



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:

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| 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: 11 September 2018

A Prosperous Place

Cabinet Member for Highways and Infrastructure

Street Works Prosecution Policy

Utilities have a statutory obligation to apply for streetworks permits through the County Council's permit team. This is in accordance with relevant legislation such as the New Roads and Street Works Act, the Traffic Management Act, the West Sussex Permit Scheme and the associated regulations and Codes of Practice.

Utilities are required to use their best endeavours to co-operate with the County Council as the street authority, in the interests of safety, to minimise inconvenience to people using the street and to protect the structure of the street and the integrity of the apparatus in the street. Failure to do so is an offence under the relevant section of the legislation.

It is proposed that the County Council's street authority will prosecute if it considers that an offence has been committed and if the evidence shows that there is a realistic prospect of conviction, where the relevant offender has shown a previous poor history of compliance under its statutory obligations and/or the offender has failed to discharge its liability under The Street Works (Fixed Penalty) (England) Regulations 2007 or the Traffic Management Permit Scheme Regulations 2007.

It is recommended that Cabinet Member approves the adoption of The West Sussex Streetworks Prosecution Policy to empower the street authority in carrying out its statutory duty/s in accordance with the relevant Acts of Parliament.

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| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 17 July 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | Internal and external 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 | Jeff Elliot Tel: 033 022 25973 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Infrastructure

Update of the Surface Water Management Policy

The Surface Water Management Policy was adopted in August 2017 and is an important regulatory tool against which planning applications can be challenged. At the request of engineering colleagues in the West Sussex Districts and Borough councils, the County Council as Lead Local Flood Authority (LLFA) was requested to write further guidance relating to non-major developments (notably householder extensions and housing developments of less than 10 properties). The Policy has been reviewed over the past 9 months and consulted upon internally and externally.

The Cabinet Member for Highways and Infrastructure will be asked to approve the adoption of the updated Surface Water Management Policy.

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| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 17 July 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | District and Borough Councils, internal consultation with Director of Highways and Transport and Executive Director for Economy, Infrastructure and Environment 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) | West Sussex (LLFA) Policy for the Management of Surface Water |
| Author | Ray Drabble Tel: 033 022 24077 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Infrastructure

Traffic Signals Refurbishment Programme

This decision concerns the implementation of a refurbishment programme for traffic signal sites across West Sussex. The Traffic Signals Team has developed a system that uses periodic inspections of the traffic signals to capture and categorise equipment and sites that need urgent attention. The number of such locations has been steadily increasing due to the age of the equipment.

It is proposed that a programme of signal refurbishments is progressed, using the current traffic signals maintenance contract, to procure all the necessary elements of the work. Although it would be feasible to investigate the implementation of a full asset management plan the cost of this would be in excess of £2million. However the proposed Traffic Signals Refurbishment Programme will address the critical issues.

The Capital Programme 2018/19 – 2022/23 approved by Full Council in December

2017 included £1m for the Traffic Signals Refurbishment Programme as a pipeline scheme, funded by corporate borrowing. The funding is split £250k per annum over 4 years, commencing 2018/19.

The Cabinet Member will be asked to approve:

- (1) The decision to proceed with the refurbishment programme; and
- (2) The use of the associated funding of £250k per annum from 2018/19 to 2021/22.

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| 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 | September 2018 |
| Consultation/ Representations | Internal consultation with finance and legal teams 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 | Barry Edmunds Tel: 033 022 25692 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Infrastructure

Approval of 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.

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| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
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| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 7 August 2018 |
| Decision Month | November 2018 |
| 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

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| Approval of the Strategic Transport Investment Programme (2018/2019) | |
| <p>In July 2013, the Council established a Strategic Transport Investment Programme (STIP) to identify and develop strategic (i.e. larger than local) transport schemes that are needed to support sustainable economic growth in the county. A long list of potential schemes was identified at that time, largely building on technical work to prepare local plans and these schemes were prioritised.</p> <p>The STIP has been reviewed periodically since 2013 and consideration is again being given to adding new priorities for investment and also removing schemes that are no longer considered to be priorities. Consultation has taken place with elected members and other stakeholders who were invited to put forward suggestions to inform the review. As the majority of funding for strategic transport projects will be subject to scheme appraisal in line with Department for Transport guidance, any new potential priorities will be appraised using a similar standardised approach.</p> <p>The Cabinet Member for Highways and Infrastructure will be provided with an update on progress with current priorities and recommended to approve a revised Strategic Transport Investment Programme list of priorities, including the need for feasibility work on schemes in 2019/20.</p> | |
| 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 | October 2018 |
| Consultation/ | Local Members, Local Planning Authorities and other key |

