

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

**Gordon Room, Town Hall, Worthing**

**Tuesday 10 July 2018**

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 Heather Mercer  
\*Councillor Elizabeth Sparkes  
Councillor Val Turner

\*Absent

**Other Members Present**

Adur District Council:- Councillor Les Alden

Worthing Borough Council:- Councillors Mike Barrett, Rebecca Cooper, Jim Deen and Margaret Howard

**JSC/009/18-19      Declarations of Interest**

There were no declarations of interest.

**JSC/010/18-19      Minutes**

**Resolved** that the minutes from the Joint Strategic Committee meeting held on 5 June 2018, be approved as an accurate record and signed by the Chairmen.

**JSC/011/18-19      Public Question Time**

There were no questions received from the public.

**JSC/012/18-19      Items Raised Under Urgency Provisions**

There were no items raised under urgency provisions.

**JSC/013/18-19      Platforms for our Places : 6 month Progress Report (January to June 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 third 6 monthly update on the Implementation of Platforms for our Places, and (along with the 6 month Progress Report at Attachment A ) provided Joint Strategic Committee with an overview of the progress made and challenges experienced during the period January to June 2018. The report also provided an opportunity for the Joint Strategic Committee to report to both Full Councils and Joint Overview & Scrutiny Committees on progress.

A further report, to be considered later on the agenda, took the 18 month state of progress and refreshed the approach, making suggestions on a refined set of commitments for the next 18 months.

The Committee noted the continued good progress on the commitments made by the Councils. Members were advised that a number of the commitments were now complete, many had progressed further and only one showed “red” (or stuck).

The Committee welcomed the update, congratulated officers for the work they were doing and acknowledged that the Councils were now leading the way on a number of initiatives.

**Decision:**

The Joint Strategic Committee

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

**Call In:**

The call-in deadline for decision will be 5.00pm on 20 July 2018.

**JSC/014/18-19      Mid Term Review and Refresh of *Platforms for our Places* Commitments**

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 6.

The Committee were reminded that in late 2016 Joint Strategic Committee and the Councils of both Adur District and Worthing Borough approved Platforms for our Places as a 3 year programme of activity. Rather than rehearse in detail the thinking at that time, the

background papers to the report included a link to the approach approved in December 2016.

At the end of June 2018, Adur and Worthing Councils reached the half-way point in the programme. Both Councils had been clear that whilst a focussed medium term programme of activity was desirable, setting it in stone was less so.

At the Joint Strategic Committee in January 2018 it was agreed to consider the full suite of commitments and look at how they needed to be amended, refreshed or added to in order to continue to build the Platforms desired over the next 18 months. The intent behind this was that as Councils we should remain adaptive to the requirements of the communities we serve and quick to grasp new opportunities that presented themselves.

At the 18 month point, good progress had been made and both the platforms approach and the concept of using a focussed set of commitments were proving valuable.

There were at present around 140 commitments (and the number would not change dramatically post refresh) but all of the existing commitments had been the subject of analysis. Whilst there were some suggested new additions, some changes to existing commitments and some nuancing or recognition of changes of circumstance, broadly this paper proposed a refreshed set of commitments that built on what had gone before.

### **Decision,**

The Joint Strategic Committee:-

1. considered and approved the proposed refreshed set of commitments for Platforms for our Places to guide the Councils work from July 2018 through to December 2019;
2. recommended to both Councils the acceptance of the proposed refreshed commitments for their approval and incorporation;
3. recommended to Joint Overview and Scrutiny Committee that it consider the report (together with the sister report on the agenda on the 6 month progress update) at a meeting in Autumn 2018.

### **Call In:**

The call-in deadline for decisions (1) and (3) above will be 5.00pm on 20 July 2018.

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

### **JSC/015/18-19      Financial Performance 2017/18 - (A) Capital and Projects Outturn**

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(A).

The report outlined the financial monitoring position for the end of the 2017/18 financial year for capital schemes included in the capital programmes of the Joint Strategic Committee,

Adur District Council and Worthing Borough Council. Information was also provided in respect of capital receipts for the 2 constituent authorities.

The Leader of Adur District Council requested that the Shoreham Air Monitoring Equipment be repaired as a matter of urgency, as outlined on paragraph 5.5 of the report.

