



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

**28 February 2019**



**Council Meeting  
28 February 2019**

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

**7:00pm  
Agenda**

**19 February 2018**

**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 26 February 2019** at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

#### **4. Confirmation of Minutes**

To approve the minutes of the Meeting of the Council on 13 December 2018, copies of each have been previously circulated. A copy is available to view at <https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/committee.148109.en.html>

#### **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 as items as 7A, 7B and 7C.

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A	Licensing Committee	14 January 2018	Animal Welfare Licensing Policy - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018  <a href="https://www.adur-worthing.gov.uk/media/media.152051.en.pdf">https://www.adur-worthing.gov.uk/media/media.152051.en.pdf</a>
B	Joint Strategic Committee	31 January 2019	i) JSC/088/18-19 Joint Treasury Management Strategy Statement and Annual Investment Strategy 2019/20 to 2021/22, Adur District Council and Worthing Borough Council  <a href="https://www.adur-worthing.gov.uk/media/media.152368.en.pdf">https://www.adur-worthing.gov.uk/media/media.152368.en.pdf</a>  ii) JSC/089/18-19 Council Tax Support Schemes for 2019/20  <a href="https://www.adur-worthing.gov.uk/media/media.152369.en.pdf">https://www.adur-worthing.gov.uk/media/media.152369.en.pdf</a>

[https://www.adur-worthing.gov.uk/  
media/media.152371.en.pdf](https://www.adur-worthing.gov.uk/media/media.152371.en.pdf)

C Adur Executive 5 February 2019 Overall budget estimates and  
setting the Council Tax 2018/19

*(this recommendation will be  
taken as part of agenda item 12)*

[https://www.adur-worthing.gov.uk  
/media/media.152404.en.pdf](https://www.adur-worthing.gov.uk/media/media.152404.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.

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 can be viewed here on the Council's website: <https://www.adur-worthing.gov.uk/meetings-and-decisions/>

## **9. Schedule of Meetings 2019/20**

To approve the Schedule of Council meetings for 2019/20 by the Director for Communities, as Proper Officer, attached as item 9

## **10. 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 26 February** at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

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 can not be asked on the following

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

**11. Suspension of Council Procedure Rules**

The council are asked to suspend Council Procedure rules where they conflict with the budget procedure rules in accordance with paragraph 7.2 of the budget procedure rules.

**12. Council Tax 2019/20**

To consider and set the Council Tax for 2019/20

A separate budget pack produced by the Director for Digital and Resources is circulated as item 11, the recommendation from the Executive is detailed at item 7C is considered as part of this item.

Please note that members will be asked to suspend normal council procedure rules for this item. Use of the Council's budget procedure rules are followed for this item <https://www.adur-worthing.gov.uk/media/media.151697.en.pdf>

**13. Motions on Notice**

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Lee Cowen, report attached as item 13

**14. Motions on Notice**

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Lee Cowen, report attached as item 14

**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:

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## Extract from Licensing Committee - 14 January 2019

### LC/18-19/26      **Animal Welfare Licensing Policy - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

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 5. The report before Members sought consideration of the introduction of an Animal Welfare licensing Policy pursuant to legislative requirements.

The Presenting Officer introduced the report to the Committee and set out proposed arrangements including the type of activities that would be covered, how the arrangements were developed and the introduction of a new rating system.

Member questioned officers on funding for enforcement (contained within fees), the scope of the proposed policy and safeguarding issues. Amendments were approved to paragraph 7.3 of the policy with the effect of requiring applicants and licence holders to have safeguarding policies in place (as follows)

'7.3 To this extent, the Council ~~would expect~~ *requires* applicants and licence holder activities that involve contact with children or young people to:

- Have a written safeguarding policy and provide training for staff; and
- Have an *effective* procedure for vetting staff who have unsupervised contact with young/vulnerable persons.'