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| Representations | stakeholders were invited to put forward suggestions 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

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| Adoption of the updated policy on Commuted Sums for maintaining infrastructure in association with S278 and S38 Highway Agreements | |
| <p>In association with development proposals, third parties enter into agreements with the Council under Section 278 and Section 38 of the Highways Act 1980. These agreements enable them to make modifications to the existing public maintainable highway and also to offer up new highways for adoption by the County Council. Where this infrastructure will create an additional maintenance burden on the authority, commuted sums are secured for the future maintenance of the asset that is being adopted.</p> <p>The policy on commuted sums provides clarity on the Council's approach and which assets will attract commuted sums. It is being updated to reflect current rates for maintenance of the various assets.</p> <p>The Cabinet Member for Highways and Infrastructure will be recommended to adopt the updated policy on commuted sums as the Council's approach to securing contributions for the future maintenance of assets adopted under S278 and S38 Highway Agreements.</p> | |
| 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 | November 2018 |
| Consultation/ Representations | Internally with officers in the highways and transport, finance, and legal services teams 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 |

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| Author | Andrew Howick Tel: 033 022 25704 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Infrastructure

| Procurement of new Highways Contract | |
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| <p>The Highways Maintenance Term Contract is used to deliver a range of statutory highways maintenance services and the existing contract expires on 31 March 2019. The length and scope of the contract and the detailed terms will be developed using a commissioning based approach.</p> <p>The Cabinet Member will be asked to:</p> <ol style="list-style-type: none"> (1) approve the commencement of a procurement process for a new Highways Maintenance Term Contract, to commence on expiry of the current contract; and (2) delegate authority to the Director of Highways and Transport to enter into the contract, and to extend if appropriate, in accordance with the Council's Standing Orders on Procurement and Contracts. | |
| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 29 August 2018 |
| Decision Month | November 2018 |
| Consultation/ Representations | <p>Environment, Communities and Fire Select Committee All-member briefing Executive Director Economy, Infrastructure and Environment Director of Finance, Performance and Procurement Director of Law and Assurance</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 | Chris Barrett Tel: 033 022 26707 |
| Contact | Judith Shore Tel: 033 022 26052 |

A Strong, Safe and Sustainable Place

Cabinet Member for Environment

Re-procurement for the provision of Clinical Waste Services

In January 2015, the Council entered into a 4-year Framework Agreement with Medisort Ltd for the provision of Clinical Waste Services. The Council utilised this agreement for treatment and disposal of clinical waste collected by the District and Borough Councils in West Sussex. The initial term of the call off contract was for three years and included an option to extend up to a maximum of an additional 2 years. It has currently been extended to 31 March 2019.

Since it commenced, the Framework Agreement has also been utilised by four of the West Sussex District and Borough Councils for their clinical collection and support service arrangements. This agreement has proved an efficient vehicle for procuring a joint service for collection and disposal of a waste service that requires specialist handling and treatment.

The County Council is considering the procurement options for the continuation of this service for the residents of West Sussex. A joint collection and disposal contract will continue to provide efficiencies in service delivery and operations as well as a single point of contact for those residents who require this service.

The Cabinet Member will be asked to agree to the commencement of a procurement exercise for the provision of Clinical Waste Services from 1 April 2019 and to delegate authority to the Director of Energy, Waste and Environment to award the contract to the most economically advantageous tender.

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| Decision By | Mrs Urquhart - Cabinet Member for Environment |
| West Sussex Plan priority | A Strong and Sustainable Place |
| Date added to Forward Plan | 30 July 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | District and Borough Councils in West Sussex Representations concerning this proposed decision can be made to the Cabinet Member Environment at, 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 Sparshott Tel: 033 022 27716 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Environment

Countryside Contractors Framework Agreement: re-procurement

The Countryside Contractors Framework Agreement is used to deliver works on the Public Rights of Way network and at various countryside sites around West Sussex. It enables the Council to use a variety of qualified contractors to deliver works that fall outside of the Public Rights of Way maintenance contract.

