

**Minutes of the Meeting of the Council held at the  
Shoreham Centre Pond Road Shoreham-by-Sea**

**22 October 2015**

Councillor Carson Albury, Chairman  
Councillor Ann Bridges, Vice-Chairman

Councillor Carol Albury	Councillor Liz Haywood
*Councillor Pat Beresford	Councillor Emily Hilditch
Councillor Ken Bishop	Councillor Rod Hotton
*Councillor Brian Boggis	*Councillor Debbie Kennard
Councillor James Butcher	Councillor David Lambourne
Councillor Stephen Chipp	*Councillor Fred Lewis
Councillor Brian Coomber	Councillor Liza McKinney
*Councillor Keith Dollemore	Councillor Barry Mear
Councillor Dave Donaldson	Councillor Peter Metcalfe
Councillor Angus Dunn	Councillor Neil Parkin
Councillor Emma Evans	Councillor Geoff Patmore
Councillor Jim Funnell	Councillor Lyn Phillips
Councillor Paul Graysmark	Councillor David Simmons
	Councillor Ben Stride

\* = Absent

Councillor Carol Albury arrived at 7.50pm during consideration of the item 'Review of salary of the Chief Executive and Head of Paid Service'.

Before the meeting commenced Councillor Albury invited those present to stand for a minutes silence to remember those who died and were injured in the Shoreham Airshow Disaster on 22 August 2015.

**C/019/15-16 Apologies for absence**

Apologies for absence were received from Councillors Pat Beresford, Keith Dollemore, Fred Lewis and Debbie Kennard.

**C/020/15-16 Declarations of Interest**

Members were invited to make any declarations of disclosable pecuniary interests, no Member interests were declared.

**C/021/15-16 Questions and Statements from the Public**

The Chairman informed Council that two questions to the Executive had been received from members of the public, from Mr Alden and Mr Gilbert. He would take these questions first.

Mr Alden asked the following question of the Executive Member for Customer Services:

“Will the cabinet member please let me have a progress report on the following items in the Adur & Worthing Housing Strategy 2012-17.

6. Develop 120 affordable homes per annum – 50 for Adur.
8. The number of Social rented properties at 50-70% rent achieved
11. The reduction of number of households in temporary accommodation.
14. Eradicate homelessness among 16/17 year olds.
18. Bring 40 empty properties per year back into use.

In addition can the cabinet member let me know the number of families on the Housing waiting list and how many of these families can (statistically) expect to be rehoused in the coming year?’.

The Executive Member for Customer Services, Councillor Jim Funnell responded as follows:

‘The number of affordable homes completed in Adur during the first three years of the housing strategy was 67. Of these 19 were at social ‘target rent’, 35 were affordable market rent and 13 shared ownership.

‘There are a further 36 affordable homes that are in the process of being delivered, all of which will be shared ownership.

‘Another site has recently been purchased, which has an agreed s106 contribution of 22% affordable housing. This has yet to gain planning approval, but this would be in the region of 25-30 units. It should be noted that recent Government announcements, subsequently supported through the Housing and Planning Bill, may result in this accommodation being provided through ‘starter homes’ rather than affordable housing.

‘Adur Homes has recently undertaken a scoping exercise to ascertain the opportunities for development on a number of sites in its ownership with the intention of developing a new stream of council owned housing. These include garage compounds, underused land and the potential redevelopment of existing sites. It is difficult to place an exact figure of the number of homes which could be developed though it may be possible to achieve circa 150-200 units.

‘The ‘socially rented properties at 50-70% rent’ relates to affordable market rent. In some instances this may be up to 80% market rent (capped at Local Housing Allowance), but a ‘blended approach’ where some properties are let below 80% will reduce the average. In Adur, priority has been given so that larger family units are less than 80% market rent.

‘Since Affordable Market Rent was introduced in 2012, the Council has not been in a position to develop itself. It has therefore been reliant upon schemes brought forward by other developers. The regulatory body with responsibility for funding the affordable housing programme is the Home and Communities Agency. As a local authority, we have

relatively limited impact on influencing the affordable housing programme, other than through planning approvals.

