



# Forward Plan of Key Decisions

## Explanatory Note

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

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

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

**Key decisions** are those which:

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

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

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

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

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## 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	A27 Arundel Bypass: response to a further consultation by Highways England	October 2019
Director of Highways, Transport and Planning	A29 Realignment Scheme - award of design contract	October 2019
Director of Highways, Transport and Planning	Award of Contracts for Highway Maintenance Services	November 2019
Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	November 2019
Acting Chief Executive	Worthing Public Realm Works - Adur and Worthing Growth Programme	November 2019
Acting Chief Executive	Eastern Gateway, Crawley Growth Programme- Award of Build Contract	December 2019
Acting Chief Executive	Worthing Community Hub Award of Contract	November 2019
Cabinet Member for Environment	Electric Vehicle Strategy	December 2019
Acting Chief Executive	Appointment of design team - Horsham Blue-light Centre	October 2019
Cabinet Member for Corporate Relations	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	October 2019
Acting Chief Executive	Award of Contract for Self Service Library Kiosks	November 2019
Cabinet Member for Fire and Rescue and Communities	Review of Library Offer	November 2019
Cabinet Member for Environment	Reduction in Funding for Recycling Credits	November 2019

# A Prosperous Place

## Cabinet Member for Highways and Infrastructure

<b>A27 Arundel Bypass: response to a further consultation by Highways England</b>	
<p>The A27 Arundel Bypass has been included in the Government's Roads Investment Strategy (2015-20). In late summer 2019, Highways England will be undertaking a further non-statutory consultation on options for providing an A27 bypass at Arundel to meet the Government's aspirations. This further consultation will supersede the 2017 consultation on options and is taking place as further surveys and technical work have resulted in substantive changes to the options. The Cabinet Member for Highways and Infrastructure will be recommended to approve the County Council's response to the consultation.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A prosperous place
<b>Date added to Forward Plan</b>	14 August 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	<p>Environment, Communities and Fire Select Committee on 21 October 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Darryl Hemmings Tel: 033 022 26437
<b>Contact</b>	Judith Shore 033 022 226052

## Director of Highways, Transport and Planning

### A29 Realignment Scheme - award of design contract

The proposed A29 Realignment Scheme will deliver a 4.34km road to the east of Eastergate, Westergate and Woodgate villages. The new road alignment will provide the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The new road will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.

Subject to the approval of the Transport Business Case by the Coast to Capital Local Enterprise Partnership (C2CLEP), the County Council will enter into a Funding Agreement with the C2CLEP for the entire scheme, which will be delivered in at least two phases. This decision relates to phase one between the A29, Fontwell Avenue and the B2233, Barnham Road.

In February 2019, the Cabinet Member for Highways and Infrastructure [delegated authority](#) to the Director of Highways and Transport to tender, procure and award the services of design and build and contract administration from the approved list of contractors on the Highways and Transport Frameworks.

Following the competitive tender exercise, the Director of Highways, Transport and Planning will be asked to award the design and build and contract administration contract to the selected contractor.

<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	Public consultation took place between 26 February – 26 April 2019  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Elaine Martin Tel: 033 022 24105
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Director of Highways, Transport and Planning

### Award of Contracts for Highway Maintenance Services

Highways maintenance services contracts are used to deliver a range of statutory highways maintenance services.

In January 2019, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and [delegated authority](#) to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.

The Director of Highways, Transport and Planning will be asked to award contracts for:

1. Highway maintenance services contract - core services
2. Drainage cleansing maintenance contract
3. Hedge and grass maintenance contract
4. Carriageway and footways resurfacing
5. Carriageway surface dressing and carriageway and footway treatments
6. Infrastructure improvements – planned works

<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	12 September 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Environment, Communities and Fire Select Committee – 7 November 2019 Cabinet Member for Highways and Infrastructure Executive Director Place Services Director of Finance and Support Services Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Peter Smith Tel: 033 022 25356
<b>Contact</b>	Judith Shore 033 022 26052

## Director of Highways, Transport and Planning

### Concessionary Travel Scheme - award of bus pass manufacture and administration contract

The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.

The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework agreements following an extensive European procurement. The benefits include:

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

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

<b>Decision By</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	2 September 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Cabinet Member for Highways and Infrastructure Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nicholas Thomas Tel: 033 022 26718
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Acting Chief Executive

### Worthing Public Realm Works - Adur and Worthing Growth Programme

The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.

Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSSCC capital can deliver within this.

Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.

The remaining capital allocated to the public realm programme will allow WSSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).

Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.

WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.

The Acting Chief Executive will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed with the design of the Railway Approach public realm scheme.

<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019

	Representation concerning the proposed decision can be made to the Acting Chief Executive via the author or service contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Patrick Griffin Tel: 03302224562
<b>Contact</b>	Monique Smart Tel: 033 022 22540

### Acting Chief Executive

<b>Eastern Gateway, Crawley Growth Programme- Award of Build Contract</b>	
<p>In August 2017 the Leader approved the Crawley Growth Programme (ref report: <a href="#">LDR04 (17.18)</a>) and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (now Director of Place Services) to progress the projects. In February 2019, the Executive Director, Economy, Infrastructure and Environment approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework. In July 2019 The Executive Director Place Services approved the award of the design contract (stage 1) <a href="#">OKD12 (19/20)</a> for the Crawley Eastern Gateway project to Volker Fitzpatrick Limited.</p> <p>The Acting Chief Executive will now be asked to approve the build contract through the WSCC highways framework.</p>	
<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	12 September 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	<p>A full engagement exercise took place in June/July 2018.</p> <p>Representations concerning this proposed decision can be made to the Acting Chief Executive via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Marie Ovenden Tel: 033 022 23854
<b>Contact</b>	Monique Smart Tel: 033022 22540

# A Strong, Safe and Sustainable Place

## Acting Chief Executive

<b>Worthing Community Hub Award of Contract</b>	
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.</p> <p>The Acting Chief Executive will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</p>	
<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Cabinet Member for Environment

### Electric Vehicle Strategy

Under the Automated and Electric Vehicles Bill, the government has announced plans to ban new petrol and diesel cars by 2040 and the Office for Low Emission Vehicles aims for all vehicles to be low-emission by 2050.

The County Council needs to start preparing for this transition so that residents and businesses are able to take advantage of the opportunities on offer.

This strategy will set out the County Council's vision for electric vehicles across the county and the interventions to deliver this vision.

The strategy has been developed with guidance from a cross-party Members' Executive Task and Finish Group.

The Cabinet Member for Environment will be asked to approve the Electric Vehicle Strategy.

<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place A Prosperous Place
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	December 2019
<b>Consultation/ Representations</b>	Public Pre-Engagement Consultation (residents' survey) December 2018 - January 2019 Public consultation on strategy - September 2019 Environment, Communities and Fire Select Committee, 7 November 2019 Internal consultation with County Council Officers  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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore Tel: 033 022 26052

# A Council that works for the Community

## Acting Chief Executive

<b>Appointment of design team - Horsham Blue-light Centre</b>	
<p>West Sussex County Council and its partners are delivering a programme of transformational capital projects to deliver efficiencies in the use of the public estate across the County. The County Council is now in a position to progress a project to deliver a new operational fire station and blue-light training centre in Horsham through its detailed design phase and into Planning.</p> <p>A procurement tender process is underway to appoint an appropriate contractor to progress the design. The contract is due to start in September 2019. In accordance with the delegated authority approved by Cabinet Member Decision FR22 (18/19), dated 21<sup>st</sup> March 2019, the Executive Director of Place Services will be asked to award and enter into a contract for the provision of design services with the most economically advantageous bidder.</p>	
<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	18 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	External and internal stakeholders. Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Nick Burrell Tel: 033 022 23881
<b>Contact</b>	Suzannah Hill Tel: 033022 22551

## Cabinet Member for Corporate Relations

### Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme

The County Council recognises the strategic importance of next generation connectivity that can facilitate the delivery of future public services and improve the local economy. Ultrafast (gigabit) broadband is the next generation of connectivity, capable of delivering speeds of 1Gb (1000Mb) or more using pure optical fibre. In partnership with all district and boroughs (through the West Sussex Full Fibre Programme Board), the County Council is working to make this infrastructure more readily available and have agreed to use funding from the business rate retention pilot for a West Sussex Full Fibre Programme.

