



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 [cabinet member](#) portfolios.

The most important decisions will be taken by the Cabinet sitting in public. The meetings are also 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 website. [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.
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.
Lead officer (report 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 and Property 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 Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 29 February 2024

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Assistant Director (Communities) (Emily King)	Contingency Accommodation Arrangements (Rolling Entry)	Between March 2024 and December 2024
Assistant Director (Communities) (Emily King)	Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)	March 2024
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Call-off Contract at the Halewick Lane Battery Storage site	March 2024
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	March 2024
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	April 2024
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	West Sussex Minerals and Waste Development Scheme 2024-2027	April 2024
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	March 2024
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	March 2024
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	March 2024
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highways and Transport Delivery Programmes 2024-2025	March 2024
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Highway Maintenance Delivery Contract Procurement - Lots 1 and 2	March 2024
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Review of On-Street Parking Charges 2024/2025	April 2024

Community Support, Fire and Rescue

Contingency Accommodation Arrangements (Rolling Entry)

Since November 2021, West Sussex County Council (WSSCC) has been responsible for providing support for refugees and family groups in the county under the British government resettlement scheme.

In March 2023, the UK government announced plans to permanently end the use of bridging accommodation. Previously used bridging hotel accommodation was served closure notices by the Home Office and in accordance with government requirements the hotels closed on 31 August 2023. Home Office contingency accommodation remains available until 31 December 2023, after this point no further Home Office accommodation is available. West Sussex County Council is therefore charged with securing accommodation for the remaining refugee families otherwise at risk of homelessness.

Securing accommodation is within a commercial rental market and therefore the ability to present a quick decision is frequently required. All accommodation is financed using Home Office grant monies at no cost to West Sussex County Council.

The Assistant Director (Communities) is asked to approve the allocation of government grant monies to acquire rental accommodation for refugees, in accordance with government requirements and conditions.

Decision by	Assistant Director (Communities) (Emily King)
Date added	20 November 2023
Month	Between March 2024 and December 2024
Consultation/ Representations	Representation on the proposed decision can be made via the officer contact.
Background documents (via website)	Home Office Guidance August 2023
Lead officer (report author)	Marie Ovenden Tel: 033 022 23854
Contact	Erica Keegan Tel: 033 022 26050

Provision of Domestic Abuse Housing Support Services in West Sussex (Lot 2 South)

A decision to provide Domestic Abuse Housing Support Services in West Sussex was published in the Forward Plan on 3 March 2024. The contracted services will provide support and accommodation to those fleeing Domestic Abuse in West Sussex.

Following feedback from contract bidders that had expressed an interest, the tender was split into 2 Lots – North and South. This meant that the accommodation requirement for each lot was reduced to 8 units. It was also agreed to allow bidders at least 6 weeks from the publication of the tender notice to the bid deadline to give time to source accommodation. The procured services will accommodate and support customers in dispersed units rather than in traditional refuge style. The services will accommodate and support those that historically have not been able to access refuge services. These

include those with older male children, women with additional support needs such as mental health issues, larger families and men experiencing domestic abuse.

The contract for Lot 1 North has been awarded ([OKD49 \(23/24\)](#) refers) and so this decision remains in the forward plan to ask the Assistant Director of Communities to award the contract for Lot 2 South to the bidder that provides the most economically advantageous tender.

Decision by	Assistant Director (Communities) (Emily King)
Date added	3 March 2023
Month	March 2024
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background documents (via website)	None
Lead officer (report author)	Sarah L Leppard Tel: 0330 022 23774
Contact	Erica Keegan Tel: 033 022 26050

Environment and Climate Change

Award of Call-off Contract at the Halewick Lane Battery Storage site

The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.

The Cabinet Member for Environment [delegated authority](#) to the Director of Environment and Public Protection to award a contract for scheme following the completion of the procurement process.

A call-off contract through the REFIT Framework is required which will permit a contractor to develop and complete a fully costed design, known in the framework terms as an Investment Grade Proposal (IGP). At the completion of the IGP period, and subject to the review and approval of the fully costed design for the project, the County Council will look to award a full design and build contract to a contractor (which will be the subject of a further key decision).

Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the call-off contract through the REFIT framework.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	1 December 2023
Month	March 2024

Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Rachel Ayres Tel: 033 022 25702
Contact	Judith Shore Tel: 033 022 26052

Award of Design and Build contract at the Halewick Lane Battery Storage site

The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.

Following a review of the details previously approved by the Cabinet Member for Environment and Climate Change, a revised business case indicates that revisions to the scheme by using a first-life battery option will generate increased revenue from the project and expanding the scheme will provide better value for money. Therefore, the Cabinet Member for Environment and Climate Change [approved](#) a re-procurement process increasing the system size to 24MW with the specification of first life batteries.

A call-off contract through the REFIT Framework is required which will permit a contractor to develop and complete a fully costed design, known in the framework terms as an Investment Grade Proposal.

At the conclusion of the call-off contract, the Assistant Director (Environment and Public Protection) will be asked to award the full design and build contract for the scheme.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	11 April 2023
Month	March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

Contract Award - Solar Photovoltaic and Battery Storage Programme

In December 2022, the Cabinet Member for Environment and Climate Change [approved](#) the procurement of a single supplier to survey, design, supply and install solar photovoltaic (PV) panel systems and 'Behind-the-Meter' (BTM) battery storage technology across suitable corporate and school sites and delegated authority to the Assistant Director (Environment and Public Protection) to award the contract.

The County Council is now seeking to identify a suitably qualified and interested organisation from the private, public and third (voluntary, community and charitable) sectors to undertake the work.

