

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

**QEII Room, Shoreham Centre, Shoreham-by-Sea**

**Thursday 1 February 2018**

Councillor Neil Parkin (Chairman)

**Adur District Council:**

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

**Worthing Borough Council:**

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

\*Absent

**Other Members Present**

Worthing Borough Council:- Councillors Rebecca Cooper and Paul Westover

**JSC/085/17-18      Declarations of Interest**

There were no declarations of interest.

**JSC/086/17-18      Minutes**

**Resolved** that the minutes from the Joint Strategic Committee meeting held on 9 January 2018, be approved as an accurate record and signed by the Chairman.

**JSC/087/17-18      Public Question Time**

There were no public questions.

**JSC/088/17-18      Items Raised Under Urgency Provisions**

There were no items raised under urgency provisions.

**JSC/089/17-18      Revenue Budget Estimates for 2018/19**

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

- the final revenue estimates for 2018/19 including any adjustments arising from settlement;
- an updated outline 5-year forecast.

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

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

The budget was analysed by Executive Member portfolio. In addition, the draft estimates for 2018/19 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 do not impact either on the Budget Requirement or the Council Tax Requirement).

The Committee noted that the respective Adur and Worthing 2018/19 Estimates and Council Tax setting reports were due to be considered by the Worthing Executive on Monday 5 February 2018 and the Adur Executive on Tuesday 6 February 2018. Both the Estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

The report included the following appendices:-

- (i) Appendix 1 - 5 year forecast for the Joint Strategic Committee
- (ii) Appendix 2 - Proposals for investment in services
- (iii) Appendix 3 - Summary of Executive Member Portfolio budgets for 2018/19

A Member sought clarification regarding 'additional capacity for the Major Projects Team' and where this would be directed. Officers advised that there would be no reduction in capacity to support projects in Adur.

It was noted that the Head of Major Projects post would be instrumental in the delivery of major projects and key infrastructure, with the majority of work being undertaken on Worthing sites. Therefore, it was proposed that the post be funded as follows:-

- Adur District Council - £3,440;
- Worthing Borough Council - £65,310.

## **Decision,**

The Joint Strategic Committee

- (a) considered and approved the proposals to invest in services outlined in Appendix 2;
- (b) agreed to the proposed 2018/19 budget detailed in Appendix 3, subject to any growth proposals approved by members.

**Call In:**

The call-in deadline for decisions will be 5.00pm on 13 February 2018.

**JSC/090/17-18      Joint Treasury Management Strategy Statement and Annual Investment Strategy 2018/19 to 2020/21, 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 6.

The report asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2018/19 to 2020/21 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

The Committee was advised that at the Joint Governance Committee meeting held on the 30 January 2018, Members identified that the Treasury Management Strategy Statement should cover the Councils capital investment in property as well as financial investments.

Members noted that the new CIPFA and Treasury Codes were intended to ensure that Councils had a clear understanding of the financial implications of capital spending plans, borrowing and the risks involved. The codes reinforced effective financial planning, option appraisal, strong governance and risk management all supporting good decision making. As a result, a more detailed Capital Strategy would be required, the contents of which were set out in Appendix C. Moving forwards, treasury reports would contain more information about non treasury investment, such as the purchase of property.

To assist with understanding these changes, training for Members had been arranged with the Councils treasury advisers on 19 June 2018.

**Decision:**

The Joint Strategic Committee:-

- (i) approved and adopted the Treasury Management Strategy Statement and Annual Investment Strategy for 2018/19 to 2020/21, incorporating the Prudential Indicators and Limits, and Minimum Revenue Provision (MRP) Statements;
- (ii) recommended the Prudential Indicators and Limits, and MRP Statements for approval by Worthing Borough Council at its meeting on 20 February 2018, and by Adur District Council at its meeting on 22 February 2018.

**Call In:**

The call-in deadline for decision (i) will be 5.00pm on 13 February 2018.

There is no call-in for recommendations to Council, decision (ii).

*\*\* At 6.43pm Councillors Brian Boggis, Angus Dunn, Emma Evans and David Simmons left the meeting prior to consideration of Item 7 in accordance with the Joint Committee Agreement.*

## **JSC/091/17-18      Community Infrastructure Levy - Governance Arrangements**

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 7.