The existing Framework Agreement ends on 31 May 2019 and the Cabinet Member will be asked to approve the commencement of a procurement process to renew the Agreement.

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| Decision By | Mrs Urquhart - Cabinet Member for Environment |
| West Sussex Plan priority | A Strong, Safe and Sustainable Place |
| Date added to Forward Plan | 21 August 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | Cabinet Member for Finance and Resources 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. |
| Background Documents (via website) | None |
| Author | Charlotte Weller Tel: 033 022 26001 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Environment

Approval of Halewick Lane Energy Storage Project

The project forms part of the agreed objectives of the Your Energy Sussex (YES) partnership by increasing and enabling the expansion of renewable energy generation in the county as well as developing the low carbon economy and reducing CO₂ emissions. It also supports the outcomes identified in the approved [Energy Strategy](#). The project will also facilitate a much needed re-development of the site, with the existing buildings being demolished and the site fully secured. The site has in recent years suffered problems with safety, break-ins and vandalism.

Since 1 April 2014 the YES team has been working to develop a significant pipeline of energy related projects including:

- The imminent completion of Westhampnett solar farm with 4 mega-watts of energy storage on site,
- Development of Tangmere Solar farm, which is now complete,
- Installation of commercial scale PV (photovoltaic) systems on schools and third party roofs including at Goodwood Aerodrome,
- PV systems for 225 houses owned by Crawley Borough Council, and
- For Adur & Worthing councils, installation of gas central heating systems in

houses served by a newly installed gas main.

Generation of income for all the energy schemes will be achieved through the Council's energy purchaser (N-Power) selling power on its behalf, maximising the income opportunities available as an energy generator. The dual expansion of solar generation and stand-alone battery storage is a key part of the YES energy project pipeline, with solar farms and battery storage continuing to represent a relatively low risk investment for capital.

The Cabinet Member will be asked to approve the development of the previous Sompting Waste Destructor site (Halewick Lane, Sompting) into a battery storage facility.

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| Decision By | Mrs Urquhart - Cabinet Member for Environment |
| West Sussex Plan priority | A Strong, Safe and Sustainable Place |
| Date added to Forward Plan | 14 August 2018 |
| Decision Month | March 2019 |
| Consultation/ Representations | <p>Member for Sompting and North Lancing, Sompting Parish Council, District councillors, resident engagement session planned for North Lancing and surrounding area, South Downs National Park Authority</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 taken.</p> |
| Background Documents (via website) | Full planning documentation (when submitted - October 2018) |
| Author | Tom Coates Tel: 033 022 26458 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Safer, Stronger Communities

Endorsement of the West Sussex Fire and Rescue Service Annual Statement of Assurance and Annual Report 2017-18

Fire and Rescue Authorities are accountable for their performance and should be open to evaluation by the communities they serve. Information on their performance should be accessible, robust, fit-for-purpose and accurately report on effectiveness and value for money. The National Fire and Rescue framework for England states:

'Fire and rescue authorities must provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in the Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance'.

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| The Cabinet Member will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance and the Annual Report for 2017-18. | |
| Decision By | Ms Kennard - Cabinet Member for Safer, Stronger Communities |
| West Sussex Plan priority | A Strong Safe Sustainable Place |
| Date added to Forward Plan | 17 May 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | Environment, Communities and Fire Select Committee 13 June 2018 Representations concerning this proposed decision can be made to the Cabinet Member for Safer Stronger Communities, 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 | Jon Lacey Tel: 033 022 25057 |
| Contact | Erica Keegan Tel: 033 022 26050 |

