



WORTHING BOROUGH  
COUNCIL

**24 April 2018**



**Council Meeting  
24 April 2018**

Council Chamber  
Town Hall, Chapel Road,  
Worthing

**6.30pm**

**Agenda**

**13 April 2018**

**ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:**

**Part A**

- 1. Apologies for absence**
- 2. Declarations of Interest**

Members and Officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

- 3. Questions from the public**

To receive any questions from members of the public addressed to Member of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the Borough, except no questions may be asked in relation to

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal, or Standards determination

Public question time will last up to 30 minutes; questions will be taken in the order of receipt. The deadline for submission of questions is **Friday 20 April 2018 at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

#### 4. Confirmation of Minutes

To approve the minutes of the Council Meeting held on Tuesday 20 February 2018, copies of which have been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/council/>

#### 5. Announcements by the Mayor, Leader of the Council, Executive Members and / or Head of Paid Service

#### 6. Items raised under urgency provisions

To consider any items the Mayor has agreed are urgent.

#### 7. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, details of which are set out in the attached items as 7A and 7B. The full extract for 7C will be circulated after the publication of the Joint Strategic Committee minutes.

Full reports are available on the website as listed below:

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A	Census Joint	8 December 2017	Dissolution of the Census Joint Committee  <a href="http://mid-sussex.cmis.uk.com/mid-sussex/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1766/Committee/36/Default.aspx">http://mid-sussex.cmis.uk.com/mid-sussex/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1766/Committee/36/Default.aspx</a>
B	Joint Governance	27 March 2018	Amendments to the Constitution  <a href="https://www.adur-worthing.gov.uk/media/media,14840,en.pdf">https://www.adur-worthing.gov.uk/media/media,14840,en.pdf</a>
C	Joint Strategic	10 April 2018	Supporting Welfare reform  <a href="https://www.adur-worthing.gov.uk/media/media,14854,5,en.pdf">https://www.adur-worthing.gov.uk/media/media,14854,5,en.pdf</a>  'Start Well, Live Well, Age Well' Public Health at the local Level  <a href="https://www.adur-worthing.gov.uk/media/media,14854,6,en.pdf">https://www.adur-worthing.gov.uk/media/media,14854,6,en.pdf</a>

#### 8. Report of the Leader on Decisions taken by the Executive

To receive a report from the Leader as item 8. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. This item will be updated after the publication of the minutes of the Joint Strategic Committee of 10 April.

There will be up to 15 minutes for Executive Members to make any statements on the report. There will be up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under Item 12.

(**Note:** Papers relating to items under 7 and 8 have been previously circulated and can be viewed here on the Council's website

<https://www.adur-worthing.gov.uk/meetings-and-decisions/>)

## **9. Selecting the Mayor for 2019/20**

To receive nominations for the appointment of Deputy Mayor for 2018/19 who will be Mayor from May 2019.

## **10. Members Questions under Council Procedure Rule 12**

Members question time will last up to 30 minutes, with questions being taken in the order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is **Friday 20 April at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The Mayor
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions cannot be asked in relation to the following:

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

## **Part B - Not for Publication – Exempt Information Reports**

None.



Director for Communities

## **Recording of this meeting**

The Council will be voice recording this meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith  
Democratic Services Manager  
01903 22 1150  
[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Susan Sale  
Solicitor to the Councils  
01903 22 1119  
[susan.sale@adur-worthing.gov.uk](mailto:susan.sale@adur-worthing.gov.uk)

**Extract from Census Joint Committee - 8 December 2017**

**6. DISSOLUTION OF THE CENSUS JOINT COMMITTEE**

Jane Eaton, Director of Corporate Resources at Horsham District Council introduced the report recommending for the dissolution of the Joint Committee from 1 April 2018. The report is being presented to Members at this meeting to provide time for Members from each Council to make a decision to dissolve the Committee as this has to be done individually. Horsham will need to do this on 21 February 2018. She highlighted that an Officer Project Management Board would continue in place of the Committee to oversee the joint technology work and report to the relevant Cabinet Member or Portfolio Holder at their Council in the usual way.

The Solicitor to the Council at Mid Sussex confirmed that individual Councils have to dissolve the committee through their Constitutions, with this being planned by Mid Sussex District Council for 28 March 2018.

