

## EAST SUSSEX COUNTY COUNCIL'S FORWARD PLAN

The Leader of the County Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a key decision by the Cabinet, individual Cabinet member or officer in the period covered by the Plan (the subsequent four months). The Council's Constitution states that a key decision is one that involves

- (a) expenditure which is, or the making of savings which are, significant having regard to the expenditure of the County Council's budget, namely above £500,000 per annum; or
- (b) is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions.

As a matter of good practice, the Council's Forward Plan includes other items in addition to key decisions that are to be considered by the Cabinet/individual members. This additional information is provided to inform local residents of all matters to be considered, with the exception of issues which are dealt with under the urgency provisions. Only key decisions to be taken by officers are included.

For each decision included on the Plan the following information is provided:

- the name of the individual or body that is to make the decision and the date of the meeting or relevant time period for an officer decision
- the title of the report and decision to be considered
- groups that will be consulted prior to the decision being taken
- a list of documents that will be considered when making the decision
- the name and telephone number of the contact officer for each item.

The Plan is updated and published every month on the Council's website two weeks before the start of the period to be covered.

Meetings of the Cabinet/individual members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the website in advance of meetings. Key decisions taken by officers will not be taken at a meeting – documents listed can be made available on request to the contact officer, with the exception of those which contain exempt/confidential information.

For further details on the time of meetings and general information about the Plan please contact Stuart McKeown at County Hall, St Anne's Crescent, Lewes, BN7 1UE, or telephone 01273 481583 or send an e-mail to [stuart.mckeown@eastsussex.gov.uk](mailto:stuart.mckeown@eastsussex.gov.uk). For further detailed information regarding specific issues to be considered by the Cabinet, individual Member or officer please contact the named contact officer for the item concerned.

EAST SUSSEX COUNTY COUNCIL  
County Hall, St Anne's Crescent, Lewes, BN7 1UE

For copies of reports or other documents please contact the officer listed on the Plan or phone 01273 335274.

**FORWARD PLAN – EXECUTIVE DECISIONS (including Key Decisions) –1 October 2023 TO 31 January 2024**

Additional notices in relation to Key Decisions and/or private decisions are available on the [Council's website](#).

Cabinet membership:

Councillor Keith Glazier - Lead Member for Strategic Management and Economic Development

Councillor Nick Bennett – Lead Member for Resources and Climate Change

Vacancy – Lead Member for Economy

Councillor Claire Dowling – Lead Member for Transport and Environment

Councillor Carl Maynard – Lead Member for Adult Social Care and Health

Councillor Bob Bowdler – Lead Member for Children and Families

Councillor Bob Standley – Lead Member for Education and Inclusion, Special Educational Needs and Disability

Date for Decision	Decision Taker	Decision/Key Issue	Decision to be taken wholly or partly in private (P) or Key Decision (KD)	Consultation	List of Documents to be submitted to decision maker	Contact Officer
3 Oct 2023	Lead Member for Adult Social Care and Health	<p>East Sussex Carers Centre - contract extension</p> <p>The contract for the East Sussex Carers Centre is currently held by Care for the Carers as our Strategic Partner delivering a range of services to carers in East Sussex.</p> <p>The current contract value is £3,291M over a term of 5.5 years. The service was procured in 2019, starting on 01/10/2019 with an option to extend for a further two years from April 2025.</p>	<b>KD</b>		Report, other documents may also be submitted	Tamsin Peart 07881 282732

