



ADUR DISTRICT  
**C O U N C I L**

**14 December 2017**



**Council Meeting  
14 December 2017**

Queen Elizabeth II Room,  
The Shoreham Centre, Pond Road,  
Shoreham-by-Sea

**7:00pm  
Agenda**

**6 December 2017**

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

**Part A**

**1. Apologies for absence**

**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. Questions from the public**

To receive any questions from Members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the District except no question may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal or Standards determination

Public question time will last up to 30 minutes; questions will be taken in order of receipt. The deadline for submission of questions is **Tuesday 12 December at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

---

Director for Communities:  
Mary D'Arcy 01903 221300  
Adur & Worthing Councils,  
Town Hall, Chapel Road,  
Worthing, West Sussex, BN11 1HA

#### 4. Confirmation of Minutes

To approve the minutes of the Meeting of the Council on Thursday 2 November 2017, copies of each have been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

#### 5. Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service

#### 6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

#### 7. Recommendations from the Executive and Committees to Council :

To consider recommendations to the Council, details of which are set out in the attached items as 7A. Recommendations to Council under 7B - D will be circulated once the Joint Strategic Committee minutes have been published. Full reports are available on the website as listed below:

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A	Joint Strategic	7 November 2017	Temporary Accommodation Placement and Procurement Policy  <a href="https://www.adur-worthing.gov.uk/media/media.146655.en.pdf">https://www.adur-worthing.gov.uk/media/media.146655.en.pdf</a>
B	Joint Overview and Scrutiny	30 November 2017	Joint Overview & Scrutiny Committee Work Programme update - 2017/18  <a href="https://www.adur-worthing.gov.uk/media/media.146942.en.pdf">https://www.adur-worthing.gov.uk/media/media.146942.en.pdf</a>
C	Executive	4 December 2017	Adopting the Adur Local Plan  <a href="https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet/committee.146728.en.html">https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet/committee.146728.en.html</a>
D	Joint Strategic	5 December 2017	i) Treasury Management 2017-18  <a href="https://www.adur-worthing.gov.uk/media/media.146982.en.pdf">https://www.adur-worthing.gov.uk/media/media.146982.en.pdf</a>
		5 December 2017	ii) Sustainable Councils: 5 Year Forecast 2018/19 – 2022/23 and Savings Proposals

<https://www.adur-worthing.gov.uk/media/media.146983.en.pdf>

5 December 2017      iii) Investing in Service Delivery: Capital Investment Programme 2018/19 – 2020/21

<https://www.adur-worthing.gov.uk/media/media.146984.en.pdf>

5 December 2017      iv) Report to determine the local schemes for Business Rates Discretionary Relief

<https://www.adur-worthing.gov.uk/media/media.146985.en.pdf>

5 December 2017      v) Council Tax Support Schemes for 2018/19

<https://www.adur-worthing.gov.uk/media/media.146986.en.pdf>

5 December 2017      vi) Delivering our Housing Strategy - the draft Adur and Worthing Community Homelessness Strategy

<https://www.adur-worthing.gov.uk/media/media.146988.en.pdf>

## **8. Report of the Leader on decisions taken by the Executive**

To receive a report from the Leader as item 8. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. There is up to 15 minutes for Executive Members to make any statements on the report. An updated report with the Joint Strategic committee decisions of 5 December will be circulated before the meeting.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under Item 9.

**(Note:** Papers relating to items under 7 and 8 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website [www.adur-worthing.gov.uk/](http://www.adur-worthing.gov.uk/).)

## 9. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is **Tuesday 12 December at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions cannot be asked on the following

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

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

None.



Director for Communities

### Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith  
Democratic Services Manager  
01903 22 1150  
[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Susan Sale  
Solicitor to the Councils  
01903 22 1119  
[susan.sale@adur-worthing.gov.uk](mailto:susan.sale@adur-worthing.gov.uk)

**Extract from the Joint Strategic Committee - 7 November 2017**

**JSC/061/17-18 Temporary Accommodation Placement and Procurement Policy**

Before the Committee was a report by the Director for Communities, 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 7.

