

12 February 2014

**Council Meeting  
20 February 2014**  
The Council Chamber, Civic Centre,  
Ham Road, Shoreham-by-Sea

**7:00pm  
Agenda**

**ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:**

**Part A**

**1. Questions and Statements by the Public**

Members of the public are invited to ask questions and make statements about any matter for which the Council has a responsibility or which affects the District.

In accordance with Council Procedure Rule 11, each speaker is limited to 5 minutes and the total time for questions and statements is limited to 30 minutes.

**2. Declarations of Interest**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**3. Confirmation of Minutes**

To approve the minutes of the meeting held on 19 December 2013 and 14 January 2014, copies of which have been previously circulated. A copy is available to view at

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

#### **4. Items Raised Under Urgency Provisions**

To consider any items the Chairperson of the meeting considers to be urgent.

#### **5. Announcements by the Chairperson, Leader, Cabinet Members and / or Head of Paid Service**

#### **6. Questions from Members**

To receive any questions from Members, in accordance with Council Procedure Rule 12.

#### **7. Recommendations from the Executive and other Committees**

To consider recommendations to the Council, details of which are attached as items 7 A, B and C.

<b>Committee or Executive Body</b>	<b>Date</b>	<b>Item</b>
A Cabinet	4.2.2014	Budget Estimates 2014/15 and Setting of the 2014/15 Council Tax  <a href="http://www.adur-worthing.gov.uk/media/media,120959,en.pdf">http://www.adur-worthing.gov.uk/media/media,120959,en.pdf</a>
B Joint Strategic Committee	6.2.2014	(i) Joint Treasury Management Strategy Statement and Annual Investment Strategy 2014/15 to 2016/17 Adur District Council and Worthing Borough Council  <a href="http://www.adur-worthing.gov.uk/media/media,121048,en.pdf">http://www.adur-worthing.gov.uk/media/media,121048,en.pdf</a>  (ii) Mental Health Challenge  <a href="http://www.adur-worthing.gov.uk/media/media,121053,en.pdf">http://www.adur-worthing.gov.uk/media/media,121053,en.pdf</a>
<b>Other Committee</b>		
C Joint Governance and Audit Committee	6.2.2014	Greater Brighton City Deal & Greater Brighton Economic Board  <a href="http://www.adur-worthing.gov.uk/media/media,121042,en.pdf">http://www.adur-worthing.gov.uk/media/media,121042,en.pdf</a>

#### **PLEASE NOTE:**

- Item 7A will be considered in conjunction with agenda item 9 below.

#### **8. Report of the Leader**

Report by the Leader, copy attached as item 8


## 9. Council Tax for the Adur District 2014/15

Report by the Executive head of Financial Services, attached as a separate budget pack. The recommendation from Cabinet is at item 7A.

**PLEASE NOTE:** The full resolution will be tabled at the Council meeting to allow officers to incorporate the decision of West Sussex County Council at its meeting on 14 February 2014.

### Part B - Not for Publication – Exempt Information Reports

None.



Executive Head of Corporate and Cultural Services

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For Democratic Services enquiries relating to this meeting please contact:

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For Legal Services enquiries relating to this meeting please contact:

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Executive Head of Corporate and Cultural Services

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**Duration of the Meeting:** Four hours after the commencement of the meeting the Chairperson will require the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



**Draft Minute Extract from Cabinet 4 February 2014  
CAB/011/13-14 Adur Overall Budget Estimates 2014/15 and Setting of 2014/2015  
Council Tax**

The Cabinet had before it a report by the Executive Head of Financial Services, copies of which had been circulated prior to the meeting and a copy of which is attached to the signed record of these decisions as item 7.

The report represented the culmination of the annual budget exercise and asked the Cabinet consider the following:

- The final revenue estimates for 2014/15;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for Adur for 2014/15,

prior to its submission to the Council for approval on 20 February 2014, subject to any proposals to change the draft revenue budget following the consideration of the budget proposals by Cabinet.

The budgets as presented reflected the decisions taken by Members to date in relation to agreed savings proposals. The report also updated Members of the Cabinet about the impact of the draft 2014/15 settlement.

