

**Minutes of the Annual Meeting of  
Adur District Council**

**01 November 2018**

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

Councillor Joss Loader, Chairman  
Councillor George Baron, Vice-Chairman

Councillor Carol Albury	Councillor Angus Dunn
Councillor Carson Albury	Councillor Emma Evans
Councillor Catherine Arnold	Councillor Paul Graysmark
Councillor Les Alden	Councillor Liz Haywood
Councillor David Balfe	Councillor Paul Mansfield
Councillor Pat Beresford	Councillor Andy McGregor
Councillor Brian Boggis	Councillor Peter Metcalfe
*Councillor Kevin Boram	Councillor Barry Mear
Councillor Ann Bridges	Councillor Robin Monk
Councillor Clive Burghard	Councillor Lavinia O'Connor
Councillor Stephen Chipp	Councillor Neil Parkin
Councillor Dave Collins	Councillor David Simmons
Councillor Brian Coomber	Councillor Sami Zeglam
Councillor Lee Cowen	

\* = Absent

**C/021/18-19 Apologies for absence**

The Chairman announced that an apology had been received from one member

**C/022/18-19 Declarations of Interest**

Councillor Stephen Chipp declared an interest as a letting agent.

**C/023/18-19 Questions from the Public**

**A Member of the public asked the following question of the Executive member for regeneration:**

In Monday's Budget Statement the Chancellor announced the launch of a new Future High Streets Fund, with a view to investing £675 million to support town centres and make High Streets fit for the future. What ideas would you wish to pursue when harnessing this pot of money for Adur, and what green transport opportunities would you envisage to tackle our poor air quality hotspots?

## **Response from Councillor Boggis**

Nationally the high street is changing, towns in Adur aren't immune to this trend, however the Council is delivering a number of interventions to provide Adur with the very best chance of supporting the landscape. Planning policy recognises the need to provide greater flexibility in the town centres, however this needed to be balanced against the need to protect the primary retail function. The Councils needed to investigate ways to create greater vitality, whether this be through creating 'experiences' (e.g our markets offer), capitalising on the introduction of gigabit technology or through improving wayfinding and streetscene. The Executive were still reflecting on the budget announcements, however they will continue to monitor the release of the Future High Streets Fund to establish a good case for investment. For green transport, cycling and walking are key elements that we need to consider. Not only the routes themselves but also the infrastructure associated, for example bike storage or hire schemes. The Councils are currently developing a Local Cycling & Walking Infrastructure Plan for Adur & Worthing. This would help guide investment towards identified routes and infrastructure to help make cycling and walking the preferred choice for short journeys or as part of longer journeys.

As a supplementary the Executive Member was asked if the public would be canvassed for ideas. The Executive Member explained the ways in which the public was consulted and broadly agreed consultation on schemes would happen in the future.

### **C/024/18-19 Confirmation of Minutes**

**Resolved** that the minutes of the meeting held on 19 July 2018 be approved as a correct record and be signed by the Chairman

### **C/025/18-19 Announcements by the Chairman and / or Head of Paid Service**

The Chairman made the following announcements:

1 - Chairman's fund-raising appeal. The first defibrillator was unveiled last week outside The Bridge Inn on Shoreham High Street. My sincere thanks to Shoreham Insurance Services for their crowdfunding appeal which has led to the installation of this machine. Funding had recently been achieved for a second defibrillator another for Shoreham town centre.

Another AED is earmarked for the town centre and another two for Lancing - venues to be announced very shortly - plus another for Shoreham Beach. So six in total.

My thanks to Cllrs Carol Albury, Emma Evans, Neil Parkin, David Simmons, George Barton, Angus Dunn, Dave Collins, Paul Mansfield, Kevin Boram, Andy McGregor and Stephen Chipp for getting in touch and supporting this appeal. Your support and fund-raising efforts are proving invaluable.

I am particularly keen to install life-saving machines in East Shoreham and Fishersgate and I'm contacting local organisations and businesses to try to get them involved.

Sussex Heart Charity are match-funding all money raised by my appeal - my very sincere thanks to them.

2 - First World War tree planting - Please join me if you can on Friday, November 9th, at 10.15am at Buckingham Park when I will plant an oak tree, helped by pupils from Buckingham Park Primary. Their Year 6 pupils will also read poetry and readings that they've written themselves.

