

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.

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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	Licensing of Tables and Chairs on the Highway	June 2020
Cabinet Member for Highways and Infrastructure	Chichester On-Street Parking Management Plan	June 2020
Cabinet Member for Highways and Infrastructure	Manor Royal On-Street Parking Management Plan	June 2020
Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	June 2020
Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	June 2020
Director of Highways, Transport and Planning	Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6 - phase 2	June 2020
Cabinet Member for Highways and Infrastructure	Highway Infrastructure Asset Management Strategy and Policy	July 2020
Cabinet Member for Highways and Infrastructure	West of Horsham - A24 Robin Hood Roundabout Scheme	July 2020
Cabinet	Climate Change Strategy	July 2020

A Prosperous Place

Cabinet Member for Highways and Infrastructure

Licensing of Tables and Chairs on the Highway

It is a legal requirement for businesses to have a licence for tables and chairs positioned on the highway (this includes pavements) and the County Council must be able to assess each location for its suitability. The increasing number of tables and chairs on the highway has led to a significant rise in complaints.

The licence fee, which includes the cost of undertaking site assessments, legal work in preparing the licences, advertising and the on-going management of the scheme must ensure full cost recovery.

Further to the commitment to review the charging mechanism, there was a consultation with traders, stakeholders, the public and Members about the benefits of a scheme which takes into account the size of the area occupied by the tables and chairs. The Environment and Communities Select Committee considered and supported the proposals at its meeting in March.

The Cabinet Member will be asked to consider the outcome of the consultation and agree a fee structure for the positioning of tables and chairs on the highway.

(On 8 June, all fees relating to licences for tables and chairs on the highway were waived with immediate effect until the end of March 2021. This key decision concerns the proposed new fee structure which will take effect from 1 April 2021.)

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	29 January 2020
Month	June 2020
Consultation/ Representations	Stakeholder consultation commencing 27 January 2020. Environment and Communities Committee 5 March 2020. 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

Chichester On-Street Parking Management Plan

The [decision](#) to formally advertise the proposals for a Chichester (city wide) Parking Management Plan was delegated to the Director for Highways, Transport and Planning by the Cabinet Member for Highways and Infrastructure.

The proposals are subject to a statutory advertisement and public consultation undertaken during February and March 2020.

The Cabinet Member for Highways and Infrastructure will be asked to consider the results of the statutory advertisement, including any representations from the South Chichester County Local Committee, and decide whether, and how, any proposals should be implemented.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	9 March 2020
Month	June 2020
Consultation/ Representations	Chichester District Council South Chichester County Local Committee Sussex Police All Parish Councils in the District Chichester BID Transport operators Residents in roads affected Other Stakeholders 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

Manor Royal On-Street Parking Management Plan

The [decision](#) to formally advertise the proposals for a Manor Royal Parking Management Plan was delegated to the Director for Highways, Transport and Planning by the Cabinet Member for Highways and Infrastructure.

The proposals will be subject to a statutory advertisement and public consultation.

The Cabinet Member for Highways and Infrastructure will be asked to consider the results of the statutory advertisement, including any representations from the Crawley County Local Committee, Crawley Borough Council and the Manor Royal BID and decide whether, and how, any proposals should be implemented.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	13 March 2020
Month	June 2020
Consultation/ Representations	<p>Crawley Borough Council Sussex Police Crawley County Local Committee Manor Royal BID Transport operators 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

Director of Highways, Transport and Planning

A29 Realignment Scheme - submission of planning application

The A29 Realignment Scheme will deliver a new 4.34 km road to the east of Eastergate, Westergate and Woodgate villages. The scheme will be delivered in at least two phases. The full scheme (phases 1 and 2) has an estimated cost of £54.24m and will provide part of the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The scheme 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.

The Transport Business Case submitted to the Coast to Capital Local Enterprise Partnership (LEP) was approved by their Investment Board on 17 October 2019.

Subsequently, £9.90 million of Local Growth Funding was awarded for the delivery of Phase 1 (between A29 Fontwell Ave and B2233 Barnham Road) subject to entering into a funding agreement. The LEP has also agreed that further funds totalling £2.40 million will be earmarked for the delivery of Phase 2 should additional Government funding become available to the LEP.

In March 2019, the Cabinet Member for Highways and Infrastructure [approved](#) the

route, business case, consultation and delegated the finalisation of the funding agreement, the procurement process and award of a design and build contractor for Phase 1 of the scheme to the Director of Highways and Transport.