The major points raised within the report included:

- The Council would benefit from surplus business rates in 2014/15 of £142,000 (paragraph 3.9.7);
- The Council expected to receive £198,000 more in New Homes Bonus in 2015/16 due to principally to the removal of the top-slice to the New Homes Bonus (paragraph 3.10.3);
- The referendum criterion had yet to be announced the referendum criterion had yet to be announced, speculation within the press suggested that this would be set at a rate lower than 2%, probably around 1.5%. Consequently, the maximum Council Tax increase that the Council could approve without triggering a referendum had been judged by officers as 1.5% when writing the report (paragraph 3.11); the most up to date information from the Executive Head was that she expect to know the criteria for a referendum around 12 February.

- The Cabinet would need to consider whether to increase Council Tax by 1.5% or to freeze Council Tax for the fourth successive year and accept the Council Tax freeze grant (paragraph 5.12); and, finally
- The Cabinet needed to consider the growth items in appendix 2

The budget was analysed by Cabinet Member portfolio. In addition, the draft estimates for 2014/15 had been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities 2014/15 (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement)

The report indicated that the Police and Crime Commissioner (PCC) had consulted on an increase to the Council Tax for 2014/15 of 3.6% and the proposed 2014/15 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 24 January 2014. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 21 February 2014 at which point the Commissioner will be in a position to confirm the Council Tax for 2014/15. If the proposals for the PCC's share of the Council Tax are not confirmed until 21 February, then the planned Council date of the 20 February will be rearranged to the 27 February 2014.

The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 14 February 2014. Therefore the formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 20 February 2014.

The Executive Head informed Cabinet of a budget surplus of £600K however she drew members attention to Page 254 which illustrated the declining RSG. Business Rates were strong with a number of larger projects, the Football Academy being one, that would generate revenue in the future.

Until the referendum criteria was announced the PCC was unable to confirm the level of its budget which was necessary prior to the Council Tax being set in Adur. Regarding the Council Tax freeze grant, there was a small financial impact in accepting the grant.

The Leader informed the Cabinet of the decisions of the Worthing Cabinet the previous evening relating to the growth items in Appendix 2; two items had been removed from the list – of which only one affected Adur (the Information Security Officer increased hours). Members discussed whether this item should also be removed from the Adur budget but decided to continue to support it but that the extension of hours should be delayed until such time as Worthing Borough Council were in a position to fund their share of the post.

The Cabinet Member for Resources spoke on the level of Council Tax making a recommendation that the Council tax increase be 0% for a Band D property the rate to remain at the same as in 2013/14

#### **Decision** the Cabinet

- i. Considered which of the growth items detailed at appendix 2 should be included within the revenue budget and funded from the budget surplus in 2014/15.

Supported:

Human Resources – computerisation of recruitment process

Legal Services – increase in hours of Senior Information Officer

Supported and starred items for which a further report to the Executive, with more details was required:

Estates – internal or external appointment; details of monitoring of the output of the appointment

Engineers - details of monitoring of the output of the appointment

Event Co-ordinator – details of the duties and salary

- ii. Agreed to recommend to Council for approval the following:
  - a. the draft budgets for 2014/15 at Appendix 7 as submitted in Cabinet Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,700,430, subject to any changes arising from the inclusion of the supported items in (i) above and the approved Council Tax increase;
  - b. the Band D Council Tax for Adur District Council's requirements in 2014/15 be as required in 2013/14 as set out in paragraph 12.3 of the report amounting to a 0% Council Tax increase;
  - c. the special expenses of £17.55 per band D equivalent charged in all areas of the District except Lancing;





**Draft Minute Extract from Joint Strategic Committee – 6 February 2014**

**JSC/095/13-14      Joint Treasury Management Strategy Statement and Annual  
Investment Strategy 2014/15 to 2016/17 Adur District Council and  
Worthing Borough Council**

Before the Committee was a report by the Executive Head of Financial Services, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 5.

The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") required local authorities to determine before the start of the financial year the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy (AIS). The report before members fulfilled that requirement and sought decisions as to that regard.

The Group Accountant (Strategic Finance) introduced the report to the Committee, it was advised that due to slippages in the re-profiling of capital budgets Adur would be over borrowed at the end of March 2014, however the situation would improve as time progressed.

Members were advised that joining the Local Government Association's Municipal Bond scheme at the outset would provide for an enhanced rate of return.