		<p>The first 5.5 years of the contract end on 31/04/2025 and, after review, it is proposed that the current contract is extended for a further two years until 31 March 2027. This will enable the successful partnership work between the Council, Care for the Carers and the NHS to continue and develop and allow time for the additional services to be fully implemented and reviewed.</p> <p>Future recommissioning options will be explored before a decision to tender the contract is made.</p>				
16 Oct 2023	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>Admission arrangements for community and voluntary controlled schools 2025-26- permission to consult  Permission is sought to consult on the proposed admission arrangements for community and voluntary controlled schools in East Sussex for the 2025-26 school year. The School Admissions Code requires a consultation period of at least six weeks between October and January. Following this, the Lead Member will need to determine the admission arrangements at the meeting in February 2024 in line with the requirements of the School Admissions Code.</p>	<b>KD</b>		Report, other documents may also be submitted	Jo Miles 01273 481911
17 Oct 2023	Lead Member for Resources and Climate Change	<p>Sidley Depot Site, Bexhill - Disposal of Freehold  The site is currently vacant and surplus to operational requirements. We are seeking Lead Member approval to formally declare</p>	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Rebecca Lewis 07955 312 371

		the site to be surplus, and to approve the disposal of the site. We then ask that the Chief Operating Officer be delegated authority to agree detailed terms with the preferred purchaser.				
Between 23 Oct 2023 and 31 Oct 2023	Chief Operating Officer	<p>Award of property contract for Adult Social Care's Supported Living Programme-Phase 1</p> <p>A key decision was approved in May 2023 for Westridge to undertake refurbishment/extension of 2 Adult Social Care properties (Beckley Close, Hastings, and Cregg Na Ba Battle). Works commenced on the properties, but unfortunately the contractor, Westridge, has now gone into administration. A decision is required to enter into a contract with an alternative contractor (or possibly a separate contractor for each site) to complete the works at both sites. The project comprises reconfiguration of 2 Bungalows to provide ensuite facilities for residents. This reflects a change from residential care to supported living offering people a home with security of tenure.</p>	<b>KD</b>		Report, other documents may also be submitted	Nigel Brown 07394 410630
24 Oct 2023	Lead Member for Strategic Management and Economic Development	<p>East Sussex County Council response to Gatwick's Northern Runway Project (NRP)</p> <p>Consideration of Members' views of Gatwick Airport's Northern Runway Project at the 10 October Full Council meeting, and how they will be considered / inform East Sussex County Council's draft representations in future communications in relation to the Development Consent Order.</p>	<b>KD</b>		Report, other documents may also be submitted	Lisa Simmonds, Tessa Sweet-Escott 0345 608 0190, 0345 608 0190

30 Oct 2023	Lead Member for Transport and Environment	Installation of advisory disabled bay To authorise the instillation of an advisory disabled bay. An application has been made for a disabled bay and the applicant meets the eligibility criteria, and advisory bay has been proposed. Following a consultation two objection were received on the grounds that the bay will extend beyond the frontage of the applicant's property. The properties frontage is 4.5 meters, the length of the proposed bay is 5.5 meters.			Report, other documents may also be submitted	Daniel Clarke 01323 464057
Between 30 Oct 2023 and 31 Oct 2023	Chief Operating Officer	Soft Facilities Management - Procurement of Grounds Maintenance & Arboriculture Services A decision is required to enter into a contract with a supplier to deliver the following service: Grounds Maintenance & Arboriculture Services. This service is delivered to schools, academies and corporate sites across East Sussex.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Sarah Hungerford 07803500276
Between 30 Oct 2023 and 31 Oct 2023	Chief Operating Officer	Soft Facilities Management - Procurement of Building Cleaning, Washroom Service & Window Cleaning Contract A decision is required to enter into a contract with a supplier to deliver the following service: Building Cleaning, Washroom services and Window Cleaning Services. This service is delivered to schools, academies and corporate sites across East Sussex.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Sarah Hungerford 07803500276