A Member questioned whether the additional costs incurred on the Enhancements to Lower Beach Road (Riverside) Car Park could be recouped from West Sussex County Council. Officers agreed to investigate whether the additional costs could be recouped.

The Committee acknowledged the huge amount of work being undertaken and suggested that this be highlighted regularly.

### **Decision,**

The Joint Strategic Committee

- i) noted the outturn position for 2017/18;
- ii) recommended that Adur District Council at its Council meeting on 19 July 2018:
  - a. Note the overall capital final outturn for 2017/18;
  - b. Agree the net carry over of General Fund Capital underspends for Adur District Council as detailed in paragraph 5.3;
  - c. Approve the financing of the Adur District Council 2017/18 Capital Investment Programme, including the use of capital receipts as set out in paragraphs 5.1 and 5.2;
  - d. Approve the amendment and addition of new schemes funded from underspend as summarised in paragraph 5.6.
- iii) recommended that Worthing Borough Council at its Council meeting on 17 July 2018:
  - a. Note the overall capital final outturn for 2017/18;
  - b. Agree the net carry over of General Fund Capital underspends for Worthing Borough Council as detailed in paragraph 5.7;
  - c. Approve the financing of the Worthing Borough Council 2017/18 Capital Investment Programme, including the use of capital receipts as set out in paragraphs 5.9 and 5.10;
  - d. Approve the amendment and addition of new schemes funded from underspend as summarised in paragraph 5.11.

### **Call In:**

There is no call-in for recommendations to Council.

## **JSC/016/18-19      Financial Performance 2017/18 - (B) Revenue Outturn**

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(B).

The report outlined the revenue financial monitoring position for the end of the 2017/18 financial year for Joint Strategic Committee, Adur District and Worthing Borough Councils. At the time of publication of the report, the Statements of Accounts were in the process of being audited. Any adjustments that emerged as the audit proceeded would be reported to members later in the year.

The outturn positions were underspends of £495,023 in Adur District Council, and £812,788 in Worthing Borough Council. After allowance for proposed carry forward of budgets in 2018/19, this represented a 4% underspend against budget for both Councils.

The outturn figures included revenue savings that had been factored into the 2018/19 budget and had crystallised in 2017/18, earlier than projected. These included ICT maintenance costs, pension contributions and the capitalisation of staff costs.

There were proposed carry forward requests, detailed in section 6.1, that would need to be met from underspends, which related to committed spend that was planned for 2018/19; Adur District Council £88,680 and Worthing Borough Council £231,330 (including the Joint Services proposals).

In addition there were some variances that related specifically to 2017/18, some of which occurred in the last quarter of the year. In Adur District Council these included planning application fees and market income. Worthing Borough Council received additional income from commercial properties and theatres had a successful fourth quarter.

The Committee noted that there had been an improved outcome to that projected in the quarter 3 monitoring report when underspends of £14,000 and £46,100 had been forecast in Adur and Worthing respectively. The areas which had contributed to the net movement were highlighted in the report in Appendix 5(a) and included; External borrowing costs, investment income, Minimum Revenue Provision, and income from Environmental Services, Building Control and Property Investments.

### **Resolved,**

That the Joint Strategic Committee recommended that Adur District Council, at its meeting on 19 July 2018 and Worthing Borough Council at its meeting on 17 July 2018:-

- a. noted the overall final outturn for 2017/18.
- b. agreed to the net carry over of an approval to use reserves where the original approval for 2017/18 was not utilised in-year as set out in paragraph 6.2 (General Fund) totalling:
  - i. Worthing Borough Council £10,000

- c. approved the net appropriations to General Fund Reserves in the year as detailed in paragraph 6.3 totalling:
  - i. Adur District Council £655,819
  - ii. Worthing Borough Council £1,315,127
  
- d. agreed the net carry over of revenue budget to 2018/19 funded from reserves as detailed in paragraph 6.1:
  - i. Adur District Council £88,680
  - ii. Worthing Borough Council £231,330
  
- e. approved the establishment of a new Business Rates Smoothing Reserve for Adur District Council and Worthing Borough Council as detailed in paragraph 4.12; to earmark funds to address the timing difference between the Business Rates income received in the General Fund in year (net of reliefs), and the grant income paid from Central Government to reimburse lost revenue as a consequence of Government policy decisions on reliefs.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

**JSC/017/18-19      Achieving Financial Sustainability - Budget Strategy for 2019/20 and beyond**

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 established how the Councils would address the changing financial climate over the next 10 years, outlining the revenue forecast and setting out the Councils strategic response, creating the conditions to be self-financing by 2020/21. With the detailed budget proposals for 2019/20 coming forward to Joint Strategic Committee in December, the report sets out the broader context for the detailed work that would be undertaken over the intervening months.

