

**Tony Kershaw**  
**Director of Law and Assurance**

Telephone: 033 022 26052  
E-mail: [judith.shore@westsussex.gov.uk](mailto:judith.shore@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

Cabinet Office  
First Floor  
County Hall  
Chichester  
West Sussex  
PO19 1RQ



Roger Elkins  
Cabinet Member for Highways and Infrastructure

20 July 2020

Dear Mr Elkins,

**Emergency Active Travel Fund (tranche 1) – temporary pop-up cycle schemes**

I am writing to advise of the intention for an officer to authorise the above matter that requires an urgent decision; I enclose a copy of the report.

The report recommends that the additional capital allocation of £0.547m to the highways capital budget and the additional £0.234m to the highways revenue budget is noted; approves the implementation of the seven schemes outlined in Appendix A of the report (via the Balfour Beatty Living Places contract); and delegates authority to the Director of Highways, Transport and Planning, in consultation with the Cabinet Member for Highways and Infrastructure, to subsequently amend or remove schemes as part of dynamic monitoring.

The decision is urgent due to challenging government timescales for commencement and implementation of the schemes.

I should be grateful if you would kindly endorse this letter and return it to me to confirm you have been consulted on this matter. A copy of this letter has also been sent to the Chairman of the Environment and Communities Scrutiny Committee as required under Standing Order 3.47 (Part 4, Section 1 of the constitution).

The decision will be published via modern.gov and reported through The Bulletin in the usual way.

Yours sincerely,

A handwritten signature in black ink that reads 'Tony Kershaw'.

Tony Kershaw  
Director of Law and Assurance

Agreed
A handwritten signature in black ink that reads 'Roger Elkins'.
Cabinet Member for Highways and Infrastructure 20 July 2020
Action Authorised
A handwritten signature in black ink that reads 'Tony Kershaw'.
Director of Law and Assurance 20 July 2020