**Resolved:** that the report be recommended to Council as amended.

Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media.151602.en.pdf>

**Extract from the Joint Strategic Committee - 31 January 2019**

**JSC/088/18-19      Joint Treasury Management Strategy Statement and Annual Investment Strategy 2019/20 to 2021/22, Adur District Council and Worthing Borough Council**

Before the Committee was a report by the Director for Digital & Resources, 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 asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2019/20 to 2021/22 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

Due to its technical nature, a Member sought clarification in relation to the format of report and the level of detail used for the Members Treasury Management Briefing. Officers advised that the format of the report was prescribed and that the scope of the Members Treasury Management Briefing had been revised following feedback from Members.

**Decision,**

The Joint Strategic Committee:-

1. approved and adopted the Treasury Management Strategy Statement and Annual Investment Strategy for 2019/20 to 2021/22, incorporating the Prudential Indicators and Limits, and Minimum Revenue Provision Statements.
2. **recommended the Prudential Indicators and Limits, and Minimum Revenue Provision Statements for approval by Worthing Council at its meeting on 26 February 2019, and by Adur Council at its meeting on 28 February 2019.**

Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media.152368.en.pdf>

**Extract from the Joint Strategic Committee - 31 January 2019**

**JSC/089/18-19 Council Tax Support Schemes for 2019/20**

Before the Committee was a report by the Director for Digital & Resources, 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 8.

The report included details of the costs of the Council Tax Support schemes and an analysis of the responses that were received to public consultations that were conducted during November & December 2018 in respect of options for the schemes for 2019/20.

The Committee was asked to recommend, to the respective Councils, the Council Tax Support Schemes for 2019/20.

Members discussed the low number of responses received to the consultations and the need to educate residents on what Council Tax was being spent on. Officers advised that a leaflet was being designed to accompany the Council Tax bills.

The Committee also suggested to government that this process only be undertaken in future when changes to the scheme were being proposed.

**Resolved,**

That the Joint Strategic Committee

(i) noted the content of the report;

**(ii) recommended to Adur District Council that**

- 1. The Council Tax Support scheme for Adur District Council in respect of working age customers for 2019/20 should be based upon the scheme for 2018/19 with no restrictions;**

- 2. No other changes should be made beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit.**
- 3. A further public consultation should be conducted during the summer of 2019 to inform the decision in respect of the scheme to be implemented for 2020/21.**

Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media.152369.en.pdf>

**Extract from the Joint Strategic Committee - 31 January 2019**

**JSC/091/18-19      New Flood Defence for Shoreham Town Centre at Sussex Yacht Club**

Before the Committee was a report by the Director for the Economy, 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 10.

The report updated Members on progress with the development of flood defences at Sussex Yacht Club and associated funding. It was noted that the anticipated funding from the Environment Agency had fallen from £1.2m to £600k.

The report also sought agreement for a preferred way forward on the purchase of land and funding of the flood defence barrier. Members were informed that the preferred option was outlined in paragraph 5.3 - Option 3.

The Committee discussed the importance of the scheme and how it related to the wider Tidal Walls Scheme. Consideration was also given to the sustainable transport strategy and the provision of land for a proposed cycle path.

Members requested an update briefing from officers prior to the 22 March 2019.

**Decision:-**

The Joint Strategic Committee:-

1. resolved that Option 3 in paragraph 5.3 be agreed as the preferred way forward: authorising the Director for Economy, to purchase, on behalf of Adur District Council, the land (edged in red on the attached plan) from Sussex Yacht Club for £3.365 million, using funding from Coast to Capital Local Enterprise Partnership granted for that purpose, subject to Adur District Council approving recommendation 2.3;
2. requested a report back with an update on the project and to consider funding, procurement and contract issues relating to the flood defence wall within the next 12 months;

**3. recommended to Adur District Council that:**

- i) the budget for the scheme be increased by £215,000 to accomodate a contingency sum for the coastal defence works;**
- ii) prudential borrowing of £778,070 be approved to part fund the coastal defence works, in the event that full funding for the flood defences was not secured from other sources, with the remainder of the funding being provided by the Environment Agency.**

Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media,152371,en.pdf>

## Extract from the Adur Executive - 5 February 2018

### A EX/005/18-19 Adur District Council Budget Estimates 2019/20 and Setting of 2019/20 Council Tax

The Executive had before it a report from the Director for Digital and Resources, attached to these minutes as item 5.