'The scoping exercise to identify future development opportunities with the Adur Homes portfolio (see 1.4) will provide opportunities for affordable housing that we will have far greater control of.

'The number of households in temporary accommodation in Adur has reduced since 2012. This is illustrated by the figures in table 1, recorded on the 31 March each year. As of 20 October 2015 there were 63 households in Temporary Accommodation

31 March 2012 - 87

31 March 2013 - 81

31 March 2014 - 70

31 March 2015 - 63

'The reduction is due to the focus on homelessness prevention work. This includes carrying out home visits to negotiate with family / friends who may be asking people to leave but often where the accommodation is large enough for family members to remain pending them finding an alternative accommodation solution.

'Due to the lack of private rented accommodation in the Adur area, finding viable alternative accommodation to prevent homelessness remains a challenge but a strong commitment remains to continue to reduce the number of people becoming homeless and needing temporary accommodation.

'Across West Sussex, a Youth Homeless Prevention Team operates to deal exclusively with 16/17 year olds. The team comprises of housing workers employed by YMCA, youth support workers to focus on education/employment and social services.

'When a 16/17 year old becomes homeless or is threatened with homelessness, the priority is to establish what is causing the homelessness and work to reverse this where possible. Often, homelessness among this age group is caused by a relationship breakdown between parents and the young person within the family home.

'This may be due to a number of reasons. The Youth Homeless Prevention Team look into these reasons and key family members are included as part of a holistic assessment. Joint assessments are carried out with the housing workers and social services, along with the young people and family members. Support may be needed within the family to be able to 'repair' relationships and enable a 16/17 year old to continue to live in the family home. Tensions may arise due to the young person not contributing to the household financially so there is financial pressure within the home. This can be addressed by exploring education and employment opportunities and financial assistance that may be available for those continuing in education.

'For those 16/17 year olds that cannot remain in their home (due to severe overcrowding or sometimes due to a risk posed to them), emergency bed spaces are available within supported housing projects (such as Foyers) across the County.

'A period in an emergency bed space may provide respite to put additional measures in place to enable a young person to return home or may be a stopgap pending an alternative accommodation solution being found. The benefit of using emergency bed spaces within supported housing is that young people are placed within a housing environment that has support and are not placed in inappropriate Bed and Breakfast accommodation with no support.

'Longer term accommodation options are generally accommodation specifically for young people with support, i.e. supported housing (Sanctuary supported housing in Adur and the Foyer and Phoenix in Worthing).

'Supporting Lodgings where the young person lives within a family home is also an option for some young people. In a limited number of cases, those aged 16/17 may become 'looked after' by social services and this is generally where there are additional needs or specialist accommodation provided is needed.

'The Council's performance in respect of reducing the number of long-term empty (LTE) properties is in part based on the CTB1 return made by Council Tax to central government. This indicates the number of residential dwellings that are registered as being empty for longer than 6 months on the first Monday in October. The target of bringing 40 empty homes back into use each year covers both Adur and Worthing.

'The number of LTE properties in Adur in 2014 was reported as 112. The number of LTE properties in Adur in 2015 was reported as 98, which is a reduction of 14.

'The Empty Property Officer, supported by the Private Sector Housing team, works closely with the Council Tax department who supply monthly reports on properties that have been empty for more than six months.

'Several hundred owners of LTEs are contacted each year by the Empty Property Office to ensure that properties are brought back into use as quickly as possible through a combination of advice, assistance and enforcement. The Council has a budget which funds a toolkit of options to deal with empty homes, including grants, interest free loans, enforced sales and even demolition of derelict properties to open up land for development.

'Recently, Adur District Council provided match-funding of £25,000 for a project with the YMCA to create a 5-bedroom shared house. The Council retains nomination rights for the much needed single person accommodation for 5 years, which helps local people in housing need and reduces the pressure on the housing waiting list.

'The reduction in LTE also attracts a New Homes Bonus from central government of £1300 per property per year for 5 years (while the scheme lasts). This equates to £14,300 per year or £71,500 over the 5 years.