**Decision:**

The Joint Strategic Committee:-

- i) Approves and adopts the Treasury Management Strategy Statement and Annual Investment Strategy for 2014/15-2016/17, incorporating the Prudential Indicators and Limits, and Minimum Revenue Provision Statements;
- ii) Recommends the Prudential Indicators and Limits, and Minimum Revenue Provision Statements of the report for approval by Worthing Council at its meeting on 18 February 2014, and by Adur Council at its meeting on 20 February 2014;
- iii) Forwards the report for noting to the meeting of the Joint Governance and Audit Committee to be held on 20 March 2014.
- iv) Approves in principal the Councils' participation in the Local Government Association's proposed Municipal Bonds Agency, with a final decision on whether to participate being the subject of a further report in 2014/15 once final particulars have been confirmed and considered.



**Draft Minute Extract from Joint Strategic Committee – 6 February 2014**

**JSC/102/13-14      Mental Health Challenge**

Before the committee was a report by the Executive Head of Planning, Regeneration and Wellbeing, copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 10.

The report before the committee had been prepared in response to a motion presented to Worthing Borough Council in December 2013, proposing that the council sign up to the local authority mental health challenge. Members had requested further information on the implications of signing up to the pledge both with regards to resources and possible duplication of service.

Worthing councillors offered general consensus for the Mental Health Challenge but felt further investigation was needed to avoid financial duplication of work. It was agreed that the challenge be recommended for approval by Worthing Borough Council alongside further work undertaken by officers to ensure there would be no financial duplication of work.

Adur councillors similarly offered support for the Mental Health Challenge and it was agreed that it be recommended that Adur District Council sign up to mental health challenge and co-ordinate with Worthing Borough Council on the issue.

**Decision:**

The Joint Strategic Committee

- i) notes the contents of the report;
- ii) recommends to Worthing Borough Council that Worthing Borough Council signs up to the Local Authorities Mental Health Challenge.
- iii) recommends to Adur District Council that Adur District Council signs up to the Local Authorities Mental Health Challenge.



**Draft Minute Extract from Joint Governance and Audit – 6 February 2014****Greater Brighton City Deal & Greater Brighton Economic Board**

Before the Committees was a report by the Strategic Director (JM) and the Solicitor to the Council, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 5.

The report sought approval from Members of both Councils for the establishment of the Greater Brighton Economic Board, the approval of its governance arrangements and the delegation of powers to that Board.

The Solicitor to the Council introduced the report to the Committees and briefly outlined the proposed governance arrangements. Members were informed of an amendment to the recommendations following release of previously unknown financial figures.

It was established by members that the costs to the governance arrangements were attributed to individual authorities based on working age populations. It was commented that the potential rewards from being part of the city deal outweighed the outlay for governance costs. Members noted that the project was in its infancy and that the leaders would be pursuing new funding opportunities brought about by the city deal.

Members noted a typographical error from within the report that paragraph 5.2 in the heads of terms should read 'GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (vi); and GBBP shall comprise the bodies specified in paragraphs 5(vii) to (xiv)'.

**Resolved:**

that the contents of the report and the proposed governance arrangements set out in Appendix 1 be noted;

**Recommendation:**

That Adur District Council and Worthing Borough Council be recommended to:

- i) Approve the establishment on 1st April 2014 of the Greater Brighton Economic Board constituted in accordance with the Heads of Terms specified in Appendix One, subject to all other bodies represented on the Board agreeing that it be so established;
- ii) Approve the appointment on 1st April 2014 of a joint committee to be known as the Greater Brighton Economic Joint Committee constituted in accordance with the Heads of Terms specified in Appendix One, subject to

all other bodies represented on the Committee agreeing that it be so established;

- iii) That the Councils delegate authority to the Chief Executive and Strategic Director, Mr Mitchell, to take all measures necessary for or incidental to the establishment of the Greater Brighton Economic Board and the Greater Brighton Economic Joint Committee and their ongoing management and administration;
- iv) Confirm the appointment of both Leaders of Adur District Council and Worthing Borough Council as representatives of their respective authority on the Greater Brighton Economic Joint Committee and the Greater Brighton Economic Board;
- v) Approve agreement that the right to request that a decision of the Board be called in pursuant to paragraph 1.3 of the call-in protocol set out at appendix one, schedule one, be exercised at the behest of any three members of the Council;
- vi) That the Councils delegate authority to the Monitoring Officer to amend the Councils' constitutions to reflect the above resolutions.