The report was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to consider:

- The final revenue estimates for 2019/20 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2019/20, prior to its submission to the Council for approval on the 28<sup>th</sup> February 2019. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget proposals by Executive.

The report outlined the medium term financial challenge through to 2023/24, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. The current budget strategy was having a significant effect on how the Councils would be funded in the future with increasing income generated from commercial income and rents. However the challenge still remained significant for 2020/21, with the earlier identification of initiatives to bridge the emerging budget gap a priority.

These budgets reflected the Council's ambitions set out in *Platforms for our Places*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updated members about the impact of the draft 2019/20 settlement.

The major points raised within the report included:

- A full update on the impact of settlement with the Council being advised that it should prepare itself for a continuation of the reduction in Government resources for 2020/21 and beyond ;

- Highlighted the proposed funding for initiatives to support the Councils' ambitions set out in Platforms for our Places;
- The impact of recent County Council decisions upon the Council;
- The Executive was asked to consider a number of proposals to invest in services which were outlined in Appendix 2; and,
- The Executive was asked to consider whether to increase Council Tax by the maximum level possible 3% or by a lower amount.

The budget was analysed by Executive Member portfolio. In addition, the draft estimates for 2019/20 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner had consulted on an increase to the Council Tax for 2019/20 of £12.00 or 7.23%. The proposed 2019/20 budget was considered by the Sussex Police and Crime Panel (PCP) on 1 February 2019 and an increase for 2019/20 of £24 or 14.5% had been proposed.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 3% in addition to the 2% Council Tax increase permitted specifically to support adult social care services (subject to a maximum increase for social care of 6% in the period 2017/18 to 2019/20). Therefore a maximum Council Tax increase of 5% for Councils with social care responsibilities was allowed.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 15 February 2019. The formal detailed resolution setting the overall Council Tax for next year would be presented direct to the Council Meeting on 28 February 2019.

Officers advised that in order to meet the proposals to invest in services, outlined in Appendix 2, Council Tax would need to increase by 3%.

The Committee sought clarification regarding 'special expenses'. Officers advised that 'special expenses' covered services that were delivered in part of the District by the District Council and in part by the Parish Council. In regards to the 'special expenses' in Lancing, these were specifically to do with greens and open spaces and community buildings. Lancing provided its own Parish Hall and was responsible for a significant amount of greens and open spaces, including beach green. There was not such a significant overlap of services in relation to Sompting. A significant increase to the 'special expenses' had been proposed this year as a result of falling income from greens and open spaces.



A Member questioned the 'Borough Levy' highlighted in the table on page 53 of the report. Officers advised that this should have read as the 'District & Borough Council Levy'.

It was proposed and seconded that the Adur District Council share of Council Tax be increased by 2.97% which represented a weekly increase on band D of 17p and would increase the annual cost of a band D to £299.43.

## **Decision**

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) recommended to Council, the draft budgets for 2019/20 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £8,598,470, subject to any amendments agreed above; and**
- (c) recommended a Band D of £299.43 per annum, an increase of 2.97%, for Adur District Council's requirements in 2019/20 as set out in paragraph 5.11;**
- (d) recommended to Council that special expenses of £21.42 per Band D equivalent to be charged in all areas of the District except Lancing.**

## **Reason for Decision**

Statutory requirement to set a budget

## **Alternative options considered**

As detailed in the report.

Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media.152404.en.pdf>





## **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**

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

REG/007/18-19 Consultation on Main Modifications to the Shoreham Harbour Joint Area Action Plan

JAW/014/18-19 Supporting a vibrant seafront with regional appeal - Giant Observation Wheel (Worthing)

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

JAW/011/18-19 Council IT Hardware Refresh

JAW/015/18-19 Bringing Forward Capital Funding from the 2019/20 budget to the 2018/19 budget

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

JAW/016/18-19 Acquisition of land and conversion of property for use as Temporary Accommodation

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

JAW/013/18-19 Impulse Leisure, Old Barn Way, Southwick - Car Parking Review

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

JAW/012/18-19 Adur & Worthing Community Transport Grants - Allocation of funds for 2018/19

JAW/018/18-19 Adur Community Grants - Allocation of Funds for 2018/19 - Third Round

**B. Decisions Taken by the Joint Strategic Committee on 8 January 2019**

**JSC/077/18-19 Council's Tax Strategy for Adur District Council and Worthing Borough Council**

Before the Committee was a report by the Director for Digital & Resources, 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 set out the proposed tax strategy statement for Adur District Council and Worthing Borough Council.

Members noted that legislation within the Criminal Finances Act 2017 stated that failure to prevent tax evasion was a corporate criminal offence. The potential risk for local authorities could not be overlooked and, although not a mandatory requirement for Councils at present, it was recommended by government that authorities develop and publish a tax strategy statement.

A Member sought clarification regarding the locality and cost of the external tax consultants. Officers advised that due to the specialist nature of the advice, the consultants were not local and the annual subscription cost £2.5k.

**Decision:**

The Joint Strategic Committee approved the Adur District Council and Worthing Borough Council Tax Strategy statements.

**JSC/078/18-19 Citizens Advice - supporting local residents with advice and information**

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 6.

Adur District Council and Worthing Borough Council currently had a three-year 'community advice services' contract with Citizens Advice. The contract was procured by West Sussex County Council on behalf of Adur and Worthing Councils and the remaining district and borough councils in West Sussex.

The report updated the Committee on the progress of the current contract and provided details on the proposal to commission a new community advice services contract from the 1 April 2019.

The Committee discussed the data on page 19 of the report, identifying that although there were fewer clients using the service in Worthing they presented a greater number of issues.

Members sought clarification as to the reasons for this trend. Officers agreed to investigate and feedback on the findings.

A Member referred to paragraph 5.4 of the report which highlighted that the most expensive part of Citizens Advice was the face-to-face service, therefore additional awareness could be carried out to highlight the areas where people can self-serve. The Member questioned the effectiveness of the self-serve option. Officers advised that raising awareness of self-service was important as it was the most cost effective and efficient way of Citizens Advice helping clients.

Another Member sought clarification regarding funding from the Department for Work and Pensions for Citizens Advice to support residents with Universal Credit as outlined in paragraph 4.5. Officers advised that currently a project officer, working with the Department for Work and Pensions (DWP), was funded by Adur and Worthing Councils. Nationally, Citizens Advice had been awarded a contract by the DWP to provide such advice across the country. The Councils were working with the DWP to understand how that additional resource would input into local job centres to support people accessing Universal Credit.

The Committee were notified of an amendment to recommendation 2.1. The duration of the new contract would run from April 2019 to March 2021 (not March 2022 as stated in the report).

## **Decision,**

The Joint Strategic Committee:-

1. agreed that Adur District Council and Worthing Borough Council continue to be part of the contract, led by West Sussex County Council (in partnership with the other District and Borough Councils in West Sussex), which was intended to be procured through a tender process for a further two years from April 2019 until March 2021. This was subject to confirmation of the level of West Sussex financial contribution in year two of the new contract (2020/21);
1. noted that this would provide an independent and comprehensive community advice service with the organisation 'Citizens Advice in West Sussex - North, South and East' and that work would take place over the next two years to further adapt this model and approach;
2. agreed that the Councils provide an ongoing annual funding contribution of £83,824 for Adur and £79,829 for Worthing for this

service for the duration of this contract (2019/20 and 2020/21), subject to Adur and Worthing full Councils approving the 2019/20 budget - and uplifting this sum in line with the consumer price index calculated on the anniversary of the agreement.