The Programme is bidding for additional funding to support two projects:

1. The County Council is leading the "Converged Fibre Connectivity" bid to the Coast to Capital Local Enterprise Partnership's (LEP) Growth Deal funding. This will connect public sector sites in the first instance and also provide an open access duct and/or fibre spine that connects Crawley (including Manor Royal), Horsham and Haywards Heath to the Burgess Hill Fibre Exchange (BHFX) and link to the Brighton Digital Exchange and the Brighton 5G Fibre Ring. This should lower the cost of private investment in the roll out of full fibre network for residents and businesses.

2. The County Council is also supporting the "Gigabit Coast" project led by Adur and Worthing Councils which will connect a number of council assets to create or enhance the digital public realm in Worthing.

If successful, these bids, will require match funding from councils of up to £1.65 million per project directly or via the business rates retention pilot and both need endorsement by the West Sussex Full Fibre Programme Board.

The Cabinet Member is asked at this stage to endorse match funding for the 'converged fibre connectivity' (project 1. above) from the business rates retention pilot held within the Cabinet Member's capital programme provision if (i) the Growth Deal funding is awarded to the bid and (ii) if agreed by the West Sussex Full Fibre Programme Board.

<b>Decision By</b>	Mr Lanzer - Cabinet Member for Corporate Relations
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	October 2019
<b>Consultation/ Representations</b>	District and Borough partners and LEP members through bids.  Representation can be made via the officer contact from the beginning of the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Sarah Bazen Tel: 033022 22374
<b>Contact</b>	Suzannah Hill Tel. 033 022 22551

## Acting Chief Executive

### Award of Contract for Self Service Library Kiosks

When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.

In order to provide modern, longer term services procurement (decision ref: OKD10 19/20) is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.

Following the completion of the procurement process, the Acting Chief Executive seeks to award the Contract for the Self-Service Library Kiosks to the preferred bidder.

<b>Decision By</b>	Lee Harris - Acting Chief Executive
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	21 August 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Executive Director Place Services by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

# Strategic Budget Options 2020/21

## Cabinet Member for Fire and Rescue and Communities

<b>Review of Library Offer</b>	
<p>To consider reviewing service levels and forms of service delivery for library services in areas of reduced demand. Options will include:</p> <ul style="list-style-type: none"><li>a. reducing opening hours, removing the rural Mobile Library service and other logistical changes</li><li>b. Using the Community Hubs programme to accelerate options to share space and bring services together under one roof so that services in communities are maintained more economically</li></ul> <p>Relevant community and staff consultation will be undertaken and wherever possible staff savings will be through natural turnover. The service priority will be to protect and support those most vulnerable in our communities.</p> <p>The Cabinet Member for Safer Stronger Communities will be asked to approve options from those which are developed.</p>	
<b>Decision By</b>	Mrs Russell - Cabinet Member for Fire and Rescue and Communities
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	<p>Service users, elected members and staff and the Environment Communities and Fire Select Committee.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Safer, Stronger Communities via the author of officer contact by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan - 033022 26050

## Cabinet Member for Environment

### Reduction in Funding for Recycling Credits

Recycling credits are payments made to waste collection authorities by the County Council to support initiatives to increase recycling of waste where disposal costs for residual waste are achieved. The Council is committed to reduce the amount of residual waste and increase recycling.

The Government has published its Waste and Resources Strategy which confirms the intent to require that food waste be collected and treated separately by 2023.

The County Council has no legal obligation to pay recycling credits to District and Borough councils save in accordance with the criteria set out in Regulations. The Cabinet Member for Environment took the [decision](#) to reduce aggregate recycling rate payments by £1m (from £5.6m to £4.6m in total) in 2019/20. The District and Borough councils were given notice that further reductions may follow depending on progress towards a higher performing service and on the County Council's overall financial position.

Progress towards a comprehensive collection service review is slow albeit the County Council has maintained its offer to work with and help fund trialling separate food waste collections. Some progress has been made with some of the collection authorities.

The Cabinet Member for Environment will be asked to approve further changes to the funding arrangements with District and Borough councils whilst meeting the requirements of the recycling credit provisions under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.

The options under consideration include removal of all credits except those that meet the above requirements over one or more years and a partial reduction where credits can be shown to provide an incentive to improved performance.

<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	30 July 2019
<b>Decision Month</b>	November 2019
<b>Consultation/ Representations</b>	District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee, 20 September 2019  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.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Steve Read Tel: 033 022 22654
<b>Contact</b>	Judith Shore Tel: 033 022 26052