**Report of the Leader on Decisions taken by Cabinet Members and the Joint Strategic Committee since the last meeting of Council**

**A Decisions Taken by Individual Cabinet Members**

Listed below is a summary of decisions taken by the individual Cabinet Members since the despatch of the agenda for the last Council Meeting . Full details can be found on the Cabinet Members and Portfolios, Reports and Decisions webpage.  
[www.adur-worthing.gov.uk/committee/agendas-minutes.htm](http://www.adur-worthing.gov.uk/committee/agendas-minutes.htm)

**Leader**

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**Cabinet Member for Regeneration**

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**Cabinet Member for Resources**

JAW/008/13-14 Application for Voluntary Redundancy

JAW/009/13-14 Application for Voluntary Redundancy

JAW/010/13-14 Application for Voluntary Redundancy

JAW/011/13-14 Application for Voluntary Redundancy

JAW/013/13-14 Application for Voluntary Redundancy

JAW/014/13-14 Application for Voluntary Redundancy

**Cabinet Member for Customer Services**

CGE/015/13-14 Croft Avenue Rest Gardens Improvement Project

**Cabinet Member for the Environment**

JAW/012/13-14 Review the fees and charges for Joint Waste Management Services 2014-15

JAW/015/13-14 Wheeled Bin Procurement 2014-15

**Cabinet Member for Health and Wellbeing**

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**B. Decisions Taken by the Simultaneous Joint Governance & Audit Committee and Joint Strategic Committee on 6 February 2014**

Full details can be found: [www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm](http://www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm)

*Items relating to Worthing Borough Council are not reproduced on this agenda*

**JSC/090/13-14 Greater Brighton City Deal & Greater Brighton Economic Board**

**Decision:**

The Joint Strategic Committee:-

- i) Notes the contents of the report and the proposed governance arrangements set out in Appendix 1;
- ii) Approves the exercise by each Leader, of all powers, authorities and delegations, currently vested in him/her when acting as their Authority's representative on the Greater Brighton Economic Joint Committee and the Greater Brighton Economic Board;
- iii) Approves the release of up to £15,000 for each Council in 2014/15 from the Capacity Issues Reserve to fund the contributions to the City Deal administrative costs.

**C. Decisions Taken by the Joint Strategic Committee on 6 February 2014**

**JSC/096/13-14 West Sussex Joint Scrutiny Task and Finish Group – Flooding Review**

**Decision:**

That the Joint Strategic Committee

- i) Notes the report;
- ii) Endorses the comments of the Joint Overview and Scrutiny Committee;
- iii) Forwards its comments and recommendations to the West Sussex Joint Scrutiny Steering Group

**JSC/097/13-14 West Sussex Local Flood Risk Management Strategy**

**Decision:**

That the Joint Strategic Committee:



- i) Endorses the Local Flood Risk Management Strategy and supporting work programme as a living draft and delegates officers to continue to input and improve the LFRMS and annual work programme;

**JSC/099/13-14      Options for the River Adur Internal Drainage District**

**Decision:**

The Joint Strategic Committee

- i) Instructed officers to pursue option 2 as detailed within the report so that a further report to the next cycle can be prepared to highlight potential financial and resource implications.

**JSC/100/13-14      Revised Housing Allocation Policies**

**Decision:**

The Joint Strategic Committee

- i) Notes and agrees the changes proposed to the allocation policies of both Councils with the following amended qualification criteria:
  - a. Households with income over £50,000 per annum *or* households who own property (either in the UK or abroad), or have a level of savings that will enable them to resolve their housing position themselves, will not qualify;
  - b. Households will need to live or work in the area for a minimum period of *two years* before they qualify. *Those Households on the existing register who do not qualify under the minimum period will be placed into band D until such time as they have met the criteria.*
- ii) Approves the allocation policy document as amended for each authority as attached as Appendix 4 to the report, noting changes to paragraph 3.3.3 with regards to residential qualification.