**JSC/079/18-19      Start Well, Live Well, Age Well: shaping the next phase of the Wellbeing Hubs 2019 - 2022**

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 strong progress of the Adur and Worthing Wellbeing Hubs and asked Members to consider this progress and approve the next three year Partnership Agreement with West Sussex County Council 2019 - 2022 and to accept the proposed funding allocation into the budgets.

A Member asked whether care leavers were referred to the service as a group or individually or whether they were targeted specifically. Officers replied that care leavers were a challenging group to reach. The service had experience of working with key workers who worked with care leavers as their trusted source. Usually, trusted sources referred care leavers to the wellbeing hubs rather than care leavers coming to the service directly. A drop in service had been trialled as part of the find it out service but there had not been any take up.

Another Member questioned how the 'measures of success' were tracked. Officers replied that every client that came through the service was contacted 3 months after the end of their intervention. For clients accessing wrap around sessions which had been commissioned externally, quarterly monitoring face-to-face meetings were held in order to assess the key success measures. The programmes were evidence based and followed NICE guidance.

Clarification was sought regarding the process of reporting data about the service to the West Sussex Health Overview & Scrutiny Committee (HOSC) and whether it was possible for the service to focus on prioritised need. Officers advised that they were working in partnership with West Sussex Public Health (WSPH), meeting with them on a quarterly basis, completing monitoring returns for each of the projects and providing feedback on key performance indicators and success measures. The Committee was also informed that although the budget was quite small, a lot of work was done with it. Work was undertaken with WSPH to identify priority needs and a business plan was developed annually which sought to address them.

The Committee acknowledged the excellent work being undertaken and congratulated the team on its success so far.

**Decision,**

The Joint Strategic Committee:-

1. delegated authority to enter into the Adur partnership agreement and the Worthing Partnership Agreement with West Sussex County Council, as set out in paragraph 3.6, to the Director for Communities in consultation with the Executive Members for Health and Wellbeing;
2. agreed to receive the proposed funding allocation from West Sussex County Council of £441,695 a year, subject to revision, for three years until March 2022 and recommended that Adur and Worthing Councils amend their revenue budgets accordingly;
3. approved the ongoing partnership between Adur and Worthing Councils and West Sussex County Council develop and deliver the Wellbeing Hubs programme over the next three years (April 2019 to March 2022), subject to funding being agreed on an annual basis.

**JSC/080/18-19      Improving health and wellbeing outcomes using our Green Spaces - Growing Communities Project**

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 8.

The report provided an overview of the progress made on our *Growing Communities* partnership with the Conservation Volunteers. The programme aimed to support communities, improving their health and wellbeing, through the use of natural spaces across Adur and Worthing.

This project provided a platform for our communities to utilise our natural environment to promote health and wellbeing, which was a key commitment in Platforms for our Places.

The Committee was informed that there had been 1,650 individual attendees at Growing Communities activities and events which significantly exceeded the targets agreed with the National Lottery Reaching Communities Fund of 1,500 individual attendees over the 3 year funding term. It was noted that regular attendees were targeted for interviews to feedback on the service.

A Member questioned whether it was possible to extend the project to other areas. Officers advised that the lottery funding was specifically for the project in Eastbrook and Northbrook over the next 3 years. However, support was also being provided to the Green Space Partnership and the Councils Park Rangers in order to deliver outside of these areas.

**Resolved,**

That the Joint Strategic Committee noted the progress and the strong partnership with the Conservation Volunteers around health and wellbeing and natural spaces.

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*

## **C. Decisions Taken by the Joint Strategic Committee on 31 January 2019**

### **JSC/086/18-19 Platforms for our Places Progress Report (July to December 2018)**

Before the Committee was a report by the Chief Executive, 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 provided the Joint Strategic Committee with an update on the Councils' progress in delivering the ambitions and commitments set out in *Platforms for our Places* for the period July to December 2018, and highlighted areas of strategic importance.

