



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.

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Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Interim Director of Children, Young People and Learning (Vince Clark)	Award of contract for works for the Remodelling of Teasel Close and High Trees and Repurposing of the Former West Green Youth Centre	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Allocation of funding for refurbishment of Family Hubs	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Procurement of Supported Accommodation and Housing Pathway for 16-25 year olds	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Completion of the new Woodlands Meed College, Burgess Hill	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Allocation of Childcare Expansion Capital Grant	February 2025
Assistant Director (Property and Assets) (Andrew Edwards)	Award of Contract for delivery of the new Secondary School at Brookleigh, Burgess Hill	February 2025
Assistant Director (Property and Assets) (Andrew Edwards)	Award of contract for adaptations to Arun House in Horsham, to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Allocation of funding for design fees for the development of Homefield Primary School, Worthing	February 2025
Assistant Director (Property and Assets) (Andrew Edwards)	Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley	February 2025
Assistant Director (Property and Assets) (Andrew Edwards)	Additional Accommodation at St Philip Howard Catholic Voluntary Academy - Allocation of Additional S106 Funding	February 2025
Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)	Change of status of Millais School, Horsham, to a co-educational school (for girls and boys) - Determination of Statutory Notices	March 2025
Assistant Director (Education and Skills) (Claire Hayes)	Allocation of Childcare Expansion Capital Grant - Outcome of Second Bidding Round	April 2025

Children and Young People, Learning and Skills

Children and Young People Portfolio

Award of contract for works for the Remodelling of Teasel Close and High Trees and Repurposing of the Former West Green Youth Centre

Teasel Close children's home in Crawley provides residential placements, with capacity for up to 5 children at one time. High Trees children's home in Crawley provides residential placements and short breaks for children with disabilities, with capacity for up to 4 children at one time. As part of a decision taken in October 2021, [approval](#) was provided for the allocation of capital funding for the refurbishment of both homes, as well as the provision of temporary accommodation for children during the works to both homes.

Repurposing works are also required to a building in West Green, Crawley, that was formerly used as a Youth Centre, but has been identified as a suitable venue for delivering the Council's Family Time Contact Service. A [decision](#) was taken in October 2022 that approved the funding for this repurposing and commencement of a procurement process to seek a contractor to deliver the work to the Youth Centre, the refurbishment of High Trees and Teasel Close children's homes and the provision of temporary accommodation. However, since the decision was taken, a subsequent change in occupancy levels in the residential service means procuring the temporary accommodation is no longer required.

A procurement process is being undertaken and, on conclusion, the Director of Children, Young People and Learning will be asked to approve the award of the construction contract for the works to High Trees, Teasel Close and West Green, to the successful tenderer.

Decision by	Interim Director of Children, Young People and Learning (Vince Clark)
Date added	14 November 2024
Month	February 2025
Consultation/ Representations	Assistant Director (Property and Assets) 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)	Eleni Zikou Tel: 07709718446
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of funding for refurbishment of Family Hubs

Family hubs are facilities that offer a range of support, information and guidance to parents, carers and young people as part of the Early Help service. There are 12 Hubs located around the County, with at least one in each district and borough area.

It is proposed to undertake a range of refurbishment and remodelling works to 10 of the Hubs to enable the delivery of additional facilities, improve outdoor play provision and configure the buildings to better suit the needs of users.

A Feasibility Study is currently being undertaken to specify the required works and associated costs of the programme of works.

Following conclusion of the study the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of the required funds to enable the refurbishment works to progress.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	14 November 2024
Month	February 2025
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision-maker, via the report author, in the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Nigel Ireson Tel: 033 022 22172
Contact	Wendy Saunders Tel: 033 022 22553

Procurement of Supported Accommodation and Housing Pathway for 16-25 year olds

The County Council provides a range of Housing Related Support services in accommodation-based settings to young people aged 16-24-years old that are either care experienced or at risk of homelessness.

These services were initially procured in 2019 and the current arrangements with existing service providers were recently extended until the end of September 2025 ([decision OKD04 \(24/25\)](#) refers).

