

**Minutes of a Meeting of the Joint Strategic Committee of
Adur District and Worthing Borough Councils**

Gordon Room, Town Hall, Worthing

Tuesday 10 October 2017

Councillor Daniel Humphreys (Chairman)

Adur District Council:

Councillor Neil Parkin
Councillor Angus Dunn
Councillor Brian Boggis
Councillor Emma Evans
Councillor Carson Albury
Councillor David Simmons

Worthing Borough Council:

Councillor Kevin Jenkins
Councillor Edward Crouch
Councillor Diane Guest
Councillor Heather Mercer
Councillor Val Turner

*Absent

Other Members Present

Adur District Council:- Councillor Stephen Chipp

Worthing Borough Council:- Councillors Rebecca Cooper, Hazel Thorpe and Bryan Turner

JSC/042/17-18 Declarations of Interest

Councillors Edward Crouch and Heather Mercer declared pecuniary interests in Item 9 as private landlords.

JSC/043/17-18 Minutes

Resolved that the minutes from the Joint Strategic Committee meeting held on 12 September, be approved as an accurate record and signed by the Chairman.

JSC/044/17-18 Public Question Time

A Worthing resident raised concerns regarding the cost of leisure activities for 13 to 18 year olds and asked what action the Council was taking to make services more accessible to young people.

Councillor Daniel Humphreys, Leader of Worthing Borough Council, highlighted the benefits of Family Membership of South Downs Leisure (SDL) and encouraged young people to consider participation on the Board of Trustees.

JSC/045/17-18 Items Raised Under Urgency Provisions

There were no items raised under urgency provisions.

JSC/046/17-18 Chairman's Announcement

The Chairman announced a change in the order of the agenda declaring that Item 10 - Joint Overview & Scrutiny Committee - Youth Engagement Review would be considered as the next item of business.

JSC/047/17-18 Joint Overview & Scrutiny Committee - Youth Engagement Review

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 10.

Councillor Stephen Chipp, Chairman of the Joint Overview & Scrutiny Committee, presented a report which requested the Joint Strategic Committee receive and note the findings and recommendations of the Youth Engagement Working Group set up by the Joint Overview and Scrutiny Committee. The Working Group had recently concluded its work and a copy of their report was attached as an appendix.

It was proposed that a further follow up report would be presented to the Committee in January 2018 from the Director for Communities on the issues / recommendations and any financial / legal considerations for each recommendation. This would then enable the Committee to provide a formal response from the Executives to the Scrutiny proposals.

Members welcomed the report whilst acknowledging the importance of listening to young people and their involvement in the future planning of Adur and Worthing.

The Committee thanked members of the Youth Council for their contribution to this work.

Decision,

That the Joint Strategic Committee:-

- noted the report, findings and recommendations from the Joint Overview and Scrutiny Committee and Scrutiny Youth Engagement Working Group;
- agreed to receive a further follow up report in January 2018, from the Director for Communities, on the issues / recommendations and any financial / legal considerations for each recommendation contained in the Scrutiny report to assist the Executive in providing a formal response to the Joint Overview and Scrutiny Committee.

Call In:

The call-in deadline for decisions will be 5.00pm on 20 October 2017.

JSC/048/17-18 100% Business Rate Retention

Before the Committee was a report by the Director for Customer Service, 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.

During the current financial year the government had trialled 100% rate retention schemes in unitary council areas, as a precursor to fulfilling a policy intention to fully localise business rates. On 2 September 2017 the Department of Communities and Local Government (DCLG) invited further bids for pilot areas, this time specifically encouraging bids from two tier and rural authorities.

Councils wishing to be considered for pilot status in 2018-19 had to submit their bids to DCLG by 27 October 2017. It was likely that there would be a competitive process and not all bids would be successful. DCLG intended to announce the outcome of the bidding process in December 2017.

The report requested delegated authority to bid in line with the timescales set out by DCLG. The West Sussex finance officers had already commenced preparatory work, which would be reviewed by the chief executives.

The Committee noted that a successful bid should generate additional revenue for the West Sussex authorities, and would help local government shape the future roll out of fully localised business rates.

A Member questioned the effect a downturn would have following Brexit. Officers advised that this was a one year pilot only and the Councils already had a contingency built up in the current pool, a risk sum totalling £2m. Risk management would form part of the new pool with a combined risk sum totalling £21m. The DCLG had provided strict guidance that this money could only be spent on economic regeneration.

A number of Members expressed support for the proposals.

Decision:

The Joint Strategic Committee delegated authority to the Chief Executive and Chief Financial Officer, following consultation with the Executive Members for Resources, to determine whether to submit a bid to the Department of Communities and Local Government (DCLG) for Adur District Council and Worthing Borough Council to take part in the 2018-19 pilot for 100% business rate retention.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

JSC/049/17-18 Our growing regional economy - the Greater Brighton Economic Board

Before the Committee was a report from 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 6.