The report outlined the strategic and operational commitments, as set out in the Housing Strategy and Platforms for our Places, and provided information to support the adoption of a Temporary Accommodation Placement and Procurement Policy. By developing this policy, the Councils sought to address two related issues:

- i) ensuring that both customers and communities were aware of the criteria that would be used for the allocation of temporary accommodation placements, and
- ii) the plans for securing temporary accommodation to meet this need.

The Committee was presented with a draft Temporary Accommodation Placement and Procurement Policy and requested to agree to refer the Policy to Adur District and Worthing Borough Councils for adoption with immediate effect, subject to the outcome of a consultation process.

**Decision,**

The Joint Strategic Committee:-

- I. approved the draft Temporary Accommodation Placement and Procurement Policy;
- II. noted that the Head of Housing would be undertaking consultation with stakeholders and partners on the draft Policy for a period of 6 weeks;
- III. delegated authority to the Head of Housing, in consultation with the Executive Members for Customer Services, to make minor and/or consequential changes to the draft policy arising from the outcome of the consultation process, in order to finalise the Policy;
- IV. recommended to both Adur District Council and Worthing Borough Council the adoption of the Temporary Accommodation Placement and Procurement Policy, subject to the outcome of the consultation process.





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

### **A Decisions Taken by Individual Executive Members**

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting. Full details can be found on the Executive 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**

-

#### **Executive Member for Regeneration**

-

#### **Executive Member for Resources**

RES/001/17-18 & RES/002/17-18 & RES/003/17-18 Write Offs  
RES/004/17-18 Adur Outdoor Activities Centre  
RES/005/17-18 Write Offs

#### **Executive Member for Customer Services**

-

#### **Executive Member for the Environment**

JAW/006/17-18 Electric Vehicle Infrastructure for Adur & Worthing  
JAW/007/17-18 Worthing Parking Review

#### **Executive Member for Health and Wellbeing**

HAW/006/17-18 Adur Community Grants - Allocation of Funds for Round One 2017-18

## **B. Decisions Taken by the Joint Strategic Committee on 7 November 2017**

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/059/17-18 2nd Revenue Budget Monitoring 2017/18 (Q2)**

#### **Decision,**

That the Joint Strategic Committee noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves (Appendix 1b and 2b).

### **JSC/060/17-18 2nd Capital Investment Programme and Projects Monitoring 2017/18**

The Joint Strategic Committee

(a) With respect to the Capital Investment Programme of Adur District Council

- 2.1 noted the reprofiling and likely phasing of the Adur District Council capital schemes as advised in paragraphs 2.1.1, 2.1.2 and 2.1.3, and Appendix 3.
- 2.2 approved the refurbishment of the Mill Lane Cemetery public convenience funded from underspends in the 2017/18 Capital Investment Programme, and the amendment to the 2017/18 Capital Investment Programme to include this scheme as detailed in paragraph 2.1.4 i).
- 2.3 approved the procurement of a cricket roller for the Parks Joint Service funded from the proceeds of the sale of an Arboriculture vehicle, and the amendment to the 2017/18 Capital Investment Programme to include this purchase as detailed in paragraph 2.1.4 ii).

(b) With respect to the Capital Investment Programme of Worthing Borough Council.

(not included here)

## **C. Decisions Taken by the Joint Strategic Committee on 5 December 2017**

### **JSC/073/17-18 Adur and Worthing Economic Strategy 2018-2023**

The Joint Strategic Committee:-

approved the Adur and Worthing Economic Strategy 2018-2023 and endorsed the three transformational solutions recommended in the Action Plan.

### **JSC/075/17-18 Delivering our Housing Strategy - Discretionary Funding for Disabled Facilities Grants (DFGs)**

The Joint Strategic Committee:-

- (i) approved the draft Interim Private Sector Housing Assistance Policy for implementation as part of the wider West Sussex Partnership;
- (ii) delegated authority to the Executive Members for Customer Service to approve amendments to the policy and the eligible schemes, following evaluation of the partnership project and the operation of the Interim Policy.

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*

## **D. Urgent Decisions Taken by the Executive**

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 as amended.

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.