All of the commitments adopted by both Councils originally in January 2017 (and then refreshed in July 2018) were progressing. One was complete, 72% of activities were on track (green) and 27% were at potential risk (amber).

The report provided an opportunity for JSC to report to both Full Councils and Joint Overview & Scrutiny Committee on progress.

The Committee noted that the 140 or so commitments were not everything the Councils do, as whilst progressing the platforms agenda, the Councils continued to provide a full portfolio of universal services to the communities they served.

The Committee's attention was drawn to the following strategic themes:-

- Housing (supply and demand);
- Out town centres;
- Mobilising resources behind the agenda;
- Dealing with uncertainties; and
- Looking to the future.

Members welcomed the update on progress made and the challenges experienced.



## **Decision:**

The Joint Strategic Committee:-

1. noted the progress made and challenges experienced in the implementation of *Platforms for our Places* over the period July to December 2018;
2. requested a further update report in July 2019 detailing progress over the next 6 month period; and
3. agreed to refer this report to Joint Overview & Scrutiny Committee for their consideration.

### **JSC/087/18-19      Final Revenue Budget Estimates for 2019/20**

Before the Committee was a report by the Director for Digital & Resources, 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 6.

The report was the final budget report of the year and the culmination of the annual budgeting exercise, which asked members to consider:

- the final revenue estimates for 2019/20 including any adjustments arising from settlement; and
- an updated outline 5-year forecast; and

The budgets reflected the decisions taken by members to date in relation to agreed savings proposals and any committed growth.

Members were also asked to consider the proposals to invest in services outlined in Appendix 2, which were also included in the individual Councils budget reports.

The Committee noted that the budget was analysed by Executive member portfolio. In addition, the draft estimates for 2019/20 had been prepared in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension cost adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The respective Adur and Worthing 2019/20 Estimates and Council Tax setting reports were due to be considered by the Worthing Executive on 4 February 2019 and the Adur Executive on 5 February 2019. Both the estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

It was noted that updated copies of appendices 2 and 3 to the report had been circulated electronically and hard copies were tabled at the meeting.

The Committee sought assurance that the additional senior planning officer post was required. Officers informed the Committee that the larger planning applications placed greater demands on the planning service and the calibre of individual was important reputationally. It was noted that increased fees would help to subsidise the post.

The proposed grant funding to support culture and arts development in the local community and to assist in unlocking Arts Council grant funding was discussed.

Members requested that additional information regarding the Arts Council funding and any associated guarantees, be provided at the Adur Executive meeting.

### **Decision,**

The Joint Strategic Committee:-

- (a) considered and approved the proposals to invest in services which related to Joint Services outlined in Appendix 2;
- (b) agreed to the proposed 2019/20 budget detailed in Appendix 3 subject to the inclusion of the approved proposals to invest in services.

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. Decisions taken by the Adur Executive 5 February 2019**

### **A EX/008/18-19 Housing Revenue Account – Budget 2019/20**

The Executive had before it a joint report from the Director for Digital and Resources and the Director for Communities, attached to these minutes as item 4.

The report outlined the financial challenges for the Housing Revenue Account and asked Members to set the rent levels and service charges for 2019/20. The report also considered some of the strategic challenges facing the Housing Revenue Account over the next few years and the impact that these would have over the next 30 years.

The rent limitation announced in 2015/16 continued to have a profound effect on the financial viability of the Housing Revenue Account. However, it was expected that this would end in 2019/20 allowing the HRA's budget to become more sustainable in the future.

A Member sought clarification regarding the Depreciation value of £4,021,000 shown in the table under paragraph 5.1 of the report. Officers advised that depreciation was a measure of how the value of an asset changed over time. In respect of the

Council's housing stock, it was assumed that there was a lifetime of about 40 years for a new building, which was periodically reassessed. In accordance with good accounting practice, the Council needed to set aside for the reduction in value over time. The depreciation was transferred into the major repairs reserve and was used to fund the capital programme of the HRA. In effect, it was an appropriation to a reserve based on a calculation of change in value.

