11.6M for the development of a 20MW battery storage system owned and operated by the County Council.

It is now recommended that the project is revised and that a 12MW system is owned and operated by the County Council and a further 12MW leased to a third party.

The Cabinet Member for Environment will be asked to -

- approve the changes to the Halewick Lane Battery Storage scheme and delegate

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<p>authority to the Director of Environment and Public Protection to procure and let the grid connection cabling contract; and</p> <ul style="list-style-type: none"> agree the principle of leasing a 12MW site to a third party and delegate authority to the Director of Property and Assets to conclude all lease terms, in consultation with the Cabinet Member for Finance. 	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	23 December 2020
Month	February 2021
Consultation/ Representations	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Soft Sand Review: adoption of changes to the West Sussex Joint Minerals Local Plan

The County Council, in partnership with the South Downs National Park Authority, is required to undertake a Soft Sand Review (SSR) of the West Sussex Joint Minerals Local Plan (JMLP), which is part of the statutory 'development plan' for West Sussex. The SSR considers the need for soft sand during the plan period (to 2033) and identifies changes to the JMLP to meet this demand, including the need for new site allocations.

Informal public consultation on issues and options took place in January–March 2019 (under Regulation 18) followed by a formal period for representations on proposed changes to the JMLP in January–March 2020 (under Regulation 19). In April 2020, the draft was submitted to the Secretary of State for independent examination, for which hearing sessions took place in August 2020.

Following the hearings, the Government-appointed Inspector indicated that the submitted changes needed to be modified. Consultation on Proposed Modifications took place during November–January 2021. The Inspector will consider the Proposed Modifications and the representations made on them. He will then report whether the submitted changes (as modified) are 'sound' and suitable for adoption.

If found 'sound', the Cabinet Member for Environment will be asked to recommend to County Council on 19 March 2021 that the submitted changes (as modified) be adopted

(as formal changes to the JMLP) and become part of the statutory 'development plan' for West Sussex.	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	Safe, Strong and Sustainable Place
Date added	11 January 2021
Month	February 2021
Consultation/ Representations	Public consultation has taken place Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Household Waste Recycling Sites - vehicle management	
<p>Social distancing measures at the busy Household Waste Recycling Sites (HWRSs) have added pressure to the nearby roads leading to some disruptive queuing and delays for site visitors and road users.</p> <p>The Cabinet Member for Environment will review options for mitigating these impacts and, if required, propose any action to improve the management of vehicles accessing the HWRSs in a safe way for both staff and residents.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	28 January 2021
Month	March 2021
Consultation/ Representations	Environment and Communities Scrutiny Committee (3 March 2021) District and Borough Councils Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.

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Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel: 033 022 26052