3 - Remembrance Sunday - I will lay a wreath at 11am on Sunday, November 11, at Shoreham's War Memorial and another in Lancing in the afternoon. Cllrs Neil Parkin and George Barton and Robin Monk will lay wreaths in Southwick and Lancing respectively. The High Sheriff of West Sussex, Caroline Nicolls, will light the Beacon at Shoreham Fort that evening and I will be in attendance.

4 - Civic Carol Service. Confirmed for 7pm on Wednesday, December 19th, at the Church of the Good Shepherd. Do please join us.

5 - Wordfest Congratulations to the organisers for holding this year's very successful event, which was part-funded by ADC.

I attended a Children's Theatres outreach project in Fishersgate on the afternoon of October 14th, which was very well attended, plus a First World War commemoration event at St Mary de Haura during the evening of October 20th. Both were extremely enjoyable events and great examples of community projects that attracted large audiences.

## Gold Awards

I am also pleased to announce that Una Herring-Green, the Councils' Senior Addressing Officer/LLPG Custodian was recently awarded 3 certificates by Geoplace to Adur and Worthing (as each Council is rated separately nationally) and these were for;

Gold performance award for address data 2018 - Worthing Borough Council, Gold performance award for address data 2018 - Adur District Council best address data in south east region 2018

Geoplace are the governing body that have formed a partnership with Local Authorities and Ordnance Survey. Geoplace set the rules and regulations in the Data Entry Convention (DEC) as to how the format of addresses should be created and submitted in the data file to comply with the British Standard of Addressing.

There were no announcements from the Leader, Executive Members or the Chief Executive

## **C/026/18-19      Items Raised Under Urgency Provisions**

The Chairman informed the Council that there were no matters of urgency to be considered.

## **C/027/18-19 Recommendations from the Executive and Committees to Council**

The Council had before it recommendations from the Joint Governance Committee Committee (items 8A and 8C) and recommendations from the Licensing Committee item 8B

### **(A)    Joint Governance Committee - 31 July 2018**

#### **(i)    Social Media Policy - updating the Councils' approach**

The Chairman of the Joint Governance Committee presented the recommendation to the Council. There were no questions. The Chairman moved the recommendation before the Committee which was seconded. There being no debate,

On a vote: for 28 against 0 abstain 0

**Resolved:** that the Social Media Policy be adopted to form part of the Council's constitution

#### **(ii)    Budget Procedure Rules**

The Chairman of the Joint Governance Committee presented the recommendation to the Council. There were no questions. The Chairman moved the recommendation before the Committee which was seconded. There being no debate,

On a vote: for 28 against 0 abstain 0

**Resolved:** that the budget procedure rules be adopted to form part of the Council's constitution

### **(B)    Licensing Committee - 24 September 2018**

#### **Licensing Act 2003 – Review of Statement of Licensing Policy**

The Chairman of the Licensing Committee presented the recommendation to the Council. There were no questions. The Chairman moved the recommendation before the Committee which was seconded. There being no debate,

On a vote: for 28 against 0 abstain 0

**Resolved:** that the Statement of Licensing Policy be approved and adopted

**(C) Joint Governance Committee - 25 June 2018**

**(i) Scheme of Allowances for Adur District Council 2019/20**

The Chairman of the Joint Governance Committee presented the recommendation to the Council and clarified a point in relation to the recommendation in response to the question. The Chairman moved the recommendation before the Committee which was seconded. There being no debate,

On a vote: for 28 against 0 abstain 0

**Resolved:** that Adur District Council index its level of allowances for 2019/20 in line with the NJC National Pay Bargaining Agreement.

**(ii) Governance of Partnership working between Adur District Council & Worthing Borough Council: The Joint Committee Agreement**

The Chairman of the Joint Governance Committee presented the recommendation to the Council and answered questions relating to the Political input and other matters relating to unitary authority status. The Chairman moved the recommendation before the Committee which was seconded. Members discussed the proposals, particularly the role of tenant representative groups within the document.

On a vote: for 16 against 0 abstain 12

**Resolved:** that the amended Joint Committee agreement be approved adopted to form part of the Council's constitution

**C/020/18-19 Changes to Decision Making following the Southlands by-election**

Before the Council was a report by the Director for Communities, a copy of which had been circulated to all members, a copy of which is attached to a signed copy of these minutes. The report before the Council advised the Council note that the election of Councillor Deborah Stainforth, representing the Labour party for Southlands Ward, has affected the political balance of the Council and to note the re-calculation of the political balance on the Council. The report further outlined decisions required by Council to ensure that committee appointments post Southlands by-election were determined according to relevant legislation.