The Committee noted that Adur and Worthing Councils would be increasingly reliant on council tax income, business rate income, and their own income generating services. The Councils had a good track record in innovation, working creatively in partnership, transforming digital capabilities and putting the customer at the heart of services, in order to do far more than just survive.

Over the summer and autumn 2018, the Operational Leaders Group (Heads of Service) would be working with the Councils Leadership Team to produce new service plans designed to deliver a balanced budget over the next 3 years. The outcome of the service planning would be presented to Joint Strategic Committee for approval in December 2018 as part of the development of the 2019/20 budget.

Members acknowledged the challenges that lay ahead and the need for Adur and Worthing Councils to become self sufficient.

**Resolved,**

That the Joint Strategic Committee:-

- a. noted the report and the outline 5-year forecasts in Appendix 2;
- b. approved the proposed budget process as set out in section 6 of the report;
- c. recommended that Adur and Worthing Councils approve the Budget Strategy for 2019/20, outlined in Section 10 of the report.

**Call In:**

The call-in deadline for decisions (a) and (b) above will be 5.00pm on 20 July 2018.

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

**JSC/018/18-19      Investing for the future - our Capital Strategy 2019/22**

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 sought the approval of the Council's Capital Strategy for 2019/22. The Strategy outlined the Council's approach to capital investment and how the Council ensured that capital investment was directed to the Council's Priorities. It also set out the basis for prioritisation of capital bids included in the 3 Year Capital Investment Programme and the monitoring of the programme.

**Resolved,**

That the Joint Strategic Committee recommended to Adur and Worthing Councils that the Capital Strategy 2019/22 be approved.

**Call In:**

There is no call-in for recommendations to Council.

**JSC/019/18-19      Commercial Property Investment Strategy**

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 purpose of the report was to set out a robust commercial property investment strategy, with the specific objective of supporting the Councils' strategic income generation objective, building upon previous Strategic Property Investment Fund (SIF) reports.

The Strategy would provide a basis for the expansion and management of each Council's portfolio, detailing: -

- Robust parameters to guide and support the development of risk managed, financially resilient, income generating commercial property portfolios;
- Governance criteria to facilitate diligent analysis and transparency, supporting an informed decision making process.

A Member sought assurance that the Councils would be seeking the right kinds of investments and tenants. Officers advised that investment decisions were taken in consultation with the relevant Leader, Executive Member for Resources and the Chief Financial Officer and that due diligence would be applied.

### **Resolved,**

That the Joint Strategic Committee:-

- i) recommended that Adur District Council and Worthing Borough Council adopt the Property Investment Strategy;
- ii) agreed the suggested delivery and governance model.

### **Call In:**

The call-in deadline for decision (ii) will be 5.00pm on 20 July 2018.

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

### **JSC/020/18-19 Building Adur & Worthing's Digital Future - Beyond Gigabit**

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 11.

The report set out the steps Adur and Worthing Councils were taking to build the digital infrastructure to power our future economies. It provided an update on Gigabit West Sussex, the first DCMS Local Full Fibre Fund scheme in the UK. It also provided a road map of further projects that were in development, which would capitalise on the momentum and opportunity brought by the fibre scheme.

The Committee was asked to support the direction of travel, to make Adur and Worthing super-connected and digitally enabled places.

In showing support for development of these proposals, the Joint Strategic Committee would provide potential funders and investors with assurance that digital infrastructure development and wider digital ambitions enjoyed strong political leadership and direction.

On 31 May 2018, West Sussex County Council announced the award of a contract to Cityfibre, the UK's leading provider of wholesale full fibre infrastructure, for the construction of 9 future proof full fibre networks in Worthing / Lancing, Shoreham, Bognor Regis,



Burgess Hill, Chichester, Crawley, Haywards Heath, Horsham and Littlehampton. An update on progress was provided.