The report provided the Committee with an update on benefits Adur and Worthing had gained from the Councils' membership of the Greater Brighton Economic Board, which included:

- Securing £150m of Growth Deal funding held by the Coast to Capital Local Enterprise Partnership (Adur and Worthing Councils had secured £28.2m to support a number of projects);
- advocating for local infrastructure issues at regional and national level;
- promoting economic development as part of the City Region.

The report requested the Committee recommend, to meetings of Adur and Worthing full Councils, that Crawley Borough Council join the membership of the Economic Board. It was noted that this expansion of the membership, to include Gatwick Airport, would further strengthen the Board's position as a voice for economic development, advocating for the City Region locally, nationally and internationally.

Decision,

The Joint Strategic Committee:-

- noted the contents of the report and the ongoing benefits gained from Adur and Worthing Councils membership of the Greater Brighton Economic Board;
- recommended that Adur District Council, and Worthing Borough Council respectively ratify Crawley Borough Council's membership of the Greater Brighton Economic Joint Committee (which meets with the Greater Brighton Business Partnership as the Greater Brighton Economic Board), subject to the decision of other constituent authorities, and delegated authority to the Solicitor to the Councils to make consequential changes to the Joint Committee Agreement and the Councils' Constitutions;
- noted that Gatwick Airport was a new member of the Greater Brighton Business Partnership.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

There is no call-in for recommendations to Council.

JSC/050/17-18 Annual Treasury Management Report 2016/17 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 the Committee to note the Treasury Management performance of Adur and Worthing Councils for 2016/17 as required by regulations issued under the Local Government Act 2003.

Members were also asked to note that Worthing Borough Council was in breach of its counterparty limit with Lloyds Bank from 1 to 4 September 2017 (over a weekend). The Councils' Treasury Management Strategy Statement permitted a maximum balance of £4m with Lloyds, but £5,807,500 was received after 3pm on 1 September in respect of the sale of the Aquarena site. £3m was transferred to another bank used for liquidity, but it was too late in the day to transfer the balance to the money market funds.

The Committee noted that there was no loss of Council funds due to the breach, but it was necessary to report the issue to Members.

Decision,

The Joint Strategic Committee noted the contents of the report and the temporary breach of the Lloyds Bank counterparty limit.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

JSC/051/17-18 West Sussex Waste Management Memorandum of Understanding

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 8.

The report sought approval for the refreshed and updated Memorandum of Understanding between the various stakeholders responsible for delivering waste management services in West Sussex. The stakeholders included all Waste Collection Authorities, the Waste Disposal Authority and Contractors. The MoU documents had been significantly refreshed to take account of changing circumstances and technological changes since the original MoU was approved in 2005.

The MoU was not a legally binding document but outlined how the relationships between the stakeholders worked in practical terms. The MoU provided a set of guidelines that managed various aspects of waste services including facilities opening times, financial and governance arrangements and areas of common interest such as waste education. It

would also be used as the starting point for a refreshed waste strategy document which was due to be published in 2018.

The report also sought agreement to delegate the annually approved figures under the new MoU, as set out in the recommendation. The approach had already been endorsed by Council Portfolio Holders at the West Sussex Inter Authority Waste Group.

A number of Members expressed their support for the continuation of weekly bin collections in Adur and Worthing and praised the team for doing a fantastic job.

Decision,

The Joint Strategic Committee:-

- approved the revised and refreshed Memorandum of Understanding (MoU);
- delegated approval of the annual income distribution under the MoU which arose as a result of the fluctuations detailed in schedule 6, to the Head of Waste Management and Cleansing Services in consultation with the Chief Finance Officer and the Executive Members for the Environment and Resources.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

*** At 7.17pm Councillors Edward Crouch and Heather Mercer left the meeting for the consideration of Item 9.*

JSC/052/17-18 Private Sector Housing Enforcement Policy - update for new legislation

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 9.

The report asked the Joint Strategic Committee to approve the adoption of a revised Private Sector Housing Enforcement Policy, which enabled the Council to use two new measures introduced by the Housing and Planning Act 2016, namely civil penalties and extended rent repayment orders.

The Committee noted that adoption of the policy, would allow the Councils to retain income received from civil penalties or rent repayment orders provided that it was used to further their statutory functions in relation to enforcement activities covering the private rented sector.

Members stated their support for the proposals which, it was anticipated, would provide a more robust approach being adopted and encourage greater responsibility. It was also suggested that the increased size of penalties would provide a greater deterrent.