The recommendations from the report were proposed and seconded,

on a vote: for 28 against 0 abstain 0

**Resolved:**

- i) That the Council notes the revised political balance of the Council as per paragraph 3.4 of the report.
- ii) That the Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council as detailed in Annex B to the report.
- iii) That the Council notes the change to the Group Leader and Deputy Leader of the UKIP group as confirmed to the Proper Officer as listed in Annex B.

**C/028/18-19 Report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council**

Before the council was the report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council. The Leader expressed disappointment that there had been reduced interest in appointments to outside bodies. There were no questions for the Leader or Executive.

**C/029/18-19 Members Questions under Council Procedure Rule 12**

The Chairman announced that the Proper Officer had received 8 questions from Members under CPR 12, which would be asked in accordance with the Rule, one supplementary question may be asked which must arise out of the original question or the reply. During the item Councillor Alden withdrew his second question, Councillor Arnold also withdrew her second question.

**1. Question from Councillor Alden to the the Executive Member for Customer Services**

Will the Executive Member for Customer Services please let me know what bid was made to the MHCLG scheme 'Additional housing revenue account borrowing' on behalf of this council. Now the deadline of Sept. 30th has passed are they aware of the likely date for a response?

**Response from Councillor Albury**

The Council carefully reviewed the information provided by the MHCLG, however we did not apply in the first round of bids. The published guidance suggested the schemes we are currently progressing would not qualify for the funding in terms of timescale for delivery or type of scheme. It was anticipated that further rounds would become available over time. Additionally the financial pressures on the HRA due to the 1% rent reduction in recent years and the need to invest significant sums in our capital programme, the servicing of debt is a challenge. Notwithstanding this, we have successfully in obtained grant funding from Homes England for a number of projects, which we will continue to do for both HRA and general fund projects. This approach removes the need to fund the repayment of debt.

As the member will be aware, the debt cap has now been abolished following the announcements in this week's budget, and therefore the Council, can within the fiscal constraints of the Housing Revenue Account, review its longer term development and financial planning.

## **2. Question from Cllr Stephen Chipp for for the Executive Member for Wellbeing**

Firstly I would like to place on record my thanks to the Wellbeing team including Jacqui Cooke, Tammy Waine and, in particular, to Tyler Slade an exceptionally knowledgeable wellbeing advisor.

On Monday 22nd October I had a full body and mind MOT, organised by the Wellbeing team and available to all residents, that involved, amongst other things, standing on a set of scales that basically sent a current through my body to pick up certain key pieces of data. There was some surprising results physically but actually it was my mind and certain stresses and strains picked up in discussion with Tyler that were perhaps most enlightening. I was given some tremendous advice by Tyler which I am following up on.

In respect of the above and the assistance I received I would like to ask the Executive Member as to how far and wide the information, re the Wellbeing Services available for our residents, is being promoted across the District and how effective the promotion is in his opinion?

Finally I am more than happy to assist the Executive member in promoting the services on offer.

## **Response from Councillor Simmons**

The council was told that the team worked extremely hard on making the issue of the making the health of Adur's communities better. When Public health became the responsibility of local authorities the Councils set up the Health and Wellbeing Hub under which Health MOT's sat. Health MOTs sat tightly with work undergone concerning social prescribing. The MOT's gave the Council an opportunity to use interactions to point them in other directions to better health outcomes. The scheme was very effective and was promoted through the Councils' website, presentations had been given to other local organisations and work had been undertaken to target businesses on industrial estates. The service would welcome greater engagement with the scheme from both councillors and members of the public to further promote the health of the community.

## **3. Question from Councillor Balfe to the the Executive Member for Customer Services**

Following on from the Prime Minister's announcement that she is scrapping the borrowing cap for councils to build new homes, sixty local authority leaders across the country have publicly pledged an immediate drive to build thousands more council homes.

How big an effect do they anticipate this making on our plans for new social housing in Adur? And when?

### **Response from Councillor Albury**

The Council was told that after the lifting of the debt cap and the barrier to borrowing the HRA would be looking at borrowing at every chance it could get. However, the Council when borrowing, needed to think of the current building stock as well as any new stock being built and the ability to service said borrowing. The Council had already established a four year new development plan which included Albion Street, Cecil Norris House and 101 High Street. The council had also to invest in its existing stock and needed investment as highlighted by the stock condition survey. Albion Street and Cecil Norris developments were due for completion in the autumn of 2020 and conversion of 101 high street in Lancing had already been secured through Planning. Looking forward the opportunity to deliver new homes would depend on two things, affordability of any new development and its constraint on the HRA and the identification of new opportunities to identify new homes. A review of strategic assets was currently being undertaken called 'hidden homes' which will be used to inform the development of the new build programme over the next three to five years and it will be in this context that we can review how the next phase of development is funded.

