

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

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

**Tuesday 6 November 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 Heather Mercer  
Councillor Elizabeth Sparkes  
Councillor Val Turner

\*Absent

**Other Members Present**

Adur District Council:- Councillors Les Alden, Lee Cowen and Joss Loader

Worthing Borough Council:- Councillors Charles James, Margaret Howard, Louise Murphy and Bryan Turner

**JSC/048/18-19      Declarations of Interest**

Councillor Elizabeth Sparkes declared a personal interest as a Member of West Sussex County Council.

**JSC/049/18-19      Minutes**

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

**JSC/050/18-19      Public Question Time**

There were no questions received from the public.

**JSC/051/18-19      Items Raised Under Urgency Provisions**

There were no items raised under urgency provisions.

## **JSC/052/18-19      2nd Revenue Budget Monitoring 2018/19 (Q2)**

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 updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the financial year 2018/19, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at the 30 September 2018, the forecast position would reflect the latest information available to ensure an up-to-date forecast was presented.

Members were informed that the current year-end forecasts indicated that Adur would underspend by £184,000 and Worthing would underspend by £745,000. It was noted that sitting behind the underspends was a significant change in the Councils Business Rate forecasts. This was mainly to do with an upswing in the amount of reliefs we are awarding through the Business Rate System for which the Councils get reimbursed in the current financial year. However, the costs of those reliefs was not felt by the Councils until the following financial year. Officers would be recommending at the year end that the underspends be set aside into the Business Rate Smoothing Reserve to manage future risks against this rather important budget life.

The Committee challenged the Net (Surplus) / Deficit figures in paragraph 4.11.1. Officers advised that the original estimate for 2018/19 was a deficit of £734,570 and the projected outturn for 2018/19 was a deficit of £901,214 to be funded from reserves.

A Member asked a question about Revenues and Benefits outlined in paragraph 14.7.7, specifically, were national insurance numbers used as part of the enhanced data received. Officers advised that national insurance numbers were held within benefit records but not against council tax records. Therefore, if the Councils were pursuing an unpaid council tax debt, officers would check benefits records to see whether they could set up an attachment to earnings or attachment to benefits.

The predicted shortfall in Building Control income for Adur and Worthing was highlighted and a Member asked how the Councils charges compared with outside inspectors and what steps would be used to address the shortfall. Officers advised that a review of fees and charges was being conducted and it was noted that neighbouring local authorities did actually charge more. Therefore, it was about the quality of the offer that the Councils were making compared to other local authorities, not just compared to the private sector. A loss in income had been budgeted for in order to provide time for the service to recover.

### **Decision:**

The Joint Strategic Committee noted the report and projected outturn position for the Joint Strategic Committee, Adur District Council and Worthing Borough Council against the approved revenue budgets and proposed use of reserves (Appendix 1b and 2b).

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.

**JSC/053/18-19      2nd Capital Investment Programme and Projects Monitoring  
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 6.

The report updated the Joint Strategic Committee on the progress made on the 2018/19 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

The Committee questioned whether the £1m reprofiled budget for Teville Gate MSCP - Creation of a surface car park was correct. Officers advised that it was the correct figure but stressed that it was the money set aside, not necessarily the amount the Council would spend. It was also noted that the overall budget was for both the demolition and the surface car park with demolition being the larger cost. It was noted that the cost of demolition was significantly lower than had been budgeted for.

A Member requested an update regarding the installation of a surface car park at Teville Gate and the wider development. The Executive Member for Regeneration advised the tender process for appointing a contractor was underway and that the timelines for delivery will be dependent on the contracts that come back. The anticipated cost of the surface car park was nearer £400k.

**Decision,**

The Joint Strategic Committee

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

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 8.1.1 and Appendix 3;
- ii) approved the increase of £50,000 in the Adur Homes Budget for Phase 2 of the Housing Repairs System funded from the reallocation of budgets in the overall Adur Homes 2018/19 Capital Investment Programme as advised in paragraph 8.1.2 i);
- iii) approved the virement of £14,680 from the 2018/19 Capital Investment Programme Contingency Budget to the Condition Surveys Budget as advised in paragraph 8.1.2 ii).

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

- i) noted the reprofiling of the Worthing Borough Council capital schemes as advised in paragraphs 8.2.1 and Appendix 4;

- ii) approved the virement from the budget for the Crematorium resiting of the car park attendant's kiosk to the Crematorium Improvement Scheme Phase 1 as detailed in paragraph 8.2.2 i).

**Call In:**

The call-in deadline for these decisions will be 5.00pm on 16 November 2018.