A redesign of the future delivery of housing related support services for 16–25-year-olds is currently being undertaken. On conclusion of the redesign, it is proposed to commission the new service for a period of up to 9 years.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the procurement of a new housing related support service for 16–25-year-olds.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	21 May 2024
Month	February 2025
Consultation/ Representations	<p>Young people within the services Existing Providers District and Borough Councils Public Health Revenue and Benefits Social Landlords</p> <p>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.</p>
Background documents (via website)	None
Lead officer (report author)	Daniel Ruaux Tel: 033 022 22695
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills Portfolio

Completion of the new Woodlands Meed College, Burgess Hill	
<p>In 2021 the award of a construction contract to rebuild Woodlands Meed College in Burgess Hill was approved. The construction proceeded but, in September 2024, the appointed contractor went into administration. The delivery works were in two phases. Phase 1 (construction of the new College) was largely completed but for some snagging work. Phase 2 (demolition of the old building and construction of an all-weather pitch and car park) was at an early stage.</p> <p>To complete both phases of the project an alternative contractor needs to be appointed. This will require an increase to the funds originally allocated.</p> <p>The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve :</p> <ol style="list-style-type: none"> 1) The increased budget allocation to enable the completion of the new College building, 2) To authorise the award of a contract to deliver the remaining works. 	
Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	14 November 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified.

	Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Ron Robson Tel: 033022 27466
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Childcare Expansion Capital Grant

In Spring 2023, the Department for Education (DfE) announced reforms to childcare, including the introduction of additional entitlements to 30 hours of free childcare for children over the age of nine months, to be introduced in a phased approach.

In December 2023, the DfE announced the Childcare Expansion Capital Grant funding allocation for West Sussex of £1.872m. This funding is provided to support delivery of the reforms, enabling the expansion of providers of Early Years and Wraparound Care.

Expressions of interest for eligible capital projects to enable expansion have been sought from providers of Early Years and Wraparound Care. Following a detailed prioritisation exercise, the Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of funds from the capital grant to the prioritised projects.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	12 July 2024
Month	February 2025
Consultation/ Representations	All schools. 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Award of Contract for delivery of the new Secondary School at Brookleigh, Burgess Hill

The new 6 form entry (6FE) Bedelands Academy Secondary School, including Special Support Centre, will provide 900 pupil places to the Burgess Hill area within Brookleigh (formerly known as Northern Arc).

Funding was allocated to deliver the school and authority delegated to the Assistant Director for Property & Assets to enter into a contract or contracts to enable the progression of the project within the overall agreed budget ([decision LS04\(22/23\)](#) refers). Due to inflationary pressures and site specific issues driving cost increases, in March 2024 the Cabinet Member for Children and Young People, Learning and Skills approved an uplift to the budget for the project – decision [CYPLS01\(24/25\)](#) refers).

Following the procurement of this scheme and in accordance with the decisions outlined above, the County Council now seeks to appoint the main contractor to deliver the approved scheme.

The Assistant Director (Property and Assets) will be asked to approve the appointment of and enter into contract with the successful contractor to deliver the Bedelands Academy Secondary School project.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 June 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Lydia Schilbach Tel: 033022 25832
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for adaptations to Arun House in Horsham, to provide a Satellite site for Queen Elizabeth II Silver Jubilee School, Horsham

In March 2023 the then Cabinet Member for Learning and Skills approved the budget required to enable the phased establishment of a satellite site to Queen Elizabeth II Silver Jubilee school (QE2), at Arun House, to provide additional pupil places ([decision LS11 \(22/23\)](#) refers). The County Council’s Multi-Disciplinary Consultant (MDC) have been appointed to undertake the full design. The new accommodation will provide up to an additional 60 places increasing the current schools capacity for 15-19yr olds, from the current 120 to 180 planned places.

Decision [OKD33\(23/24\)](#) approved a procurement process for a building contractor to complete the necessary works to Arun House. This process was unsuccessful and the procurement abandoned. There is a requirement for a new approval to instigate a new tender process for a building contractor, due to changes being made to the contractual requirements.

Following the outcome of the new procurement process the Assistant Director (Property and Assets) will be asked to approve the award of contract for delivery of the satellite site for QE2 school.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	11 June 2024
Month	February 2025
Consultation/ Representations	Cabinet Member for Children and Young People, Learning and Skills Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None
Lead officer (report author)	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Te;; 033 022 22553

Allocation of funding for design fees for the development of Homefield Primary School, Worthing

In July 2023 the amalgamation of Lyndhurst Infant School and Chesswood Junior School onto one site to create an all through primary school was [approved](#).

A detailed feasibility study has now been undertaken and plans developed for the new school, called Homefield Primary School, to be created on the Chesswood Road site, that will include a 21 place Special Support Centre.