A Council that works for the Community

Cabinet Member for Environment

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| Adoption of the West Sussex Statement of Community Involvement (third review) | |
| <p>The Statement of Community Involvement (SCI) is a formal statement of the Council's policy about how local communities and stakeholders can be actively, meaningfully and continuously involved in the preparation of local plans, and in the consideration of planning applications that the County Council is responsible for determining.</p> <p>Planning regulations require that SCIs are reviewed every five years. The SCI (second review) was adopted in June 2012 and therefore a review is taking place. Public consultation on the contents of the third review of the SCI will take place during July–August 2018 before it is amended as necessary and finalised. The updates to the SCI are light touch, and there are no substantive changes being proposed. The changes are largely due to recent regulation changes about a review of these documents every five years.</p> <p>The Cabinet Member for Environment will be asked to approve the adoption of the Statement of Community Involvement (third review) as the Council's most up-to-date statement on community involvement in planning matters.</p> | |
| Decision By | Mrs Urquhart - Cabinet Member for Environment |
| West Sussex Plan | A Council that works for the Community |

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| priority | |
| Date added to Forward Plan | 2 July 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | Public consultation on the contents of the third review of the SCI will take place during July and August 2018. 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. |
| Background Documents (via website) | None |
| Author | Rupy Sandhu Tel: 033 022 26454 |
| Contact | Judith Shore Tel: 033 022 26052 |

Strategic Budget Options 2019/20

As part of the County Council's budget process 2019/20 and in light of current financial challenges, Cabinet Members will be asked to determine various portfolio budget proposals as set out below.

Cabinet Member for Highways and Infrastructure

| On-street parking to support traffic management | |
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| <p>Providing parking in a well-managed way helps to support local businesses, residents and communities. Road Space Audits are being used to identify where there is a need to implement better settlement wide parking solutions that support the County Council's aspirations in terms of economic development, improved safety and sustainable transport.</p> <p>The Cabinet Member will be asked to agree a parking management programme to implement on-street parking controls in various locations across the county and to review the operation of the parking service county-wide, including charges. Specific proposals for each settlement will be put to the Cabinet Member as they arise from the programme of Road Space Audits which is already underway. Road Space Audits will be progressively rolled out to the majority of urban areas across the county.</p> | |
| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 29 August 2018 |
| Decision Month | November 2018 |

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| Consultation/ Representations | <p>County Local Committees District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee Local members, statutory public notices and website advertising proposed changes</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Environment, 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 Davey Tel: 033 022 26688 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Highways and Infrastructure

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| Passenger Transport (Bus) Strategy and Supported Services Review | |
| <p>The Cabinet Member established an Executive Task and Finish Group (TFG) in November 2017 to consider:</p> <ul style="list-style-type: none"> • the county-wide passenger transport strategy relating to buses • the criteria by which the County Council intervenes in the bus market • the application of the revised policy to the County Council's current level of investment into the bus market; and • a review of how funding is spent across the county to allow residents to have equitable access <p>The TFG is due to meet in November 2018 and make recommendations to the Cabinet Member for consideration in December 2018.</p> | |
| Decision By | Mr Elkins - Cabinet Member for Highways and Infrastructure |
| West Sussex Plan priority | A Prosperous Place |
| Date added to Forward Plan | 29 August 2018 |
| Decision Month | December 2018 |
| Consultation/ Representations | <p>Bus operators and key stakeholders Environment, Communities and Fire Select Committee Public consultation on the strategy and forthcoming impact consultation</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> |

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| Background Documents (via website) | Documents arising from the Task and Finish Group process |
| Author | Bill Leath Tel: 033 022 25438 |
| Contact | Judith Shore Tel: 033 022 26052 |

Cabinet Member for Environment

| Funding for Recycling Credits | |
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| <p>The County Council must increase recycling and reduce the amount of residual waste. In order to increase the recycling rate the Council needs, together with district and borough partners, to work differently to make sure as much as possible is removed from the waste stream. By changing the way recycling services are funded, the aim is to drive change in the amount and variety of material collected for recycling. The County Council is working closely with district and borough partners to ensure this change has the desired effect and works towards a cleaner, greener, West Sussex.</p> <p>The Cabinet Member will be asked to approve changes to the funding arrangement with district and borough councils whilst maintaining the requirements of the Recycling Credit Provisions under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.</p> | |
| Decision By | Mrs Urquhart - Cabinet Member for Environment |
| West Sussex Plan priority | A Strong, Safe and Sustainable Place |
| Date added to Forward Plan | 29 August 2018 |
| Decision Month | September 2018 |
| Consultation/ Representations | <p>District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Environment, 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 | Kelly Goldsmith Tel: 033 022 27714 |
| Contact | Judith Shore Tel: 033 022 26052 |