**JSC/054/18-19 Council Tax Support - the impact of the 2018/19 schemes plus public consultation questions to be used in respect of the 2019/20 schemes**

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 contained an analysis of the cost of the 2018/19 Council Tax Support schemes and provided details about the proposed questions to be included in the public consultation in respect of the 2019/20 schemes, specifically whether

- a) Adur should introduce and Worthing should retain the £5.00 weekly restriction
- b) Both Councils should continue to align the rules for Council Tax Support with the rules for Housing Benefit

Members suggested that the reading age of the consultation document (appendix 2) was too high and that Q1 should be reworded so that the Adur questionnaire only asks whether the respondent lives, works or runs a business in Adur and that the Worthing questionnaire only asks whether the respondent lives, works or runs a business in Worthing. Officers agreed to revise the wording of the consultation questionnaires in consultation with the Executive Members for Customer Services.

The Committee also requested that the word 'restriction' be replaced with 'contribution' in the WBC Council Tax Support Scheme 2019/20 Consultation Questionnaire (appendix 2, page 61).

**Decision,**

The Joint Strategic Committee:-

- (i) noted the content of the report;
- (ii) agreed that the proposed questions shown in appendices one and two, as amended, should form the basis of the public consultation to be conducted in respect of the schemes for 2019/20 for
  - a) Adur District Council
  - b) Worthing Borough Council
- (iii) delegated authority to the Head of Revenues & Benefits in consultation with the respective Executive Members for Customer Service to refine the consultation questions if required.

## **Call In:**

The call-in deadline for these decisions will be 5.00pm on 16 November 2018.

### **JSC/055/18-19 Stewarding our Environment Framework**

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 sought approval for a new environmental framework representing the extensive activity being delivered by the councils. Much of the activity was delivered through Platforms for our Places, under Platform 3: Stewarding our Natural Resources.

The framework set out the substantial and ambitious sustainability work being delivered by the councils in collaboration with partners and demonstrated how the councils were putting their house in order, providing leadership, promoting and increasing the visibility of the work and providing a promotional tool for attracting further collaboration and funding.

Consideration was given to the key milestones related to actions outlined in paragraph 3.7 of the report including:-

1. Achieving 'excellent' bathing water quality in Worthing by December 2019

Members noted that Shoreham Beach had already been rated as excellent and a large project was underway with Southern Water to improve bathing water quality in Worthing.

2. Launching the 'easit' discount travel scheme to businesses and staff in March 2019

The Committee noted that Worthing Hospital was currently affiliated to a travel scheme but had indicated that it would switch to the proposed 'easit' Adur and Worthing scheme once established.

Members expressed their support for the proposals as they would make Adur and Worthing better places.

## **Resolved,**

That the Joint Strategic Committee

- approved the adoption of the new Environmental Framework for Adur & Worthing Councils; and
- approved commitment to the three pledges referred to in the new framework:
  - 1) the government's '2020 Emissions Reduction Pledge';
  - 2) the '100% Clean Energy by 2050' Pledge (UK100 Cities); and
  - 3) the 'Plastic Free Council' Pledge (Surfers Against Sewage).

**Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.

**JSC/056/18-19      Update on Digital Strategy: Delivering Better Outcomes For Our Communities**

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 9.

The report updated the Committee on the implementation of the Council's Digital Strategy, summarising the outcomes that were being delivered, and setting out the priorities for the next two years.

Members welcomed the excellent work highlighted in the report and thanked the officers involved. The Committee acknowledged the delivery of a number of radical solutions which had improved the customer experience when accessing Council services whilst saving a considerable sum of money.

**Resolved,**

That the Joint Strategic Committee noted the contents of the report.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.

**JSC/057/18-19      Draft Response - JOSC Review of Consultations**

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.

The report provided a draft response to the Joint Overview and Scrutiny Committee (JOSC) review of consultations. Alongside this, the report provided an update on the Councils progress to develop new principles to guide engagement with their partners and communities.

Overall, it was recommended that the work of JOSC should be welcomed by the Joint Strategic Committee and to recognise that it would feed into the ongoing work to develop a set of engagement principles as committed to in Platforms for our Places.

JOSC made a total of five recommendations and the Joint Strategic Committee was asked to make a determination in relation to each recommendation.

## **Resolved,**

That the Joint Strategic Committee

- i) agreed the proposed responses to the Joint Overview and Scrutiny Committees recommendations on consultations, as detailed in Attachment A of the report;
- ii) noted that the Joint Overview and Scrutiny Committee report would feed into developing the engagement principles committed to under Platforms for our Places.