Between 30 Oct 2023 and 31 Oct 2023	Chief Operating Officer	Soft Facilities Management - Procurement of Waste, recycling & confidential Waste A decision is required to enter into a contract with a supplier to deliver the following service: Waste, recycling & confidential Waste. This service is delivered to schools, academies and corporate sites across East Sussex.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Sarah Hungerford 07803500276
October 2023	Chief Operating Officer	Award of contract for Salary Sacrifice Lease Car scheme (Electric Vehicles) East Sussex County Council wants to introduce a Salary Sacrifice Lease Car scheme for electric vehicles. This will allow employees to access electric vehicles at a saving compared to conventional purchase. This will help employees to access greener transport and will therefore support the Council's climate emergency plans. It will also provide an attractive staff benefit, helping to aid recruitment and retention. The scheme will be run as a managed service by a private provider, in order to facilitate employee access to a range of good quality vehicles which represent good value for money. The managed service will also ensure the council is compliant with all relevant HMRC legislation, and that the administrative burden for the authority is minimal.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Nicholas Earley 01273 335061
3 Nov 2023	Lead Member for Strategic Management and Economic	Approval for the Local Visitor Economy Partnership application submission, the setting up of Experience Sussex and the Sussex Visitor Economy Strategic Plan	<b>KD</b>		Report, other documents may also be submitted	Sally Staples 07785 453328

	Development	<p>Framework</p> <p>To seek approval for the submission of the Local Visitor Economy Partnership application to VisitBritain/VisitEngland responding to the Government's establishment of a new destination management framework across the country to support the tourism and visitor economy sectors, and to approve the framework for the Sussex Visitor Economy Strategic Plan. The Lead Member will be asked to endorse the future visitor economy arrangements for East Sussex through a pan-Sussex approach with West Sussex County Council and Brighton &amp; Hove City Council, and approve the County Council's role and funding arrangements.</p>				
7 Nov 2023	Cabinet	<p>Reconciling Policy, Performance and Resources (RPPR) update - 2024/25 next steps and Medium Term Financial Plan</p> <p>To consider an update on the reconciling policy, performance and resources process for 2024/25, the next steps and the medium term financial plan</p>	<b>KD</b>		Report, other documents may also be submitted	Victoria Beard <i>07894 708914</i>
14 Nov 2023	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>Revision of Home to School Transport policies</p> <p>The Lead Member is asked to approve the revised Home to School Transport policies, which, while in essence unchanged, have been re-formatted to contain additional information in line with the Department for Education (DfE) guidance published in June 2023.</p>	<b>KD</b>		Report, other documents may also be submitted	Jo Miles, Alison Mills <i>01273 481911, 07701020788</i>

14 Nov 2023	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>Holy Cross CE Primary School To make a final decision on the proposed closure of Holy Cross CE Primary School following the publication of a statutory proposal by the local authority in September 2023.</p> <p>In accordance with legislation, the proposal must be determined within two months of the end of the four-week representation period which followed publication.</p>	<b>KD</b>		Report, other documents may also be submitted	Gary Langford 01273 481758
14 Nov 2023	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>East Sussex School Organisation Plan 2023 to 2027 To seek Lead Member approval to publish a School Organisation Plan for the period 2023 to 2027.</p> <p>The School Organisation Plan sets out how East Sussex County Council (the local authority), in accordance with its statutory duty, seeks to ensure there are sufficient primary, secondary, and special school places in the right locations to meet demand.</p>	<b>KD</b>		Report, other documents may also be submitted	Gary Langford 01273 481758
14 Nov 2023	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>St Pancras Catholic Primary School To make a final decision on the proposed closure of St Pancras Catholic Primary School following the publication of a statutory proposal by the governing board of the school in September 2023.</p> <p>In accordance with legislation, the proposal must be determined within two months of the end of the four-week representation period which followed publication.</p>	<b>KD</b>		Report, other documents may also be submitted	Gary Langford 01273 481758