'There are currently 1,313 households on the Adur Housing Register. Out of these, 670 households require a one bedroom property which means they are single people or

couples without children. The remaining 643 households require family size accommodation (i.e. 2 bed, 3 bed and 4 bed).

'Within the current year (since 1 April 2015), to date, there have been 41 x 2 bedroom properties available to let, 17 x 3 bedroom properties available to let and 1 x 4 bedroom property available to let. The total of family size properties being available to let to date (either already let or being advertised to let) is 59. We are approximately half way through this year so based on these figures, there may be 110 - 120 family size units of accommodation available within this financial year.

'The average waiting time for housing (across all Bands and bedroom sizes) via the Housing Register is 2.5 to 3 years. The preferences that people have for particular types of housing, e.g. a house rather than a flat, or only wanting to move to a particular area, impacts on the waiting times. The greater flexibility people have, generally means shorter waiting times.

There was no supplementary question.

Mr Gilbert asked the following questions of the Executive Member for the Environment:

'Monitoring of air quality in Adur has historically taken place in several locations, including Shoreham, with special reference to levels of Nitrogen Dioxide and PM10 particulates.

'It would be helpful to have clarification of Adur Council's role in monitoring air quality. From whom and how often does Adur Council receive air quality data? What action is taken as a result? Is Adur Council aware of any particular "hot spots" for air pollution in the district, and if so what action is being taken to tackle the problem?'

In the absence of Councillor Dollemore the Executive Member, the Leader of the Council responded to Mr Gilbert's question:

'The Council operates a real-time continuous air quality monitoring station on A259 High Street, Shoreham-by-Sea. It is monitored twice daily by King's College, London, who upload the results onto the Sussex-air website.

'We also have a number of Diffusion tubes at various sites across the district. These are monitored monthly. (NO<sub>2</sub> only). These are analysed monthly.

'Where air quality objectives are not being achieved, or are unlikely to be achieved local authorities must designate Air Quality Management Areas (AQMA's). As a result of high levels of NO<sub>2</sub> the Council declared two such areas (AQMA's) in 2005 - High Street, Shoreham and Old Shoreham Road, Southwick. An Action Plan was developed (which is available to view on our web site). The Plan relies heavily on the Highway Authority and progress has been made. The information collected also informs various other organisations.

'Hot spots - High Street, Shoreham and Old Shoreham Road, Southwick, though the latter has been improving year on year and is currently at an acceptable level. Numerous other sites are being monitored.

On a supplementary Mr Gilbert explained he found the Sussex Air website difficult to navigate.

There being time remaining of the 30 minutes allowed for public questions, the Chairman invited anyone else in the public gallery to ask a question.

Mr Francis of Stoney Lane, Shoreham noted that the Council's website had voter registration details however there was nothing on there to encourage voting.

The Chairman informed Mr Francis that he would receive a written response in 3 working days.

Mr Wayne Green of Brighton Road made a statement to Council regarding the proposal to award a pay rise to the Chief Executive. He recommended a pay freeze on moral, ethical and political grounds.

### **C/022/15-16 Confirmation of Minutes**

**Resolved** that the minutes of the meeting of the Council on 23 July 2015 be approved as a correct record and they be signed by the Chairman.

### **C/023/15-16 Announcements by the Chairman, Leader, Executive Members and / or Head of Paid Service**

The Chairman mentioned the Shoreham Airshow Disaster on 22<sup>nd</sup> August 1015 and the effect on the community. The Memorial Service would place at Lancing College on 22<sup>nd</sup> November, arrangements were being formalised with most invites have been sent over the last few days.

The Chairman informed Council that he had attended the service at Arundel Cathedral to celebrate the Life of Lady Sarah Clutton who died earlier this year. She was involved with many charities but was probably best known for her involvement with the children's charity The Chestnut Tree Hospice.

On 3 October the Chairman had attended the Service of thanksgiving for 125 years of family support work in the dioceses of Chichester.

He had attended St. Michael's Church Hall in Lancing to present Gold and Silver Certificates for the Discovery Award presented to three Ladies, the Award was based on the Duke of Edinburgh Award but for over 50s.