Decision,

That the Joint Strategic Committee:-

1. approved the draft enforcement policy;
2. noted that the draft policy would be put out for consultation for 6 weeks after approval;
3. delegated authority to the Private Sector Housing Manager, in consultation with the Adur Executive Member for Customers Services and the Leader of Worthing, to make minor and/or inconsequential changes to the policy arising from the consultation process;
4. noted that, subject to the outcomes of consultation, the final Enforcement Policy was scheduled to be published and operational from 1 December 2017, and would be reviewed every three years subject to any further changes to the legislation or guidance.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

JSC/053/17-18 Proposed Submission Shoreham Harbour Joint Area Action Plan

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Joint Strategic Committee Members prior to the meeting. A copy of which is attached to the signed copy of these Minutes as Item 11.

The report sought consideration of the Proposed Submission Shoreham Harbour Joint Area Action Plan (JAAP), along with its supporting documents. Members were asked to take account of the comments from the Adur Planning Committee and the Joint Strategic Committee was asked to recommend that Adur District Council approve the publication of the JAAP for six weeks, and submission to the Secretary of State for independent examination.

Members noted that the JAAP formed part of the development plan for both Adur and Brighton & Hove. The JAAP built upon and complemented the Adur Local Plan (currently at examination stage), and Brighton & Hove City Plan Part One (adopted 2016). The Proposed Submission Shoreham Harbour Joint Area Action Plan was attached as Appendix 1. A summary of the amendments to the revised draft plan was attached as Appendix 2. The Sustainability Appraisal and its non-technical summary were attached as Appendices 3 and 4.

Decision,

The Joint Strategic Committee:-

- noted the contents of the report, including the comments of the Planning Committee of 18 September 2017, the Proposed Submission Shoreham Harbour Joint Area Action Plan and Sustainability Appraisal; and
- recommended that Adur District Council, sitting on 2 November 2017, agree to the publication and submission of the plan.

Call In:

There is no call-in for recommendations to Council.

*** At 7.34pm Councillors Neil Parkin, Angus Dunn, Brian Boggis, Emma Evans and David Simmonds left the meeting prior to consideration of Items 12 in accordance with the Joint Committee Agreement.*

JSC/054/17-18 Health Related Development on Worthing Town Hall Car Park

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Joint Strategic Committee Members prior to the meeting. A copy of which is attached to the signed copy of these Minutes as Item 12.

The report sought agreement for Officers to continue negotiations and feasibility work in partnership with various local NHS delivery organisations, the Coastal West Sussex Coastal Clinical Commissioning Group (CCG) to allow for a future integrated healthcare development on part the Worthing Town Hall Car park site. The development provided an opportunity for the delivery of a new integrated healthcare model involving primary care facilities, community care services, mental health, health and wellbeing services, and office space for the use of Coastal West Sussex CCG.

A preferred approach to delivering the proposal was recommended to the Committee and was based on securing sign up from partner organisations to a development agreement, securing planning permission and confirming the detailed business case.

The report also sought confirmation of guiding commercial principles as the way forward to develop the site and as a basis for ongoing negotiations with NHS partners; and requested funding to support the project through to the submission of a planning application.

A Member raised concerns regarding the impact the proposal would have on parking. It was noted that parking would be considered as part of the parking strategy for the town.

Members acknowledged that existing GP provision was challenging, often delivered from buildings that were not fit for purpose. This proposal provided an opportunity to dramatically improve health provision in Worthing.

Decision,

The Joint Strategic Committee:-

- noted the contents of the feasibility study contained as part of this agenda and agreed it as a basis for continuing negotiations with NHS partner organisations to develop the Town Hall car park;
- noted the key financial information for the development project outlined in section 7 and agreed to the guiding commercial principles for the project contained in section 4 of the report;
- approved the use of the remaining £64,343 of One Public Estate money to support further detailed work to prepare schedules of accommodation and the preparation of a Development Agreement for partner organisations as set out in paragraph 5.4 of the report;
- delegated authority to the Head of Planning and Development, in consultation with the Executive Member for Regeneration, to continue and conclude negotiations and enter into a Development Agreement on behalf of Worthing Borough Council;
- agreed (subject to the above Development Agreement), to recommend to Worthing Borough Council to amend the 2017/18 Capital Programme by £262,000, funded by prudential borrowing, to fund the necessary studies outlined in paragraphs 5.5 and 5.6 of the report, subject to NHS partners committing to the project via a Development Agreement and underwriting the cost of the studies if they should chose to withdraw from the project;
- agreed (subject to a viable business case being achieved), that a report on the final proposed scheme be brought to the Joint Strategic Committee for consideration and to recommend Worthing Borough Council to add the scheme to the Capital Programme for 2018/19 and 2019/20.

Call In:

The call-in deadline for this decision will be 5.00pm on 20 October 2017.

There is no call-in for recommendations to Council.

The meeting was declared closed by the Chairman at 7.47pm, having commenced at 6.30pm.

Chairman