20 Nov 2023	Lead Member for Transport and Environment	<p>Review of fees and charges for East Sussex County Council's statutory planning consultee roles</p> <p>The Council's Flood Risk Management and Transport Development Control teams perform statutory planning consultee roles, meaning that they have a legal obligation to respond to relevant planning application consultations. To improve the quality of applications that are received, a pre-application advice service is offered, which is a paid-for service. A review of the charges that are applied for this service has been undertaken and new charges are proposed together with an approach to lessening the burden/financial cost to the Council when it comes to providing flood risk/drainage advice to applicants to resolve matters associated with the development proposals.</p>	<b>KD</b>		Report, other documents may also be submitted	Ed Sheath 01273 481632
20 Nov 2023	Lead Member for Transport and Environment	<p>Petition for a safe crossing to Hartfield Square on The Avenue, Eastbourne</p> <p>To consider a petition calling on the County Council for a safe crossing to Hartfield Square on The Avenue in Eastbourne.</p>			Report, other documents may also be submitted	Victoria Bartholomew 01424 724284
20 Nov 2023	Lead Member for Transport and Environment	<p>Alfriston Village Traffic Management Scheme</p> <p>To set out the results of the public consultation on proposals to introduce traffic management measures in Alfriston and to recommend next steps.</p>			Report, other documents may also be submitted	Andrew Keer 01273 336682

20 Nov 2023	Lead Member for Transport and Environment	Application to de-register and replace Common Land 57 and Common Land 96, known as Foulride Green Common, Lower Willingdon, Eastbourne Agreement to East Sussex County Council becoming a joint applicant in the application for the de-registration and replacement of a section of Common Land 57 (CL57) and Common Land 96 (CL96), known as Foulride Green, Lower Willingdon Eastbourne. Delegation of authority to the Director of Communities, Economy and Transport to sign the application form.			Report, other documents may also be submitted	Mary Wise 01273 335617
21 Nov 2023	Lead Member for Adult Social Care and Health	Public Health Local Service Agreements with GP Practices and Community Pharmacies The decision required is to continue to procure some Public Health services directly with GP Practices and Community Pharmacies to ensure opportunistic delivery and data returns. Opportunistic delivery is made possible in that people are likely to be visiting their GP or Pharmacy about a range of health conditions which presents opportunities to signpost and refer to available Public Health funded services.	<b>KD</b>		Report, other documents may also be submitted	Darrell Gale 07500 124075
21 Nov 2023	Lead Member for Adult Social Care and Health	Re commission of the Adult Drug and Alcohol Treatment Service The current contract to deliver drug and alcohol treatment in East Sussex ends in March 2025. The process to re-commission these services is a lengthy one in order to	<b>KD</b>		Report, other documents may also be submitted	Caz Kearton-Evans 07879 117579

		ensure we are able to identify a service which meets the needs of the East Sussex residents that use it, meets the outcomes set out by Central Government and provides value for money. The tendering section of the recommissioning process will begin in May 2024 with the new contract scheduled to begin in April 2025.				
28 Nov 2023	Lead Member for Resources and Climate Change	To approve the granting of a new Lease to the Trustees of the West Hills & District Community Centre The current Lease dated 12 March 2008 expires 11 March 2023 and it is proposed that ESCC grant the Trustees a new Lease for a period of 25 years which will allow the Trustees to be able to seek grant funding.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Joanne Johnston, Zoe Tweed 01273 336621, 07701 021868
November 2023	Chief Operating Officer	Former Hindslands Playing Fields, Eastbourne Road, Polegate - Disposal of Freehold Disposal of the Former Hindslands Playing Fields, Eastbourne Road, Polegate by agreement of the final heads of terms for the sale of the two parcels of land as delegated by the r Lead Member for Resources and Climate Change in May 2023.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Rebecca Lewis 07955 312 371
November 2023	Chief Operating Officer	Telephony Services contract award Contract award (jointly with Brighton and Hove City Council, and Surrey County Council) of: <ul style="list-style-type: none"> <li>• A Call Plan (the main telephone</li> </ul>	<b>KD</b>		Report, other documents may also be submitted	Matt Scott 07552286752