The Solar PV and Battery Storage Programme will support the County Council's commitment to becoming carbon neutral by 2030 as set out in the Climate Change Strategy 2020-2030.

It will also help meet the agreed priorities in the 2030 Energy Strategy by reducing grid electricity consumption, increasing renewable energy generation in the county, enhancing grid resilience, and reducing carbon dioxide emissions. In addition to electricity cost savings from the corporate sites, schools will also benefit from a reduction in electricity costs over 25 years.

Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the contract to the bidder submitting the most economically advantageous tender with regard to cost and quality.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	20 September 2023
Month	March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

Energy Reinvestment Scheme

The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. This County Council fund will operate on a similar basis to the SALIX scheme which has been used successfully by the County Council for several years but is being wound down by the government.

The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds from the County Council's capital programme.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	30 June 2023
Month	April 2024
Consultation/ Representations	Maintained schools and academies Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

West Sussex Minerals and Waste Development Scheme 2024-2027

The County Council is required to prepare a Minerals and Waste Development Scheme, which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2023-2026 and needs to be updated; the decision report will consider the revised Scheme for the period 2024-2027.

The Cabinet Member for Environment and Climate Change will be asked to approve the West Sussex Minerals and Waste Development Scheme 2024-2027.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	21 February 2024
Month	April 2024
Consultation/ Representations	Informal consultation with the South Downs National Park Authority Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)

In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its [Bus Services Improvement Plan](#).

The ambitions will be delivered through a new [Enhanced Partnership](#) with the local bus companies. The work will also require collaboration with other partners including borough and district councils.

The funding is available until 31 March 2025 by when the ambitions must be delivered.

In January 2023, the Cabinet Member for Highways and Transport [approved](#) the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.

The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2023
Month	March 2024
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee on 10 June 2022, and a Scrutiny Task and Finish Group met on several occasions to consider the proposals</p> <p>Borough and district councils Local bus operators Residents via online 'Westsusbus' portal User representatives Traffic Commissioners Police Transport Focus Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Streetlighting LED Conversion Project

The Streetlighting Light Emitting Diode (LED) Conversion Project aims to convert all of the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a Central Monitoring System to allow the remote operation of lighting.

In July 2019, the Cabinet Member for Highways and Infrastructure [approved the capital allocation and delegated authority](#) to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.

Delays have arisen as a result of lengthy negotiations about the Deed of Variation which is required to amend the PFI contract to allow the installation of LEDs. Cost increases have occurred due to inflationary pressures since the above decision was made. In February 2023, following discussions with suppliers, the County Council re-evaluated the costs required to deliver this project and identified a shortfall.

The Cabinet Member for Highways and Transport will be asked to approve an additional budget allocation in order to allow the project to proceed.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 March 2023
Month	March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Simon Osborne Tel: 033 022 26351
Contact	Judith Shore Tel: 033 022 26052

Contract award for a new bus service in Burgess Hill

Funding has been agreed through a Section 106 agreement with Homes England to provide a new direct bus service (no. 38) linking the development in north Burgess Hill with the town centre and railway station.

The contract for the no. 38 bus service will be procured through the Public Bus Service Dynamic Purchasing System.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for the no. 38 bus service in Burgess Hill.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	9 October 2023

Month	March 2024
Consultation/ Representations	In 2015, Mid Sussex District Council carried out consultation on Northern Arc transport plans. Included in Burgess Hill Public Transport Strategy published by Aecom in 2016. Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel 033 022 26052

Highways and Transport Delivery Programmes 2024-2025

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2024/25 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2024/25 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Transport will be asked to approve –

1. the Highway and Transport Delivery Programmes 2024-25; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to adjust the 2024/25 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	9 January 2024
Month	March 2024

Consultation/ Representations	The Local Transport Improvement Programme, Strategic Transport Investment Programme and the Community Highway Schemes etc. are, or have been, subject to consultation with local county councillors and/or district, borough and parish councils, depending on the scope and nature of individual schemes. Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Highway Maintenance Delivery Contract Procurement - Lots 1 and 2	
<p>The County Council approved the award of single supplier and framework agreement contracts for the delivery of highways maintenance works in November 2019.</p> <p>Lot 1 (Core Maintenance) and Lot 2 (Drainage Cleansing) contracts end in March 2025 and the 2019 decision allowed for contract extensions up to 5 years.</p> <p>However, the current and projected levels of spend associated with these contracts, means that extension of the contracts is not permissible within current procurement legislation. Therefore, new contracts are required to start in April 2025</p> <p>The Cabinet Member for Highways and Transport will be asked to:</p> <ol style="list-style-type: none"> 1. approve the commencement of a procurement process for Lot 1 (Core Maintenance) and Lot 2 (Drainage Cleansing) contracts; and 2. delegate authority to the Assistant Director (Highways, Transport and Planning) to finalise the terms of and award contracts for Lots 1 and 2 at the conclusion of the procurement process in accordance with the County Council’s Standing Orders on Procurement and Contracts. 	
Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 February 2024
Month	March 2024
Consultation/ Representations	Internal review and extensive industry engagement has been undertaken to understand the benefits of the proposed approach and industry interest Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None

Lead officer (report author)	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Review of On-Street Parking Charges 2024/2025

The on-street parking charges review for 2024/25 will review all on-street parking charges in West Sussex, including all parking permits, parking bay suspensions and pay and display areas.

The Cabinet Member for Highways and Transport will be asked to implement any changes from July 2024.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	22 January 2024
Month	April 2024
Consultation/ Representations	Internal with district and borough councils Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052