The Committee were advised that Worthing Borough Council had introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that was needed to support growth. The Council had adopted its Charging Schedule for CIL in February 2015 and implementation of the levy commenced in October 2015. The Council now had an overarching responsibility for the allocation of CIL monies and reporting the amount of money collected and spent.

It was noted that although the issue of CIL governance had been considered at a high level in previous reports, it was now the right time for the Council to establish a clear CIL Governance structure to oversee the collection, auditing and spending of CIL monies.

The report proposed the key governance arrangements for the delivery of infrastructure through CIL. It then summarised some of the additional issues that would be resolved once those mechanisms were in place. The protocols proposed would ensure that CIL was managed in an open way and in accordance with the CIL regulations.

The Committee noted that the Countywide Health & Wellbeing Board had recently received a paper about development across West Sussex and its impact on a variety of health issues, particularly community pharmacy. It was suggested that community pharmacy be considered alongside other healthcare facilities under the Regulation 123 list.

### **Decision,**

The Joint Strategic Committee

- i) agreed to the broad principles set out in the report for future CIL governance arrangements,
- ii) agreed to establish a Joint Officer Member Board, as set out in paragraph 2.6;
- iii) agreed the timeline and process of the preparation of the Infrastructure Business Plan as set out in Appendix 2; and
- iii) agreed that 5% of CIL collected should be ring fenced to pay for administering the collection and monitoring of CIL spend.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 13 February 2018.

## **JSC/092/17-18      Costume Research Centre - Museum Proposal**

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 8.

The report proposed to kick start the museum development by completing works on the Costume Research Centre at the Museum, allowing the nationally significant collection to be moved to the new location on the ground floor, making it accessible to TV and film companies, fashion houses, historic researchers, students of costume and fashion. This would enable the development of a new income stream for the Museum.

The Committee was informed that this key element of the Museum's development would demonstrate a commitment to the larger project and increase the success of external funding bids to trusts.

This was one of the first external funding bids to the Clore Foundation and if successful, works could begin in the summer 2018.

Members expressed support for the proposals.

### **Decision,**

The Joint Strategic Committee

- i) approved the release of £50,000 from the Leisure Lottery and other Partnerships Reserve to enable the Costume Research Centre to be completed in the next six months and amend the capital programme accordingly;
- ii) noted that this will establish a new element of work for the museum giving the team the ability to respond positively to the many requests for access to the collection creating unique opportunities for students and a new income stream from the commercial bookings.
- iii) Note that having the space refurbished prior to the main building works will give a space for talks, workshops and consultation when the majority of the building is potentially closed between September 2019 - July 2020.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 13 February 2018.

## **JSC/093/17-18      Exclusion of the Press and Public**

The Committee was advised that in the opinion of the Proper Officer, the press and public should be excluded from the meeting for consideration of the remaining item of business.

## **Resolved,**

'that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 3 of Schedule 12A to the Act indicated against the item'

### **JSC/094/17-18      Shoreham Airport**

Before the Committee was an exempt 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 concerned the lease of Shoreham Airport, the freehold of which was owned jointly by Worthing Borough Council (one third) and Brighton & Hove City Council (two thirds).

Revised Heads of Terms were tabled for the Committee's consideration.

The Committee were advised that recommendation 2.3 should be amended to read 'in consultation with the Leader of Worthing Borough Council' rather than 'in consultation with the Leaders of Adur and Worthing Councils'.

## **Decision,**

The Joint Strategic Committee

- 2.1 agreed in principle to the grant of four new 350 year head leases as detailed on the Plan at Appendix 1 in return for:
  - 2.1.1 the payment of the outstanding deferred consideration owed;
  - 2.1.2 the payment of a lease premium to be apportioned across the four new leases (value to be determined by an external valuer);
  - 2.1.3 change of uses and other terms altered as per the heads of terms;
- 2.2 noted that a joint external valuation of the above premium for the proposed lease structures is being commissioned with Brighton & Hove City Council and that the outcome of this will inform the final premium agreed;
- 2.3 delegated agreement of the detailed lease terms and all other steps necessary to enable the proposals outlined in this report to proceed to the Director for the Economy in consultation with the Leader of Worthing Borough Council.

*Councillors Carson Albury and Neil Parkin both abstained from the vote.*

**Call In:**

The call-in deadline for this decision will be 5.00pm on 13 February 2018.

The meeting was declared closed by the Chairman at 7.30pm, having commenced at 6.30pm.

**Chairman**