		<p>service)</p> <ul style="list-style-type: none"> <li>• A replacement Contact Centre telephony solution (including licences)</li> <li>• Implementation services (specialist knowledge and expertise)</li> <li>• Microsoft Teams telephony licences (enabling the dial pad and unified comms experience to be added to the existing Teams interface).</li> </ul> <p>Decision, as delegated at the 31 March 2023 meeting of the Lead Member for Resources and Climate Change.</p>				
November 2023	Chief Operating Officer	<p>Hye House Farm, Crowhurst - Disposal of Freehold</p> <p>Hye House Farm, Crowhurst – Disposal of Freehold. The Chief Operating Officer will review the offers received for the different Lots following the marketing of the site as approved by the Lead Member for Resources and Climate Change in June 2023.</p>	<p><b>P</b></p> <p><b>KD</b></p>		Report, other documents may also be submitted	Rebecca Lewis 07955 312 371
November 2023	Chief Operating Officer	<p>Award a main contractor for the Heathfield Youth Hub</p> <p>This is to appoint a contractor for works to demolish and replace the existing building with a state-of-the-art rural Youth Hub. The works will increase the number of regular positive activities and clubs available to young people aged 11 to 19 (up to 25 for young people with Special Educational Needs and Disabilities) in the areas.</p>	<p><b>P</b></p> <p><b>KD</b></p>		Report, other documents may also be submitted	Nigel Brown 07394 410630

November 2023	Chief Operating Officer	<p>Award a main contractor for The Joff Youth Hub, Peacehaven</p> <p>This is to appoint a contractor for works to extend, reconfigure and renew this existing youth hub. The works will increase the number of regular positive activities and clubs available to young people aged 11 to 19 (up to 25 for young people with Special Educational Needs and Disabilities) in the areas.</p>	<p><b>P</b></p> <p><b>KD</b></p>		Report, other documents may also be submitted	Nigel Brown 07394 410630
November 2023	Director of Communities, Economy and Transport	<p>Allowed for extension to the Services Agreement for the processing and disposal of dry mixed recyclables</p> <p>The Services Agreement for the processing and disposal of dry mixed recyclables is due to expire on 28 June 2024. The decision being made is to exercise the allowed for extension, provided by clause three of the contract 'Commencement and Duration', for a fixed period of two years. The new and final expiry date will be 28 June 2026.</p>	<p><b>KD</b></p>		Report, other documents may also be submitted	Laura Tafa 07919 298462
November 2023	Director of Adult Social Care and Health	<p>Approval of award of contract - Integrated Health and Wellbeing Service</p> <p>Following a tender process to commission an Integrated Health and Wellbeing Service, approval of award of contract is to be sought from the Director of Adult Social Care and Health.</p> <p>The Integrated Health and Wellbeing Service provides evidence-based support to enable people across East Sussex to make changes to their lifestyle to improve their</p>	<p><b>KD</b></p>		Report, other documents may also be submitted	Nicola Blake 01273 335060

		health. Such changes include supporting residents to eat well, manage their weight, move more, quit smoking and drink less alcohol.				
11 Dec 2023	Lead Member for Transport and Environment	Community Match - Etchingham The introduction of a 40mph speed limit between the eastern end of Etchingham and Hurst Green. The introduction of a 40mph speed limit between the western end of Etchingham and Burwash.			Report, other documents may also be submitted	Victoria Rojanachotikul 03456 080193
11 Dec 2023	Lead Member for Transport and Environment	Response to Defra consultations on implementing Schedule 3 of the Flood and Water Management Act 2010 Under the Flood and Water Management Act 2010, East Sussex County Council became the Lead Local Flood Authority (LLFA) for the county. The LLFA role includes a statutory consultee to major planning applications. Parts of the Flood and Water Management Act have never been implemented and this includes Schedule 3, which will introduce additional duties and burdens to the County Council, including the statutory role of Sustainable Drainage Systems (SuDS) Approval Body and Adopting Authority. The Government has recently indicated its intention to implement Schedule 3 and is due to consult on a series of documents in Autumn 2023, which will set out how Schedule 3 will work in practice, as well as setting out matters such as proposed transitional arrangements			Report, other documents may also be submitted	Ed Sheath 01273 481632