## **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.

### **JSC/058/18-19      Environmental Services for the Future**

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 11.

The report detailed a proposal for both Councils to introduce an alternate weekly collection service for residents refuse and recycling bins, commencing in September 2019 across the District and Borough.

The case for this proposal was made by outlining a number of issues, and factors that both Councils would need to take into account including:

- The legislative requirement for both Councils to improve their recycling rates from the present % rate, to achieve the European Waste Framework Directive target to recycle 50% by 2020.
- The positive impact that alternate weekly collections had delivered for other Local Authorities who operated this collection system. Such change had supported significant changes in the way that households managed their waste with all areas reporting a reduction in the amount of residual waste per household, as well as an increase in the proportion of waste that was recycled.
- The surge in community interest and involvement in environmental issues, that support the Councils ambitions to drive a sustainability agenda and be effective stewards of our natural resources.

The report also provided information on how this proposal helped contribute to delivering objectives under each area as laid out in the Councils' strategic plan 'Platforms for our Places'.

During debate of the item, Members consider a number of key points, including:-

- how the proposals would impact on residents living in flats;
- what the Councils could do to encourage people to recycle food waste themselves;

- the impact the proposals would have on the number of refuse vehicle movements across Adur and Worthing;
- the impact on waste collection personnel; and
- how the Councils could help residents increase recycling rates.

Officers advised the Committee that the Councils:-

- would maintain weekly collections for buildings of multiple occupation, such as flats;
- deliver an extensive communications campaign to encourage more composting, better meal planning and educate in regards to recycling;
- would learn from the work of other local authorities who had already switched to alternate weekly collection services;
- deliver fuel savings as a result of fewer vehicle movements and by looking to optimise routes;
- did not anticipate needing to make any redundancies as a result of the proposals, during the period for implementation (from September 2019 onwards), due to the number of natural vacancies, a lesser reliance on agency staff and through redeployment opportunities; and
- would not need to put forward proposals for additional vehicles to meet the growing demand for collections resulting from new developments.

A Member questioned whether it was necessary for the Councils to charge households £20 when they applied for larger bins due to medical need. The Leader of the Worthing Borough Council agreed to look again at this aspect of the proposal.

The Committee expressed support for the proposals for the reasons outlined in table 2, paragraph 4.2 of the report.

### **Resolved,**

That the Joint Strategic Committee

1. approved the introduction of an alternate weekly collection service of household refuse and recycling, commencing in September 2019. This will involve an operational redesign of services to be led by the Head of Environmental Services, supported by other departments as required;
2. approved the delivery of an extensive communication campaign in the lead up to and during implementation to be reviewed at an appropriate time;
3. delegated authority be given to the Director for Communities to procure additional bins needed during the delivery phase of the project;
4. requested that a report be brought back to the Joint Strategic Committee with a review of the delivery of the alternate weekly collection service, 6 months after implementation.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.



*\*\* At 8.37pm the Chairman adjourned the meeting. It was reconvened at 8.45pm.*

*\*\* At 8.37pm Councillors Angus Dunn, Brian Boggis, Emma Evans and David Simmons left the meeting prior to consideration of Items 12, 13 and 14, in accordance with the Joint Committee Agreement.*

## **JSC/059/18-19      Adoption of the Brooklands Park Masterplan**

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 12.

The report sought approval from the Joint Strategic Committee for the adoption of the concept masterplan produced for Brooklands Park.

It also provided information regarding the public engagement which would be carried out following the launch of the masterplan in October 2018 and outlined the proposed next steps for the redevelopment of Brooklands Park into a destination park, that would also be a valued community asset for local residents.

The report also provided an update on the capital funded scheme to dredge Brooklands Lake and the associated environmental enhancements of the islands, margins and Valley Gardens section of the Teville Stream which had been undertaken over the past year. The Committee welcomed the report and was pleased to see that the proposals were supported by external funding bids.

A Member requested that changing facilities provision was included within the park in future and sought reassurance that Worthing Borough Council was committed to helping the Go-Kart concession in regards to relocation. Officers advised that the Council aspired to providing changing facilities in the park and were in dialogue with the concessionaires regarding finding an alternative location.