The report also outlined proposed future projects to extend the fibre footprint in our towns, and described the added value projects being developed that would use fibre infrastructure and build on the emerging reputation Adur and Worthing had for digital.

A Member questioned how local hospitals and the wider NHS fitted into the project. Officers advised that the NHS had been involved in conversations earlier in the process and had been included in the West Sussex Framework. Officers anticipated that once the NHS saw the infrastructure being built and the benefits arising from it, they would join in the next five years once their existing contracts had expired.

Another Member sought clarification as to the benefits of the technology. Officers informed the Committee that the Fibre Infrastructure was hugely important for a 5G future because it would allow for new technologies including transport to be connected all of the time. The Fibre Infrastructure would support all of the 5G small cells which would allow all of the smart technologies to be in place.

Members expressed their support for the proposals which had the potential to be a 'life changer' for the local area.

### **Resolved,**

That the Joint Strategic Committee:-

1. noted the progress of Gigabit West Sussex and delivery timescales;
2. endorsed the plan for a further bid to DCMS for funding for schools;
3. agreed the principle of part-funding our CCTV sites through capital on a cost neutral basis, using the revenue budgets allocated for CCTV connectivity;
4. endorsed the development of proposals for small cell and public WiFi options in our towns, and the "barrier busting" regulatory and access work with West Sussex County Council;
5. supported the development of further digital proposals as outlined in the report in Section 3, helping our places become more digitally enabled.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

### **JSC/021/18-19      Keeping the Communities of Adur & Worthing Safe**

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 provided a brief overview of how the Community Safety Partnership was formed, it's core duties, the role of Councils in this partnership, a flavour of the types of activity delivered to build safe/ resilient communities and the challenges faced by the partnerships in light of a significant reduction in grant funding from the PCC. As a consequence the

report highlighted options and issues in considering how the Councils would meet their statutory duties against a backdrop of a significant reduction in grant funding.

Members acknowledged the excellent work being undertaken, including the recent 'behind closed doors' event. Concerns were raised regarding the rationale used by the PCC for reducing funding and encouraged the PCC to look again at the funding situation.

**Resolved,**

That the Joint Strategic Committee:-

1. noted the activity and the progress made by the partnership in building safe and resilient communities;
2. noted the implications of the significant reduction of grant from the PCC in 2019 onwards and the impact that this would have on the partnerships' ability to deliver their partnership plans;
3. endorsed the partnerships' approach to managing the funding issue and identifying opportunities for external funding.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

**JSC/022/18-19      Delivery of new homes through the Housing Revenue Account**

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 13.

The report provided Members with an update on the progress on three specific sites which would deliver new Council housing in Adur:

- Albion Street,
- Cecil Norris House and
- 101, North Road Lancing

The report also outlined the 'Hidden Homes' project and requested the release of funding for further feasibility work.

The report requested that members of the Joint Strategic Committee recommend to Council the release of appropriate budgets for the delivery of this important development work in order to take the schemes forward and set the scene for a future programme of Council house development within Adur.

Members were advised that the figures on page 317 (para 4.4.6 Budget for feasibility work) of the report were incorrect. The correct figures were:-

- Set aside Right to Buy receipts - £82,000
- Use of new development reserve - £48,000
- Borrowing - £145,000

- Initial scheme estimate - £275,000

A Member noted that there was a £500k contingency provision set aside for the Albion Street development and asked how the Council would ensure that the scheme remained cost neutral. Officers advised that the nature of the scheme had changed over time. The Council was undertaking due diligence work on the value of the land that the developer would end up with to ensure that the amount of money received was commensurate with the amount of land being transferred. Members were advised that there had been inflationary pressures within the building industry over the last 2 years and therefore it was necessary to ensure there was sufficient budget in place for the scheme to progress.

The Committee welcomed the proposals to build the first social housing in Adur for a considerable period of time.

### **Resolved,**

That the Joint Strategic Committee:-

- i) agreed to release a budget of £2.1m for the development of 14 homes at Albion Street funded by capital receipts;
- ii) recommended that Adur District Council approve a budget of £3.3m (including fees) for the redevelopment of Cecil Norris House;
- iii) approved the release of a budget of £160,000 to fund the conversion of the ground floor of 101 North Road Lancing;
- iv) approved the release of £275,000 to undertake feasibility studies to take forward the development of new homes as part of the 'Hidden Homes' Project.