A Member proposed that the last section of the Terms of Reference be amended to reflect that the Board will meet when required, rather than monthly. Paul Brewer also confirmed that the name of the Board had changed since the writing of the report, and will now be 'Infrastructure Service Project Group'.

As there were no further questions the Chairman confirmed that the CenSus Joint Committee will meet one further time in March 2018. He then took Members to the recommendations outlined in the report.

RESOLVED

Members agreed to:

- i. **Recommend to Adur District Council, Horsham District Council, Mid Sussex District Council and Worthing Borough Council that they approve the dissolution of the Census Joint Committee from 1 April and remove it from their Constitution.**
- ii. Approve the 'Infrastructure Service Project Group' to oversee the joint technology work, reporting to the relevant Cabinet Member or Portfolio Holder at their Council in the usual way.





**Extract from Joint Governance Committee - 27 March 2018**

**JGC/061/17-18      Amendments to the Constitution**

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 12.

The report updated the Joint Governance Committee with recent amendments made to the Councils' Constitutions by the Monitoring Officer, and asked Members to note those amendments.

The report also sought Members' approval, and recommendation to each Council, of revised terms of reference for the Joint Governance Committee and the revised Council Procedure Rules relating to Motions on Notice.

Members sought clarification regarding the proposed changes to the Terms of Reference of the Joint Governance Committee outlined in paragraph 3.1.1. of the report. In particular, the co-opting of Parish Councillors onto the Joint Governance Committee for the consideration of Parish matters such as determining allegations that a Member of a Parish Council, within the District of Adur, had failed to comply with the relevant Parish Council Code of Conduct.

The Monitoring Officer advised that it was a statutory provision that Adur District Council undertook Code of Conduct investigations on behalf of Parish Councils within the District and that such complaints would be heard by a Sub-Committee of the Joint Governance Committee. Co-opted Parish Councillors would have an advisory role rather than voting capacity and the proposed changes would reflect provisions elsewhere in the constitution, in particular, the Standards Procedure Rules.

A Member queried the proposed wording of 14.3.3 (as set out in Appendix A) regarding the maximum number of accepted motions to be presented at a Council meeting by the largest political groups. The Monitoring Officer acknowledged that some flexibility would be required if the Council had 4 main political groups and agreed to amend the wording to reflect this.

**Resolved,**

The Joint Governance Committee

- noted the Monitoring Officer's use of her delegated powers to make minor and consequential amendments to the Constitution;
- **recommended to each Council the adoption of the amended terms of reference for the Joint Governance Committee, with effect from 1st May 2018;**
- **recommended to each Council the adoption of the amended Council Procedure Rule 14, relating to Motions on Notice, with effect from 1st May 2018.**

<https://www.adur-worthing.gov.uk/media/media.148400.en.pdf>



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Agenda Item No 7C 1

**Extract from Joint Strategic Committee - 10 April 2018**

**Supporting Welfare Reform**

***To be inserted following the publication of the Joint Strategic Committee minutes***

<https://www.adur-worthing.gov.uk/media/media.148545.en.pdf>





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Agenda Item No 7C 2

**Extract from Joint Strategic Committee - 10 April 2018**

**'Start Well, Live Well, Age Well'**

***To be inserted following the publication of the Joint Strategic Committee minutes***

<https://www.adur-worthing.gov.uk/media/media,148546,en.pdf>





**Report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council**

**A Decisions Taken by Individual Executive Members**

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting. Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/cabinet-member-decisions/>

**Leader**

-

**Executive Member for Regeneration**

-

**Executive Member for Digital and Resources**

W/RES/004/17-18 Irrecoverable Debts

W/RES/005/17-18 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

JAW/015/17-18 Decision to enter into Works Contract for Demolition of Teville Gate

**Executive Member for Customer Services**

JAW/016/17-18 Programme of works to HRA properties to comply with Landlord Compliance Requirements

**Executive Member for the Environment**

-

**Executive Member for Health and Wellbeing**

-

## **B. Decisions taken by the Joint Strategic Committee on 6 March 2018**

*Items related to Adur District Council are not reproduced on this agenda*

Full details can be found: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

The matters not appearing elsewhere on the agenda:

### **JSC/085/17-18 3rd Quarter Capital Investment Programme & Projects Monitoring 2017/18**

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 on the progress made on the 2017/18 Capital Investment Programmes for Adur District Council and Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Strategic Committee.