The Cabinet Member for Children and Young People, Learning and Skills will be asked to approve the allocation of funds required to undertake the detailed design work in order for the project to progress.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacque Russell)
Date added	1 July 2024
Month	February 2025
Consultation/ Representations	None currently identified. Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Mandy Saunders Tel: 033 022 25505
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley

St Wilfrid's Catholic School in Crawley is currently a 5FE 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last four years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 December 2024
Month	February 2025
Consultation/ Representations	School Representations concerning this proposed decision can be made to the decision maker, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Additional Accommodation at St Philip Howard Catholic Voluntary Academy - Allocation of Additional S106 Funding

St Philip Howard Catholic Voluntary Academy is a 6FE 11-18 Secondary School with a 6th form. The school has grown in recent years to meet the demand for places which has led to the requirement for more teaching and administrative space, as well as washroom facilities. The school has continued to take additional children over and above their Published Admission Number (PAN) and projections indicate an ongoing need for the additional places created.

In January 2022 the Assistant Director (Property and Assets) approved Section 106 funding to be passported to the school to enable the school to deliver a project to provide additional teaching space. (Decision [OKD40\(21/22\)](#) refers).

Following receipt of tenders and additional costs incurred relating to the drainage strategy, the original approved budget is not sufficient. Therefore, the Assistant Director (Property and Assets) will be asked to approve the allocation of additional S106 funds to

be passported to the school to increase the approved budget and enable delivery of the project.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	19 December 2024
Month	February 2025
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Change of status of Millais School, Horsham, to a co-educational school (for girls and boys) - Determination of Statutory Notices

Millais is a girls' secondary school in Horsham catering for pupils aged 11-16. The demand for places at the school has been declining at a time when there is a shortfall of places for boys in the wider Horsham area.

In April 2024, the Cabinet Member for Children and Young People, Learning and Skills approved the launch of a public consultation on proposals to change the status of Millais School from a single sex girls' school to a co-educational school ([decision CYPLS03 \(24/25\)](#) refers). The changes would mean that, from September 2026 and each year of entry thereafter, Millais would be co-educational. There are no proposals for co-educational provision for any existing year groups on roll.

The feedback from the consultation indicated a range of views but, overall, higher numbers supported the change. Therefore in January 2025, approval was given to publish formal statutory proposals, in accordance with [Department for Education \(DfE\) guidance](#), seeking representations on the change to co-educational provision ([decision CYPLS19 \(24/25\)](#) refers).

Publication of statutory proposals provides the opportunity for the public to submit new comments regarding the proposal during a time-limited representation period. Once the deadline for providing new representations has passed and any feedback received has been considered the Assistant Director (Education and Skills) will be asked to determine whether to proceed with the change of status of Millais School to a co-educational school.

Decision by	Cabinet Member for Children and Young People, Learning and Skills (Cllr Jacquie Russell)
Date added	29 January 2025
Month	March 2025

Consultation/ Representations	School and Governing Body Members of the Public Parents Diocese of Chichester and Arundel and Brighton Local Members District & Borough Councils Governing Bodies of local schools MP Representations concerning this proposed decision can be made to the Assistant Director (Education and Skills), via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Vanessa Cummins Tel: 033 022 23046
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Childcare Expansion Capital Grant - Outcome of Second Bidding Round

In Spring 2023, the Department for Education (DfE) [announced reforms to childcare](#). This included the introduction of additional entitlements to 30 hours of free childcare for children over the age of nine months, to be introduced in a phased approach and investing in a national wraparound childcare programme to support parents access paid for term-time childcare from 8am-6pm.

In December 2023, the DfE announced the Childcare Expansion Capital Grant funding allocation for West Sussex of £1.872m. This funding is provided to support delivery of the reforms, enabling the expansion of providers of Early Years and Wraparound Care.

Bids for an allocation of funding from the capital grant were sought from providers of Early Years and Wraparound Care during the autumn of 2024. Following a detailed prioritisation exercise, during February 2025 the Cabinet Member for Children and Young People, Learning and Skills [will be asked to approve](#) the distribution of funds to projects that meet the County Council's priorities.

As not all the capital grant is to be allocated a second bidding round has opened seeking further applications for the creation of early years and/or wraparound childcare places that meet the Council's priorities. As part of the decision to approve the distribution of funds from the first bidding round the cabinet member will also be asked to delegate authority to the Assistant Director (Education and Skills) to agree the remainder of the projects to be delivered up to the total grant value of £1.872m.

Following closure of the second bidding round and assessment of the bids the Assistant Director (Education and Skills) will be asked to approve the allocation of funds to projects enabling the delivery of early years and wraparound childcare places.

Decision by	Assistant Director (Education and Skills) (Claire Hayes)
Date added	7 February 2025
Month	April 2025

Consultation/ Representations	Schools Early Years Providers 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)	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553