### **Call In:**

The call-in deadline for decisions (i), (iii) and (iv) will be 5.00pm on 20 July 2018.

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

### **JSC/023/18-19      Supporting our Residents - Operational Management of Adur Homes**

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 14.

The report requested Member approval for the creation of and funding for an Adur District Council Housing Operations Manager to support the day to day delivery of the housing management and maintenance service for tenants and leaseholders and to deliver a service improvement plan.

Members expressed their support for the proposals

### **Resolved,**

That the Joint Strategic Committee approved the creation of the Housing Operations Manager post and associated annual budget requirement which would be funded from the HRA Revenue Reserve in 2018/19 (£16,490) and 2019/20 (£51,260) .

**Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

**JSC/024/18-19      Use of s106 Funding to help provide a cover for the outdoor swimming pool at Globe School**

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 15.

The report sought additional funding for the Globe School towards the provision of a cover and improved facilities for its existing outdoor swimming pool.

The Committee had previously agreed to make a contribution of £15,000 in March 2018, however, following an unsuccessful funding bid the school was still short of £30,000 towards the project despite extensive fundraising and support from the local community and other organisations.

It was proposed that some of the remaining s106 agreement funding secured from the Brighton and Hove Albion AFC First Team and Training Ground development, to improve football and general sport provision in Lancing and across the District, be used.

The Committee welcomed the proposal, acknowledging the contribution that development brought to local communities.

**Resolved,**

That the Joint Strategic Committee:-

1. agreed the request for a further £30,000 contribution towards the provision of a covered swimming pool (subject to the school entering into a community use agreement as part of any grant funding agreement);
2. agreed that the decision to enter into the relevant grant funding agreements be delegated to the Head of Planning and Development in consultation with the Adur District Council Executive Member for Regeneration.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

*\*\* At 8.21pm Councillors Neil Parkin, Angus Dunn, Brian Boggis and David Simmons left the meeting prior to consideration of Item 8 in accordance with the Joint Committee Agreement.*

### **JSC/025/18-19      Durrington Cemetery - Extending Capacity**

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 16.

The report sought approval for additional funds in order to continue to provide bereavement services in Worthing by proceeding with the planned Durrington Cemetery burial area extension.

The report outlined the significant progress that had been made following previous reports to the Joint Strategic Committee in December 2014 and December 2015 and supported an assessment of the need to provide an extension in order to allow new burials to continue to take place in Worthing. The proposed solution to complete the delivery of the scheme was also outlined.

Members expressed their support for the proposals.

#### **Resolved,**

That the Joint Strategic Committee:-

1. approved that the extension area lay out, was completed fully in one phase, rather than the original plan of a phased approach;
2. recommended that Worthing Borough Council approve additional funds of £640,000, to be funded from additional Prudential Borrowing;
3. delegated to the Director of Communities, in consultation with the Worthing Borough Council Executive Member for Digital and the Environment, the authority to approve the final procurement and award of contract up to a value of £850,000 to be allocated from the capital programme to ensure the restrictive timescales can be realised.

#### **Call In:**

The call-in deadline for decisions (i) and (iii) will be 5.00pm on 20 July 2018.

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

### **JSC/026/18-19      Worthing Theatres & Museum Strategic Future Options**

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 17.

The report provided the Committee with an opportunity to consider options for the future direction of Worthing Theatres and Museum and to identify a way forward that would seek to ensure that culture continued to develop and thrive in Worthing for the benefit of our communities and the local economy.

The Committee expressed support for the proposals, acknowledging the considerable amount of work undertaken by Officers in preparing them and the significant benefits culture brought to Worthing.

**Resolved,**

That the Joint Strategic Committee:-

1. approved a procurement exercise for the operation of the theatres and museum;
2. agreed to an in-house bid from the Culture team;
3. agreed to release funding of £100,000 from the Capacity Issues Fund for the preliminary costs associated with the project;
4. agreed, following the procurement exercise, to receive a further report outlining next steps.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 20 July 2018.

The meeting was declared closed by the Chairman at 8.44pm, having commenced at 6.30pm.

**Chairman**