		and any new burdens monies. The report to the Lead Member will set out the County Councils proposed response to this consultation.				
11 Dec 2023	Lead Member for Transport and Environment	Rural Verges as Wildlife Corridors - Trial of Early Season Reduction in Rural Grass Cutting Decision to be taken on any permanent amendments to the rural grass cutting policy, following this year's trial. The trial gave the option of reducing the grass cutting service of rural verges to all Parish and Town Councils, of which 27 areas decided to take part. This change meant that rural verges (except for visibility) would not be cut at a time when flowering is often at its peak and it is the most beneficial time for pollinators.	<b>KD</b>		Report, other documents may also be submitted	Dale Poore 01273 335506
11 Dec 2023	Lead Member for Transport and Environment	East Sussex County Council's Alternative Weed Maintenance Techniques Decision to be taken on the future weed maintenance techniques for East Sussex highways. Information will be provided on the alternative to Glyphosate weed maintenance trials that took place in 2023, including Volunteer, reactive and Road Sweeping.	<b>KD</b>		Report, other documents may also be submitted	Dale Poore 01273 335506
11 Dec 2023	Lead Member for Transport and Environment	Bus Service Improvement Plan (BSIP) - Bus Priority Measures Consultation Outcome Following the close of the BSIP – Bus Priority Measures Consultation on 25	<b>KD</b>		Report, other documents may also be submitted	Indi Hicks 07514 721385

		September 2023, the Consultation and Engagement Report will be presented to Lead Member. A decision will need to be made on which bus priority schemes to take forward for further design work and construction.				
12 Dec 2023	Cabinet	Council Monitoring: Quarter 2 To consider the Council Monitoring report for the second quarter of the financial year 2023/24 as part of the Council's Reconciling Policy, Performance and Resources (RPPR) budget monitoring process.	<b>KD</b>		Report, other documents may also be submitted	Victoria Beard 07894 708914
12 Dec 2023	Cabinet	Annual Accounts for Lewes Charitable Trust Requirement to report annually to Cabinet in line with the current practice where the County Council is a Corporate Trustee.			Report, other documents may also be submitted	Samantha McManus 01273 482080
14 Dec 2023	Lead Member for Children and Families	Children's Supported Accommodation Approved List Mini Competitions The decision being sought is to approve 6 (six) mini competitions off the Children's Supported Accommodation Approved List (CSAAL).  One of the CSAAL mini competitions is for 18+ (Model 3) a proportion of whom will be eligible for housing benefit which would be repaid to ESCC CSD, bringing the estimated total net costs down but the totals for the contract duration remaining above £500K each.	<b>KD</b>		Report, other documents may also be submitted	Lisa Schrevel 01273 481617



December 2023	Director of Adult Social Care and Health	Sexual Health Services Procurement Approve the award of the Specialist Sexual Health Contract that has been subject to competitive tender in line with the Lead Members decision to delegate the decision to the Director of Adult Social Care & Health on 20 April 2023.	<b>KD</b>		Report, other documents may also be submitted	Tony Proom 01273 335252
23 Jan 2024	Cabinet	SELEP Transition Plan The South East Local Enterprise Partnership (SELEP) will be drawn to a close by April 2024. As such, many of the LEP's functions will be transferred to local institutions, including to the County Council, working with Team East Sussex, our de facto local growth board. The SELEP Transition Plan, accompanied by our own local East Sussex Integration Plan, sets out precisely which functions will be transferred to East Sussex, and the actions necessary to integrate those functions over the coming months.			Report, other documents may also be submitted	Richard Dawson 01273 482305
January 2024	Chief Operating Officer	Award of main contract for the extension of Robertsbridge Community College Special Educational Needs (SEN) facilities East Sussex County Council Children's Services propose to expand the current Special Educational Needs (SEN) facilities to accommodate an additional 12 full-time equivalent (FTE) pupils with Specific Learning Difficulties. This decision is to appoint a contractor for the building extension. The contractor will be appointed following the Council's Procurement and	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Nigel Brown 07394 410630

		Tendering process under a Joint Contracts Tribunal (JCT) traditional contract.				
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