### **Resolved,**

That the Joint Strategic Committee:-

1. approved the adoption of the concept masterplan produced for Brooklands Park;
2. recommended that Worthing Borough Council approve the use of the budget for the replacement Par 3 club house of £225,000 for the initial works associated with the Master Plan;
3. noted that the closure of the Par 3 golf course would result in a loss of budgeted income to the Council of £90,000 in 2019/20;
4. delegated authority to the Director for Communities, in consultation with the Executive Member for Digital & Environmental Services, for a detailed brief and

specification to be drawn up to enable the project to be tendered in a phased approach, having regard to the legal matters contained within the report;

5. agreed to actively pursue a reduction in the Council's costs by seeking external financial contributions towards the total cost of the scheme;
6. agreed to continue with the planned public engagement exercise to ensure that the local community were kept fully engaged and involved in the project; and
7. requested that an update report on progress be brought to a future Joint Strategic Committee meeting when appropriate.

#### **Call In:**

The call-in deadline for decisions 1, 3, 4, 5, 6 and 7 will be 5.00pm on 16 November 2018.

There is no call-in for recommendations to Council, decision (2).

*\*\* At 9.01pm Councillor Neil Parkin left the meeting prior to consideration of Items 13 and 14, in accordance with the Joint Committee Agreement*

#### **JSC/060/18-19      Investing in Worthing Town Centre - Approach to Car Parking Provision**

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 13.

The report proposed a programme of car park redevelopment and refurbishment projects across Worthing Town Centre to ensure the continued strength of the town centre as a retail, leisure, and business location and to support the delivery of the adopted Worthing Investment Prospectus and the Adur & Worthing Growth Deal.

Members asked questions in respect of the lifts in the town centre car parks (including operational hours) and the capacity to increase the number of EV charging points. Officers advised that the refurbishment of car parks included the replacement of lifts in Buckingham Car Park, the refurbishment of lifts in the Grafton Car Park and clarified that the operational hours of the lifts were until 10.00pm whilst the car parks were staffed. In response to Councillor Sparkes question regarding lift operating hours, Officers agreed they would review this as part of the implementation of the strategy. In addition, the refurbishment works would also seek to future proof the car parks in regards to the provision of EV charging points.

#### **Resolved,**

That the Joint Strategic Committee:-

1. agreed the strategy for parking provision in Worthing town centre;

2. recommended that Worthing Borough Council amend the 2019/20 capital programme to include the cost of refurbishment of Buckingham Road Multi-Storey Car Park at £1,533,000 funded through borrowing, the revenue consequences of which, are to be paid for by car parking income;
3. noted the cost of the refurbishment of High Street Multi-Storey Car Park would be included in the 2020/21 Capital Investment Programme report to the Joint Strategic Committee in December 2018 and that the associated debt charges shall be added to the Medium Term Financial Plan and funded as part of the 2020/21 budget round;
4. noted the detailed business case for Lyndhurst Road car park and the Town Hall car park would be reported to the Joint Strategic Committee, subject to agreement of the proposed parking strategy.

**Call In:**

The call-in deadline for decisions 1, 3 and 4 will be 5.00pm on 16 November 2018.

There is no call-in for recommendations to Council, decision (2).

**JSC/061/18-19      Union Place Update**

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 14.

The report updated the Committee on progress with the Land Pool and Promotion Agreement which Worthing Borough Council had entered into with London & Continental Railways Ltd and on the masterplan options for the site which had been prepared, seeking agreement of the preferred option to take forward.

The report also sought Member agreement of the next steps in the project to ensure the development of the Union Place site.

The Committee expressed support for the proposals.

**Resolved,**

That the Joint Strategic Committee:-

- i) noted progress made by Worthing Borough Council with London & Continental Railways on the development of the site and the completion of the Landpool and Promotion Agreement between the parties;
- ii) noted and agreed the "Design Conclusions" of the study as set out in paragraphs 9.1 to 9.10 of this report as the preferred design approach for the scheme;

- iii) noted and agreed the “Delivery Conclusions” of the study as set out in paragraph 9.11 to 9.15 of the report as the preferred approach for the delivery of the scheme;
- iv) delegated authority to the Head of Major Projects & Investment, in consultation with the Executive Member for Resources and Executive Member for Regeneration, to market the development of the Union Place site, and negotiate, agree and enter into Agreement for Leases and Leases with commercial, public or other organisations for the delivery of the development on the site;
- v) delegated authority to the Head of Major Projects & Investment in consultation with the Executive Member for Resources and the Executive Member for Regeneration to make arrangements to terminate existing leases within the existing Union Place site, under existing Landlord and Tenant Law to facilitate the redevelopment of this site;
- vi) delegated authority to the Head of Major Projects & Investment in consultation with the Executive Member for Resources and Executive Member for Regeneration, to make the necessary consultancy and contractor appointments to progress and submit an outline Planning Application for the development of Union Place, Worthing.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 16 November 2018.

The meeting was declared closed by the Chairman at 9.20pm, having commenced at 6.30pm.

**Chairman**