At a ceremony in Leicester on Monday evening, Adur and Worthing Councils were announced winners of the SOCITM Digital Innovation Award 2015. SOCITM is the representative body for IT professionals working across the whole public sector. The category was very tight, with a number of strong contenders, but the panel selected Adur and Worthing as winners, recognising our ground-breaking work in introducing the latest technologies for the benefit of residents, members and staff.

Adur and Worthing received particular attention for creating a new citizen platform that means our services will be rapidly digitised over the next few years. A range of digital products that are currently being rolled out for our waste and recycling services, the contact centre state of the art technology. Congratulations were extended to Paul Brewer Director for Digital and Resources and his team.

The Chairman had followed up earlier contact with all the Schools in the District, a further School, Seaside in Lancing had invited him to the Christmas Pageant on 8 December.

The Chairman's Service would be held at St James the Less in Lancing, on Wednesday 9th December. Further details will be forwarded.

Finally the Chairman mentioned that he had received a response from the Queen's Secretary following his letter of congratulation to Her Majesty on behalf of the residents of Adur to the milestone of becoming the longest serving British Monarch.

The Leader announced that there were some changes to Committee memberships - Councillor Donaldson would be replaced on the Joint Governance Committee by Councillor Carol Albury. Councillors Simmons, Coomber and Kennard would be replaced on the Licensing Committee by Councillors Beresford, Chipp and Carson Albury.

The Council noted and agreed the revised committee memberships.

No Executive members had any announcements.

Head of Paid Service had no announcements.

### **C/024/15-16 Items Raised Under Urgency Provisions**

There were no items under the urgency provisions.

### **C/025/15-16 Recommendations from the Executive and Committees to Council**

#### **(A) Joint Overview and Scrutiny Committee - Annual Report 2014/15**

The Joint Chairman of the Committee presented and proposed the recommendations from the meeting of 16 July 2015, a copy of item 7A is attached to the minutes.

The Committee Chairman made a number of 'thank yous' whilst presenting the committee's recommendation including Councillor McKinney who had chaired the committee during the Report period. He further mentioned that at the next meeting the committee would have the opportunity to contribute to a re-focusing of the direction of the work of the committee. Councillor Bridges seconded the proposal.

On a vote For 21 Against 0 Abstain 0

**Resolved** that the Annual report 2014/15 as submitted be approved.

*(The Chief Executive left the meeting prior to the following item, only returning when the vote had been taken and the decision made by Council)*

## **(B) Joint Senior Staff Committee -Review of the salary of the Chief Executive and Head of Paid Service**

The Joint Chairman of the Committee presented and proposed the recommendations from the meeting of 17 September 2015, a copy of item 7B is attached to the minutes.

Councillor Graysmark seconded the proposal.

The proposed increase was challenged suggesting that the proposed unbudgeted increase would lead to an overspend in the budget; other staff had received 1% and as decision making was undertaken by the Cabinet members perhaps a zero hours contract on minimum wage should be considered.

An amendment was proposed by Councillor Patmore, seconded by Councillor Lambourne that 'the Chief Executive be awarded 1% salary increase in line with other local government employees'.

On a vote For 5 Against 14 Abstain 3

The amendment was lost

Council was told by the Joint Chairman that along with the 1% pay award to staff, there were the annual increments and pay & grading reviews. The Joint Committee had been unanimous on the 10% as recommended to Council rather than the 20% in the report before it at that meeting. Justification for the review and increase was contained within the committee's report.

On a vote For 15 Against 4 Abstain 3

### **Resolved**

- 1) the proposed increase to the salary of the Chief Executive to £115,000 effective from 1st April 2015 be approved by Adur District Council;
- 2) the revised job description for the role of Chief Executive, provided in Appendix A to the report presented to the Joint Committee, be adopted by Worthing Borough Council.

## **(C) Joint Governance Committee - Digital Recording of Council meetings**

The Joint Chairman of the Committee presented and proposed the recommendations from the meeting of 29 September 2015, a copy of item 7C is attached to the minutes.