A Councillor queried why the '*summary of the progress of all schemes in the 2017/18 Capital Investment Programme*' was available on the intranet but hadn't been included with the report. Officers advised that this would be shared electronically in future.

Highlighting the delay to car park improvements at the Riverside (Lower Beach) Car Park resulting from the Coast Protection Tidal Walls Scheme, a member asked if the £50,000 compensation to the contractor should be paid by the Environment Agency rather than Adur District Council. Officers advised that there had been discussions with the Environment Agency, who had agreed in principle, to provide a refund for the delays caused to the car park project.

#### **Decision:**

The Joint Strategic Committee:-

- (a) With respect to the Capital Investment Programme of Adur District Council  
(not included here)
- (b) With respect to the Capital Investment Programme of Worthing Borough Council
  - 2.1 noted the reprofiling and likely phasing of the Worthing Borough Council capital schemes.
  - 2.2 approved the replacements of 14 town centre CCTVs funded from underspends in the 2017/18 Capital Investment Programme, and the



- amendment to the 2017/18 Capital Investment Programme to include this scheme.
- 2.3 approved the purchase of 4 vans for the delivery of the new public convenience cleaning contract funded from underspends in the 2017/18 Capital Investment Programme, and the amendment to the 2017/18 Capital Investment Programme to include this scheme.
  - 2.4 approved the purchase of vibration safety equipment for Parks employees at a cost of £7,300 funded from underspends in the 2017/18 Capital Investment Programme, and the amendment to the 2017/18 Capital Investment Programme to include this scheme.
  - 2.5 approved the replacement of the Town Hall fire alarms at a cost of £25,000 funded from underspends in the 2017/18 Capital Investment Programme, and the amendment to the 2017/18 Capital Investment Programme to include this scheme.
  - 2.6 noted the estimated overspend of £100,000 on the removal of the asbestos from the Town Hall roof space funded from underspends in the 2017/18 Capital Investment Programme.
  - 2.7 agreed the amendment to the 2017/18 Capital Investment Programme to include the Environment Agency Grant of £7,442.50 for the Adur Beach Management Plan.

### **JSC/086/17-18      3rd Quarter Revenue Budget Monitoring 2017/18**

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 with the latest expenditure and income projections for each Council in the current financial year 2017/18, compared to the Revenue Budget approved by both Councils on the 23 February 2017 (Adur District Council) and 21 February 2017 (Worthing Borough Council).

The Committee noted the projected outturn positions as at quarter 3 which were underspends of £14,000 in Adur District Council and £46,100 in Worthing Borough Council. This was lower than anticipated in quarter 2 when underspends of £176,000 and £117,000 were being forecast in Adur and Worthing respectively.

The areas that had contributed to the net movement were highlighted in the report and appendix 4(b) and included; External borrowing costs, investment income, Minimum Revenue Provision, Homelessness and income from Environmental Services, Development Management, Building Control, and property investments. Income and expenditure would continue to be monitored against budget.

Whilst the 'spend to date' would be the position as at the 31 December 2017, the forecast position would reflect the latest information available as at 31 January 2018 to ensure an up-to-date forecast was presented.

A Member highlighted the vacancy saving target outlined in paragraph 4.11 and queried how many posts were vacant and the impact this was having on capacity. Officers advised that the vacancy provision was based on approximately 3% of the salary budget, which although a large figure, was a small percentage. Provision was based on the natural recruitment lag the Councils had when a post became vacant, it may take up to 3 months to fill it.

### **Decision,**

The Joint Strategic Committee noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves.

### **JSC/087/17-18      Fairer Funding 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 7.

Funding allocations to Local Government as outlined in the local government finance settlement were based on an assessment of individual council's relative needs and resources. The current allocations were based on formulas which were introduced over 10 years ago and which had not been updated since the introduction of the 50% business rate retention system in 2013/14. Consequently the allocations were now significantly out of date.

In the intervening time, changes to demographic pressures had impacted on the cost of delivery of services, particularly those services aimed at older persons. The Government announced a review last year to address concerns about the fairness of the local government funding allocations in recognition of the fact that the allocation of funding no longer reflected current demography and cost pressures.

The funding allocations not only influenced the amount of Revenue Support Grant that the Councils received, but also the amount of business rate income that could be retained via the Business Rate Retention Scheme (BRSS).