An additional charge of £35k by Legal Services, due to volume of work undertaken, was highlighted by the Committee. Officers advised that this charge related to additional tenancy policy work for the HRA account and work supporting the delivery of the affordable homes group.

A Member questioned the proposed level of rental increase for Council Garages (3.3%), suggesting that a number of garages were in a state of disrepair. Officers advised the Committee that the Council was undertaking a review of all garage sites as part of the hidden homes initiative. Some garages were in need of repair, however, a number were not fit for purpose due to their size, being too small to accommodate modern cars. A number of garages were being used for cheap storage rather than as conventional garages.

The Committee sought clarification regarding the number of empty garages in the District. Officers agreed to provide a written response to the request.

## Decision

The Executive

- (i) approved the Housing Revenue Account estimates for 2019/20;
- (ii) noted that the rents of Council Dwellings would decrease by 1.0% reducing the average council dwelling rent by £0.91 to £89.76 per week (average rent currently £90.72 per week);
- (iii) determined the level of associated rents and charges with effect from week one of 2019/20:
  - (a) **Rents of Council garages** – agreed an increase of 3.3% to £10.29 (currently £9.96 per week, plus VAT for non-Council tenants);
  - (b) **Service Charges** - delegated to the Head of Housing and Chief Financial Officer in consultation with the Executive Member for Customer Services, the setting of the service charges;
- (iv) approved the HRA Treasury Management Strategy contained in Appendix 3.

## **Reason for Decision**

To set the rent level for 2019/20

## **Alternative options considered**

As outlined in the report.

## **E. Urgent Executive Decisions Taken**

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

The following is reported to Council:

HofMP&I/013/18-19 - Purchase of a property for the Strategic Property Investment Fund for Adur District Council

<https://www.adur-worthing.gov.uk/media/media.152191.en.pdf>

JAW/015/18-19 Bringing Forward Capital Funding from the 2019/20 budget to the 2018/19 budget

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/cabinet-member-decisions/committee.152077.en.html>

JAW/019/18-19 Award of Contract for the Conversion of 101 North Road, Lancing

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/cabinet-member-decisions/committee.152382.en.html>

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 may contain exempt information and not fully published on the websites.

Adur District Council - Calendar of Meetings for 2019/20

Updated:

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
May 2019			1	2 E	3	6 B/H	7	8	9	10	13	14	15	16 C(A)	17	20	21	22	23	24	27 B/H	28	29	30 JGC	31
June						3 PC	4 *JSC	5	6	7	10 LC	11	12	13	14	17	18	19	20 JOSC	21	24	25	26	27	28
July	1 PC	2	3	4	5	8	9 *JSC	10	11	12	15	16	17	18 C	19	22	23	24	25 JOSC	26	29	30 JGC	31		
Aug				1	2	5 PC	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26 B/H	27	28	29	30
Sept	2	3	4	5	6	9 PC	10 *JSC	11	12	13	16 LC	17	18	19 JOSC	20	23	24 JGC	25	26	27	30				
Oct		1	2	3	4	7 PC	8 *JSC	9	10	11	14	15	16	17 JOSC	18	21	22	23	24 C	25	28	29	30	31	
Nov					1	4	5	6	7 JSC	8	11 PC	12	13	14	15	18	19	20	21 *JOSC	22	25	26 *JGC	27	28	29
Dec	2	3 JSC	4	5	6	9 PC	10	11	12	13	16	17	18	19 C	20	23	24	25 B/H	26 B/H	27	30	31			
Jan 2020			1 B/H	2	3	6	7	8	9	10	13 PC	14 JSC	15	16	17	20 LC	21	22	23	24	27	28 *JGC	29	30 *JOSC	31
Feb						3	4 Exec	5	6	7	10 PC	11 JSC	12	13	14	17	18	19	20 C(TS)	21	24	25	26	27	28
March	2	3	4	5	6	9 PC	10 JSC	11	12	13	16 LC	17	18	19 *JOSC	20	23	24 *JGC	25	26	27	30	31 JSC			
April			1	2	3	6 PC	7	8	9	10 B/H	13 B/H	14	15	16	17	20	21	22	23 C	24	27	28	29	30	
May					1	4 B/H	5	6	7 E	8	11	12	13	14	15	18	19	20	21 C(A)	22	25 B/H	26	27	28 JGC	29