Councillor Graysmark seconded the proposal.

Whilst considering the recording of meetings to be progress openness and accountability, Members of the Council challenged the recommendation to record Part B Exempt discussions. Members did not consider that the rationale for recording private discussions had been made nor that enough safeguards for accidental publication of private discussions were known.



On a vote on the amendment - to remove 'including Part B Exempt Information Reports' from recommendation 3

For 22 Against 1 Abstain 0

The amendment was carried.

On the remaining recommendations

On a vote For 22 Against 1 Abstain 0

**Resolved** that

- 1) (related to Worthing Borough Council)
- 2) Adur District Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, from January 2016;
- 3) all Adur and Worthing Council Committee meetings, be recorded.

**(D) Joint Strategic Committee - Devolution of Highways powers, Licensing of A board, tables and chairs**

The Leader presented and proposed the recommendations from the meeting of the Committee on 8 October, a copy of item 7D is attached to the minutes.

Councillor Dunn seconded the proposal.

The proposal found general agreement in the Council Chamber.

On a vote For 23 Against 0 Abstain 0

**Resolved** that Council agreed that the final detail of the scheme, including charges, be delegated to the Executive Member for Environment in respect of Adur District Council.

**C/024/15-16 Annual Pay Statement**

Council had before it the Annual Pay Statement as item 8, the report from the Director for Digital and Resources. The report was proposed by Councillor Dunn, seconded by the Leader.

On a vote For 22 Against 0 Abstain 1

**Resolved** that Pay Policy Statement 2015/16 set out in Appendix 1 to the agenda be approved.

**C/025/15-16 Councillor D Kennard - extension of six month attendance rule**

Council had before a report as item 9, from the Director for Communities. The report was proposed by Councillor Evans, seconded by Councillor Bridges.

The Leader informed Council that his most recent update on Councillor Kennard was from 2 weeks previously when the lung transplant operation had been a success with Councillor Kennard doing well in the intensive care unit.

On a vote For 20 Against 0 Abstain 3

### **Resolved**

- 1) That Councillor Kennard's continuing absence is approved by Council,
- 2) That Councillor Kennard's absence be approved up to the end of her current term of office as a Councillor in May 2016

### **C/026/15-16 Report of the Leader on decisions taken by the Executive**

The Leader of the Council presented his report on decisions taken by the Executive since the last ordinary meeting of the Council; which were detailed in Item 8.

Executive Members made no statements on their decisions.

The Leader was asked details about the state of the council's reserves, which he indicated he did not have to hand but was in the report.

Accessibility to the Shoreham Centre, particularly the first floor was questioned. The Leader responded that the lift was the same as both the Worthing Hospital patient and visitor centre and the Tribunal Office in Brighton. In the event of a fire, refuge points were located at the top of the main fire escapes. A full disability audit had taken place; the wayfinding/signage (still to be placed in the Centre) had been designed to take into consideration visually impaired users.

### **C/027/15-16 Members Questions under Council Procedure Rule 12**

The Proper Officer had received two questions from Members under CRP12. From Councillors Bishop and Graysmark.

Councillor Bishop asked the following question of the Leader:

'Can an update please be provided regarding the sale or not of the Civic Centre. There are many rumours being circulated, one of which being that the sale to the 'preferred bidder' has fallen through.

'There is further rumour that the building is to again be put on the market. If that is the case then why is that necessary when there were other bidders earlier this year, Why cannot we revert to whoever was second best on the list.

'If the building is placed on the market again, what will the cost be, why is it necessary to do so and whose fault is it that the sale has fallen through.

'We have heard of 'Catching the Wave - Surf's Up and Waxing the Board'  
'Is this the next chapter, to be called 'Washed Up on the Beach!'

The Leader responded

‘The Council continues to work hard to secure the re-development of a scheme for the Civic Centre and an update on this project will be provided at the next Joint Strategic Committee which you may wish to attend.

‘The opening of The Shoreham Centre shows that we get things done in a timely fashion - and when it comes to the Civic Centre we are working hard to make sure that we get the best possible solution for the local community.