The report outlined the proposed response of the technical consultation on the fairer funding review (FFR). The consultation focused specifically on potential approaches that had been identified to measure the relative needs of local authorities. The consultation was released on the 19 December 2017 as part of provisional settlement and was due to close on the 12 March 2018.

A Member suggested the following:-

- the response to question 8 could have included visitor numbers to Worthing;
- the response to question 18B could have made reference to the cost of housing, building land and the shortage of both; and

- the consultation response should include a general comment about the unfairness of the funding review with the Councils lobbying for a special safety net with transitional provisions and equalisation.

Officers advised that the inclusion of visitor numbers had been considered, however, these generally benefited cities rather than districts because of the inclusion of commuters. In regards to the key cost drivers, the Committee were advised that the relationship between local housing allowance and the local housing market was the most important. This was illustrated by the higher cost pressures in Worthing resulting from the relatively low housing allowance in comparison to high market rents. In addition, Officers advised that it was highly likely that there would be some sort of transition arrangement and two further consultations were due on this matter. One of these would inevitably look at transition arrangements for moving from one funding system to another and would provide a better place to start to lobby for what the Councils would like to see.

### **Decision,**

The Joint Strategic Committee approved the draft consultation response detailed in Appendix 1 and delegated any final amendments to the Chief Financial Officer in consultation with the Executive Members for Resources.

### **JSC/088/17-18 Brighton Mainline Alliance - supporting our Regional Infrastructure properties**

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 Coast to Capital LEP area, which runs from South London to Brighton and across the coast to Chichester, needed significant long-term rail investment to support a growing regional economy and maintain its competitive advantage, protecting the economic potential of the region and the contribution made to the wider economy.

Network Rail had identified the Brighton Mainline (BML) as the top priority for investment in the region and had proposed upgrades that included enhancement to the Windmill Bridge Junction, just outside East Croydon Station, and a major redevelopment of the station itself.

The Windmill Bridge Junction scheme would deliver a significant increase in regional rail capacity. Unlocking the bottleneck at Windmill Bridge Junction would enhance connectivity, capacity and resilience, and drive both growth and productivity throughout the region. Greatly improving links to London and international connectivity.

Coast to Capital LEP was leading a regional campaign to target Government investment in the rail infrastructure in Croydon, specifically targeting a Government commitment to the detail of the project at Budget 2019. The campaign, called the Brighton Mainline

Alliance, had strong cross-party support and was backed by regional businesses and business organisations. Included within these was the Greater Brighton Economic Board.

The scheme was costly, complex and of national significance, and Government had recently commissioned further work to develop the business case. Funding could be taken for granted, with many other regions in the UK proposing their own railway schemes for development. A joined up commitment to the development of the region through local authority and business voices, via the BMA, would encourage the Government to support economic growth in the Coast to Capital area.

Members expressed their support for the proposals acknowledging that other infrastructure, including the A27, needed improvement too.

### **Resolved,**

That the Joint Strategic Committee:-

- endorsed Adur & Worthing Councils adding their support to the Brighton Mainline Alliance in their advocacy for vital investment to infrastructure through the Windmill Junction Scheme;
- noted there were no resources required in the Councils' support of the Brighton Mainline Alliance.

### **JSC/089/17-18      Worthing Crematorium Improvements**

Before the Committee was a report by the Director for Communities and 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 approval for the virement of underspends from this year's Capital investment programme to the scheme for improvements to Worthing Crematorium.

Following consultation with the Head of Environment and Crematorium staff the original remit was revised to take into account the future needs of the service. A revised estimate was subsequently carried out by external consultants also taking into account out of hours working, which has indicated a shortfall of £144,500 within the current approved budget.

Members expressed their support for the proposals.

### **Decision,**

The Joint Strategic Committee approved the virement of £144,500 from the underspends in the current 2017/18 Capital Investment Programme.

### **C. Decisions taken by the Joint Strategic Committee on 10 April 2018**

*Items related to Adur District Council are not reproduced on this agenda*

Full details can be found: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

The matters not appearing elsewhere on the agenda:

***Decisions from this Joint Strategic Committee will be added to this document when the minutes have been published and it will be re-circulated prior to the Council meeting.***

### **D. Urgent Decisions taken by the Executive**

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended)

The following is reported to Council:

Nil

Councillor Daniel Humphreys  
Leader of the Council

### **Local Government Act 1972 Background papers**

Reports and Record of decisions of various are available on the Council's web site [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.

