



Forward Plan of Key Decisions

Explanatory Note

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

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

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

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

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

Decision	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/ Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 1 July 2019

A Prosperous Place

Cabinet Member for Highways and Infrastructure

A259 Littlehampton Corridor Improvements	
<p>The A259 Littlehampton Corridor improvement scheme comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities will be provided adjacent to but separated from the carriageway.</p> <p>A decision was taken by the Cabinet Member for Highways and Infrastructure (HI25 17/18) in January 2018 in relation to the plans for improvements to the A259 between Worthing and Littlehampton.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	1 May 2019
Decision Month	July 2019
Consultation/ Representations	<p>The project board (whose membership includes Arun District Council and West Sussex County Council's Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	David Lambert Tel: 033 022 25709
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A284 Lyminster Bypass - Land Acquisition

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

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

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

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	11 April 2019
Decision Month	July 2019
Consultation/ Representations	<p>Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton internal services and other stakeholder groups.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Sara McKnight Tel: 033 022 24197
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Framework for managing planned events on West Sussex highways

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

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

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

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	16 May 2019
Decision Month	July 2019
Consultation/ Representations	Consultation with the District and Borough councils in West Sussex, emergency service providers and internal West Sussex County Council stake holders. Environment, Communities and Fire Select Committee on 20 June 2019 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	Jeff Elliot Tel: 033 022 25973
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Guidance on Parking in New Developments

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

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

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

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

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 August 2018
Decision Month	July 2019
Consultation/ Representations	Local Planning Authorities in West Sussex Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Eagle Tel: 033 022 25298
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Highways and Transport Service Area Review - Highway Maintenance Plan

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

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

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

inspection manual.

The Cabinet Member for Highways and Infrastructure will be asked to approve a new Highway Maintenance Plan, including a review of service levels currently delivered, and propose changes to service levels if required.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperus Place
Date added to Forward Plan	21 March 2019
Decision Month	July 2019
Consultation/ Representations	Executive Director of Place Services, Director of Finance and Support Services, Director of Law and Assurance 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	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

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

	Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
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

Street Lighting LED Conversion Programme	
<p>A study of the County Council's street lighting equipment has identified a cost-effective project to convert the street lighting throughout West Sussex to LED lanterns and introduce a Central Monitoring System (CMS).</p> <p>The change to LED lanterns will greatly reduce annual electricity consumption.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation to convert the existing street lighting to LED and implement CMS on all street lighting in West Sussex and delegate authority to the Director of Highways, Transport and Planning to award the contract and enter into all necessary contract arrangements.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	3 June 2019
Decision Month	July 2019
Consultation/ Representations	<p>Environment, Fire and Communities Select Committee on 20 June 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Barry Edmunds Tel: 033 022 25692
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation about statutory status

Transport for the South East (TfSE), a sub-national transport body that currently operates in 'shadow' form, is seeking to obtain statutory status. The body has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. If it gains statutory status, TfSE will enable local transport authorities in the South East, including the County Council, to provide a single voice to Government on strategic transport issues and influence national investment decisions.

TfSE is consulting on a draft proposal that will set out the membership, voting powers, decision-making arrangements, functions and general powers that it is seeking for the body through obtaining statutory status.

The Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's consultation response and, subject to there being no substantive changes to the final proposal, delegate authority to the Director for Highways, Transport and Planning to submit the final proposal to Government.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	Internal consultation with officers and members of the County Council Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Consultation proposal
Author	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Executive Director of Place Services

Worthing Community Hub Award of Contract

This decision is subject to the approval of the decision by the Cabinet member for Safer,

Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.

The Executive Director of Place Services will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	July 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Chief Fire Officer

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

In May 2019, the Chief Fire Officer agreed to commence the procurement of 35 vehicles to replace those currently provided to staff to support operational cover through a Flexi Duty System (FDS) (OKD_03_19/20).

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

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

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

Cabinet Member for Environment

Adoption of the Shoreham Harbour Joint Area Action Plan	
<p>The Shoreham Harbour Joint Area Action Plan (JAAP) has been prepared jointly by the County Council, Adur District Council and Brighton & Hove City Council for an area which stretches from the Adur Ferry Bridge in the west through to Hove Lagoon (in Brighton & Hove) in the east. Once adopted, the JAAP will provide planning policies against which applications for development in Shoreham Harbour will be assessed.</p> <p>Following the Independent Examination in September 2018 and Main Modification representation period in January – March 2019, and subject to a ‘sound’ Inspector’s report being received by the authorities, West Sussex County Council, Adur District Council and Brighton & Hove City Councils can then adopt the plan.</p> <p>The Cabinet Member will be asked to recommend that the County Council adopts the JAAP at its meeting on 19 July 2019.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	August 2019
Consultation/ Representations	<p>There were a number of stages of consultation in preparing the JAAP for submission and examination, considered and approved by the County Council, Adur District Council and Brighton & Hove City Council.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be</p>

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

Cabinet Member for Environment

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

	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

Director of Communities

Award of Contract Self Service Library Kiosks	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>Following the completion of the procurement process, the Director of Communities seeks to award the Contract for the Self Service Library Kiosks to the preferred bidder.</p>	
Decision By	- Director of Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	July 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Director of Communities by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Safer, Stronger Communities

Procurement: Central Buying Consortium Library Group

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

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

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

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

Decision By	Ms Kennard - Cabinet Member for Safer, Stronger Communities
West Sussex Plan priority	A Council that works for the Community
Date added to Forward Plan	1 July 2019
Decision Month	August 2019
Consultation/ Representations	n/a Representation can be made to the Cabinet Member of via the contact officers by the beginning of the month in which the decision is to be made.
Background Documents (via website)	None
Author	Linda Jones Tel: 033 022 28559
Contact	Erica Keegan 033 022 22650