‘As well as much needed new homes, redevelopment of this site and the car park provides a great opportunity to provide up high quality accommodation for our expanding businesses alongside important space for training and learning.

‘As we are all aware by now, we have also made good use of the building while we work up our plans by permitting its use as a film set for the TV series Cuffs.

‘In answer I can only say that if we did need to re-visit this development we would do so with proper reference to the rules around procurement.

‘This question can only be a matter of speculation at this stage – any change in the current arrangement would be properly thought through and reported.

‘Progress on Surf’s Up highlights that we are doing exactly the right thing – directing development opportunities toward where they will make the best impact and using our own land and buildings to set an example.’

Councillor Graysmark asked the following question of the Executive Member for Customer Services:

‘In May of this year I invited you & Mr Cooper, Head of Housing, to tour the Southlands Ward and a few small areas in adjacent wards to look at sites that are possibly available for much needed development. Our (UKIP) policy would be to have ADC buy the land not already in its ownership and fund development of any site capable of providing even a single house / bungalow. The construction to be achieved by inviting local builders to tender for the development. It is believed that it would be possible to provide much needed Council owned housing across the District before any large scale development on local floodplain could be achieved. What progress, if any, has been made with regard to this policy of ‘Infill Development’?’

Councillor Funnell responded:

‘The purchase of land for developing new affordable housing is a model that has been applied for many years with Registered Providers (eg Housing Associations) being the organisations delivering that stream of accommodation. It does present issues as any scheme would need to be able to fund itself over time. This includes

purchasing of the site, seeking planning approval for a site, clearance of the site, development and the subsequent management.

'Any land purchase is a market led activity, which means that the land owner inevitably seeks to obtain the highest return on value. In many cases this results in Registered Providers 'competing' with each other.

'Whilst the Homes and Communities Agency (HCA) regulate the activity of Registered Providers (RP), including the administration of any grant or approval of new 'Affordable Market Rent' schemes, they do not regulate the purchase of land, which will be decision undertaken individually by RP, based on their own Business Plan and financial viability assessments.

'The outcome of land purchased through this route may mean that the subsequent delivery of affordable homes becomes financially unviable. The National Planning Policy Framework (NPPF) introduced in 2012 introduced viability testing, which can subsequently be used in the planning process to negotiate the level of affordable housing, where this may become financially unviable.

'Additionally, smaller sites tend to be less financially viable as the costs in developing cannot be spread across a larger number of units, and the income received through an ongoing rental stream (used to fund any development), will be far less. Recent announcements to reduce social rents by 1% each year for the next four years, adds to the difficulty in getting a local authority scheme to 'add up'.

'As a result, land purchasing by the local authority for development of affordable housing is not seen as viable at this stage.

'However, the exercise of identifying sites for future development has been valuable, and was already being progressed within the estate owned by Adur District Council. This is potentially far more viable as it does not incorporate any costs in purchasing the land in the first instance.

'This exercise has identified potentially 20 sites for development. Some of these may be relatively small, whilst others present far greater opportunities. It is too early to give details about any particular sites, or indeed whether they are feasible for development, but initial work would indicate that a supply of 150-200 units may be possible

'A restructure currently in progress within the Housing Service will create a new 'Capital Projects' role that will work on the feasibility of any scheme before it is brought forward.

'It should be noted, that in bringing forward any scheme there should be prior consideration of:

- Views of any residents in the immediate vicinity;
- The type of housing that it developed in order to fund as wide a development programme as possible. (i.e. a 'mixed economy' approach might mean that some sites are developed for private ownership or market rent, which can then produce an income stream that can support other affordable housing options;
- Housing need, so this can best meet the demands for housing faced by the Council;
- Build costs;
- Densities

Any future development would look to build strong relationships with local businesses with the capacity to help deliver a programme of new homes. This would obviously need to take consideration of value and ability to deliver on the scale envisioned, but may also be able to take advantage of other opportunities such as:

- Local labour
- Local supply chain
- Training, employment and apprenticeships

The Chairman declared the meeting closed at 8.45pm, it having commenced at 7pm

Chairman