**JSC/097/13-14      Adur Homes Decent Homes Work Programme 2014/15**

**Decision:**

The Joint Strategic Committee:

- i) approves the decent home strategy and programme as detailed within the report;
- ii) approves the proposed installation of a gas infrastructure to the test road area as set out in paragraph 4.10.2 and appendix B to the report;

- iii) approves the re-profiled capital budgets for 2014/15 as detailed in appendix c of the report.

### **JSC/098/13-14      Use of Compulsory Purchase Order relating to the Completion of Shoreham Beach Boardwalk**

#### **Decision:**

- i) That the District Council of Adur (Shoreham Beach Boardwalk) Compulsory Purchase Order 2013 be made under Section 226(1)(a) of the Town and Country Planning Act 1990, for the acquisition of the interests in land within the area shown edged red on the plan attached at Appendix I, the Council being of the view that the proposed acquisition will:
  - a) facilitate the completion of the section of boardwalk on land to the south of Old Fort Road, and,
  - b) contribute to the promotion or improvement of the economic, social or environmental well-being of the District, and
  - c) ensure its preservation or improve its management.
- ii) That unless negotiations are completed have the land within a reasonable timeframe, the Solicitor to the Council be authorised on behalf of the District Council to:-
  - a) take all necessary steps as soon as is reasonably practicable to secure the making, confirmation and implementation of the Order including the publication and service of all notices and the presentation of the Council's case at any Public Inquiry;
  - b) acquire interests in land and new rights within the Order either by agreement or compulsorily, including prior to the making of an Order;
  - c) approve agreements with the landowner setting out the terms of any withdrawal of objections to the Order including if appropriate, seeking exclusion of land or new rights from the Order.
- iii) that the release up to £25,000 from Adur District Council's capacity issues reserve in consultation with the Cabinet Member for Resources be agreed.

#### **D. Decisions Taken by the Cabinet on 04 February 2014**

Full details can be found at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet/committee,113785,en.html>

## **CAB/008/13-14 Housing Revenue Account – Budget 2014/15**

### **Decision** the Cabinet

- (i) considered and approved the Housing Revenue Account estimates;
- (ii) determined the level of associated rents and charges with effect from week one of 2014/15 as follows:-
  - (a) **Rents of Council Dwellings** – agreed an average increase of 6.4% raising the average council dwelling rent by £6.76 to £91.33 per week (average rent currently £84.57 per week) detailed in Para.6.11 of the report
  - (b) **Rents of Council garages** – agreed an increase of 2% to £8.84. (currently £8.67 per week), plus VAT for non-Council tenants) detailed in Para.6.15 of the report;
  - (c) **Service Charges** - delegated to the Acting Head of Adur Homes and Executive Head of Financial Services in consultation with the Cabinet Member for Customer Services, the setting of the service charges as detailed in Para. 12.2 of the report;
- (iii) approved a contribution of **£386,060** to the earmarked reserve specifically for new development and refurbishment of council housing as detailed in Para. 14.4 of the report;
- (iv) approved the HRA Treasury Management Strategy contained in Appendix 6 to the report.

## **CAB/009/13-14 Adur Homes Management Review**

### **Decision** the Cabinet

Considered and noted the findings of the iESE Report “Adur Homes Management Review”;

- i. Approved the recommendations of the of the IESE Report “Adur Homes Management Review” as detailed in Section 3.0 of the report;
- ii. Requested that the Head of Adur Homes in consultation with the Cabinet Member for Customer Services produce an Adur Homes Action Plan based on the recommendations of the IESE

Report “Adur Homes Management Review” as detailed in Section 3.0 of the report;

**CAB/010/13-14 Shoreham Harbour Regeneration – Draft Joint Area Action Plan for Public Consultation**

**Decision** the Cabinet

- i. Acknowledged the comments provided by the Adur Planning Committee
- ii. Approved the document for a ten week period of public consultation.

**E. Urgent Decisions Taken by the Executive**

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 require that Council be informed when an executive decision is taken under special circumstances and the call-in procedure is waived.

The following is reported to Council:

Nil

Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 require that Council be informed when a Key Decision is taken by the executive for which the publicity requirements under the Regulations have not been met.

The following is reported to Council:

Nil

Councillor Neil Parkin  
Leader of the Council

**Local Government Act 1972  
Background papers**

Reports and Record of decisions of various are available on the Council’s web site [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.