In December 2019, the Director of Highways, Transport and Planning [entered](#) into a funding agreement with the LEP for Phase 1 of the scheme and awarded the design and build contract for phase 1 of the scheme to Jackson Civil Engineering Group Ltd

The Director of Highways, Transport and Planning will be asked to submit a planning application for Phase 1 of the scheme.

Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	<p>Consultation took place between 26 February – 26 April 2019 and further consultation will be undertaken as part of the planning application process.</p> <p>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.</p>
Background Documents (via website)	None
Author	Elaine Martin Tel: 033 022 24105
Contact	Judith Shore Tel: 033 022 26052

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> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Integrated Parking Strategy.</p>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure

West Sussex Plan priority	A Prosperous Place
Date added	19 February 2020
Month	June 2020
Consultation/ Representations	All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders 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

Director of Highways, Transport and Planning

Award of contracts for Highway Maintenance Services, Lots 4, 5 & 6 - phase 2	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>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.</p> <p>In November 2019, the Director of Highways, Transport and Planning awarded contracts for Lots 1, 2 and 3 (core services, drainage cleansing, hedge and grass maintenance)</p> <p>A second phase of formal procurement is underway for the delivery of highways improvements under Lots 4, 5 and 6 Frameworks (carriageways, footways and infrastructure works) to be undertaken during the 2020-21 financial year.</p> <p>On completion, the Director of Highways, Transport and Planning will be asked to approve the award of the contract to the preferred contractors to deliver highways improvements during the 2020-21 financial year.</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added	23 April 2020
Month	June 2020
Consultation/	Director of Law and Assurance

Representations	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.
Background Documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Highway Infrastructure Asset Management Strategy and Policy	
<p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, are being reviewed and updated.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Highway Infrastructure Asset Management Strategy and Policy.</p>	
Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	Prosperous Place
Date added	3 June 2020
Month	July 2020
Consultation/ Representations	<p>Internal consultation with County Council officers</p> <p>Borough, district, town and parish councils will be briefed about the Policy and Strategy, through the County Local Committees, once approved.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Rowan Sheppard Tel: 033 022 23627
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

West of Horsham - A24 Robin Hood Roundabout Scheme

The West of Horsham highway infrastructure package supports the delivery of the major housing and employment developments to the east and west of the A24.

The A24 Robin Hood Roundabout improvement scheme, which forms part of the package, includes alterations to the layouts of the junction with additional approach lanes and traffic signals with improved pedestrian and cycle crossing facilities. The improvements are being funded through developer contributions secured through Section 106 Agreements. To construct the junction improvements, there is a need to drawdown additional S106 funding and to tender for and procure a build contractor.

Two major improvement schemes in the package, at the Newbridge Roundabout and Farthings Hill Roundabout, have recently been delivered by the County Council.

The remaining major scheme in the package is the A24 Great Daux Roundabout; the delivery of improvements to that junction need to be rephased to take account of: the timing of a developer contribution from the North of Horsham Development, a new study of the A24 corridor, and future major development proposals in the Horsham area.

The Cabinet Member will be asked to approve the additional capital allocation of S106 funding, the commencement of the procurement process to secure a build contractor for the A24 Robin Hood scheme and delegation to the Director of Highways, Transport and Planning to appoint the contractor.

Decision by	Cllr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added	8 April 2020
Month	July 2020
Consultation/ Representations	Local County Council and District Council Members and Parish Councils 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	Stephen Reed Tel: 033 022 27328
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Cabinet

Climate Change Strategy	
<p>The County Council agreed a motion on climate change in 2019, calling on the Cabinet to show leadership to combat climate urgency in West Sussex, commit to stepping up the work of the Council to combat climate change and raise awareness of the issues and ways in which residents and businesses can contribute to mitigate climate change, and attempt to make West Sussex County Council carbon neutral by 2030.</p> <p>The Climate Change Strategy will set out the County Council's vision to 2030 and the commitments to integrate climate change considerations across all aspects of the organisation.</p> <p>The Cabinet will be asked to approve the Climate Change Strategy.</p>	
Decision by	Cllr Hunt, Cllr A Jupp, Cllr Lanzer, Cllr Crow, Cllr N Jupp, Cllr Marshall, Cllr Russell, Cllr Urquhart - Cabinet
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	4 June 2020
Month	July 2020
Consultation/ Representations	<p>Informal engagement with partners Environment and Communities Select Committee, 24 June 2020 Internal consultation with County Council Officers</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.</p>
Background Documents (via website)	
Author	Catherine Cannon Tel: 033 022 25573
Contact	Judith Shore Tel: 033 022 26052