Adur District Council Meetings (7.00pm)		Joint Meetings (6.30pm)	
<b>C</b>	Council (A = Annual, TS = Tax Setting)	Adur District and Worthing Borough Councils:	
<b>Exec</b>	Executive	<b>JOSC</b>	Joint Overview and Scrutiny Committee
<b>PC</b>	Planning Committee	<b>JSC</b>	Joint Strategic Committee
<b>LC</b>	Licensing Committee	<b>JGC</b>	Joint Governance Committee
		<b>JSfC</b>	Joint Staff Committee
		<b>JSSC</b>	Joint Senior Staff Committee
PCCP	Police Crime & Commissioner Panel (tbc)	E	Elections - Polling Day
WS	West Sussex Tax Setting Meeting	B/H	Bank Holiday

\* = Joint Meetings Held at Worthing Borough Council





# ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

## Motions on Notice

## Report by the Director for Communities

## Executive Summary

### 1. Purpose

- 1.1 The report before Council sets out a motion received from Councillor Lee Cowen which has been seconded by Councillor David Balfe
- 1.2 Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

### 2. Recommendations

- 2.1 That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee for consideration and determination

### 3. Context

- 3.1 A motion on notice has been received from Councillor Lee Cowen, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council contains part of the subject matter that is within the remit of Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.5 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.6 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion.

#### **4. Issues for consideration**

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules

#### **5. Financial Implications**

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

#### **6. Legal Implications**

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules

#### **Background Papers**

None

#### **Officer Contact Details:-**



Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
chris.cadman-dando@adur.gov.uk

## **Annex A**

The council is aware of the need to encourage the sustainability of local shopping particularly in Lancing and Southwick.

To this end the council refers this motion to the Joint Strategic Committee to consider and determine the motion which requests them to carry out a review of short term parking charges in shopping areas with a view to encouraging residents to use local shops rather than superstores.

**Proposed by Councillor Lee Cowen**  
**Seconded by Councillor David Balfe**



# ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

## Motions on Notice

### Report by the Director for Communities

#### Executive Summary

#### **1. Purpose**

- 1.1 The report before Council sets out a motion received from Councillor Lee Cowen which has been seconded by Councillor Catherine Arnold
- 1.2 Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council's Constitution - Rules of Procedure).

#### **2. Recommendations**

- 2.1 That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee for consideration and determination.

#### **3. Context**

- 3.1 A motion on notice has been received from Councillor Lee Cowen, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council contains part of the subject matter that is within the remit of Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.5 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.6 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion.

#### **4. Issues for consideration**

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules

#### **5. Financial Implications**

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

#### **6. Legal Implications**

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules

#### **Background Papers**

None

#### **Officer Contact Details:-**

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
chris.cadman-dando@adur.gov.uk

## **Annex A**

The council is committed to a broad range of policies designed to protect our environment – particularly through the encouragement of recycling in the Adur. We consider the decision to change the frequency bin collections now needs further investigation of options arising from the experience of a wider range of local authorities. For instance there is a need to consider how the frequency of recycling and residual waste bin collection have a greater impact on recycling rates as well as other initiatives involving education, community involvement, incentives and so on. To this end the Council refers the motion to the Joint Strategic Committee for consideration and determination.

**Proposed by Councillor Lee Cowen**  
**Seconded by Councillor Catherine Arnold**