Answering a supplementary question the Executive Member explained how a recent project had been funded and how the 'hidden homes' project would identify sites for future projects.

### **4. Question from Councillor Cowen to the the Executive Member for Customer Services**

Please could you indicate the status of Cecil Norris House in respect of the 12 previous sheltered housing residents who under the conditions of transfer were given the option to return. When will notification letters be sent to the previous tenants?

### **Response from Councillor Albury**

The Executive Member reported that this was still the case although as he understood it, of those asked most did not want to return. He expected formal letters to go out once proposals for the site are confirmed (post planning) and development timeline has been agreed.

Responding to a supplementary question the Executive member relayed that rent levels had yet to be considered given that the building had not yet been built, however former residents had tenancies that would be honoured.

## **5. Question from Councillor Arnold to the Executive Member for Regeneration**

Business rates is a key income stream for us. Local retailers are struggling in our local high streets (with profits of surrounding stores in Shoreham's Brunswick Road have dropped 50% since the Post Office move) as well as online competition. In Monday's budget the Chancellor announced £900m of immediate business rates relief for small retailers.

What share of this sum will Adur receive, how will you identify priorities and how will Lancing High Street & Shoreham's Brunswick Road benefit (in combination with other measures to revive the high street)?

### **Response of Councillor Boggis**

The Executive Member told the Council that there were a number of measures designed to support local business announced as part of the budget. Most of those would come into effect from the 1st April 2019: Business rate bills would be cut by one-third for retailers, retailers including shops, cafes and restaurants in England properties with a rateable value below £51,000. 100 per cent business rates relief for all public lavatories would be introduced from 2020/21. The government would continue the £1,500 business rates discount for office space occupied by local newspapers in 2019/20.

The Council would be fully compensated for the loss of income as a result of those business rates measures via a grant. As of 1 October 2018 year 433 properties described as 'Shops and Premises'. 263 had a rateable value of £12,000 or less meaning that they currently received 100% SBRR. This would mean the potential of a further 170 properties reducing their Business Rate Bills. However, it was understood the new relief would be subject to "State Aid Rules" which means that businesses with multiple shops across the country are unlikely to qualify.

## **6. Question from Councillor O'Connor to the Executive Member for Wellbeing**

The Adur & Worthing Councils Public Health Strategy 2018-2021, is headed, 'Start Well, Live Well, Age Well', a statement we would all agree with.

I'm sure the councillor agrees that we must do everything we can to help children and young people. I'm sure the councillor would also agree that it is quite disgraceful that 'period poverty' is affecting girls in this area.

Recent articles produced have suggested that girls are more absent from school than boys for “other reasons” . In addition :

When asked: Have you ever had to use any of the following as an alternative to sanitary wear (e.g. tampons, pads etc.) because you were struggling to afford it? The results were: 35% had been forced to use toilet roll, 4% had used socks, 2% used newspaper, 35% said had been forced to use makeshift period products because they had struggled to afford sanitary wear, 8% of girls said they or their family had had to prioritise paying for things like food, utility bills and medicine over sanitary products because they couldn't afford to pay for both. 23% of girls said they had used a sanitary product for longer than its intended use time because they couldn't afford to replace it or use a fresh one. We must ensure our girls are not disadvantaged or stigmatized.

To this end, can the Executive Member confirm that he will positively engage with relevant organisations seeking to protect girls from period poverty: and that he will implement any necessary solutions following those discussions.

### **Response from Councillor David Simmons**

The Executive Member responded by explaining the Council's involvement in the Red Box project. Collection boxes had been placed in Council premises. Members were also informed that public donation boxes were also used in supermarkets. The Sir Robert Woodard Academy was involved with the scheme which sought to ensure that students who products could be provided for free to students who needed them. He also told members about other local schools who were involved with the scheme or who were applying to be involved.

In responding to a supplementary question in which a report on further consultation on the issue was requested the Executive Member spoke about the need to advertise and grow the current scheme.

The Chairman declared the meeting closed at 8.03pm, it having commenced at 7.00pm.

Chairman