

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

**Remote Meeting via Zoom**

**30 March 2021**

Councillor Daniel Humphreys (Chairman)

**Adur District Council:**

Councillor Neil Parkin  
Councillor Angus Dunn  
Councillor Brian Boggis  
Councillor Kevin Boram  
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

**JSC/130/20-21      Declarations of Interests**

Councillor Ed Crouch declared an interest as his partner worked for Worthing Homes.

Councillor Val Turner declared an interest as a member of the ThreeFortsChallenge organising committee.

**JSC/131/20-21      Minutes**

**Resolved** that the minutes from the Joint Strategic Committee meeting held on 2 March 2021, the Worthing Executive meeting held on 1 February 2021 and the Adur Executive meeting held on 2 February 2021, be approved as accurate records and signed by the Chairman.

**JSC/132/20-21      Public Question Time**

There were no public questions received in advance of the meeting.

**JSC/133/20-21      Items Raised under Urgency Provisions**

There were no items raised under urgency provisions.

**JSC/134/20-21      Delivering Pathways to Affordable 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 5.

The report followed the publication of the Adur and Worthing Housing Strategy for 2020-2023 'Enabling communities to thrive in their own home'.

The report outlined how Adur and Worthing Councils intended to meet the commitments of the Housing Strategy and increase supply of affordable housing in the area. This was detailed in the housing development strategy, appended to the report, titled Developing Pathways to affordable homes.

The strategy described the Councils ambitions to deliver more high quality affordable homes in a post pandemic world. The delivery plan would run for 4 years and help inform the next iteration of the housing strategy due in 2023/24.

The Councils' ambitions reflected the platform's strategy which meant this was about more than simply building houses, the delivery of homes should help communities thrive, further work on sustainability and deliver new skills and local jobs as the Councils' adopted modern methods of construction.

Members welcomed the proposals, giving consideration to the increasing demand for housing, the impact of the pandemic on future demand, the mix of provision particularly in relation to the proportion of affordable housing being delivered and the shortage in supply of good quality housing.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Heather Mercer and unanimously supported.

## **Decision**

The Joint Strategic Committee:

- I. considered the 'Developing Pathways to Affordable Homes' report and recommended its adoption to Adur District Council and Worthing Borough Council as part of the Housing Strategy for 2020-2023;
- II. directed officers to prepare the more detailed delivery plans for each Council as outlined in the Pathways document.

## **Call In:**

There is no call-in for recommendations (I) to Adur and Worthing Councils.

The call-in deadline for decision (II) will be 5.00pm on 12 April 2021.

## **JSC/135/20-21      Enabling and encouraging an Active Adur and Worthing**

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 6.

The report provided an update on the progress of the Activities Strategy, an overview of work already happening across the Councils to enable and encourage physical activity across both Adur and Worthing and detailed what was being experimented with, across the Councils, to encourage people to be active.

Members discussed the promotion of cycling across Adur and Worthing and how this was being taken forward by the Sussex-wide LCWIP, led by West Sussex County Council, alongside the internally focussed Travel Action Plan and the community-wide Walking and Cycling Action Group.

Consideration was also given to 'Active Park' and officers agreed to provide a list of activities taking place across parks following the meeting.

## **Decision**

The Joint Strategic Committee noted the content of the report and strategically supported the approach to enabling and encouraging the Councils' place, businesses and communities to be more active.

## **Call In:**

The call-in deadline for this decision will be 5.00pm on 12 April 2021.

## **JSC/136/20-21                      Strategic Property Investment Fund 2021 - Annual Commercial Property Investment Strategy 2021/22**

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 report updated and confirmed the Councils' Commercial Property Investment Strategy to support the Councils' medium term financial strategy, enabling the Councils' to meet their statutory obligation to prepare an annual investment strategy to be approved in advance of the relevant financial year by Full Council (or equivalent).

The proposed strategy supported the Councils' medium term financial strategy and sought to renew and refresh the current investment strategy in relation to the investment funds providing details on:

- robust parameters to guide and support the development of an income generating property portfolio that sought to manage and provide a financially resilient income stream for the Councils; and
- update governance criteria to ensure diligent analysis and transparency to support the transparent decision making process, particularly where investments had a value add opportunity.

Comments from the Joint Governance Committee relating to the issue of risk were noted by the Committee.

The recommendations set out in the report were proposed by Councillor Elizabeth Sparkes, seconded by Councillor Angus Dunn and unanimously supported.

## **Decision**

The Joint Strategic Committee:

- 1) agreed the suggested delivery and governance model as set out in the report which would be recommended to Adur and Worthing Full Councils as part of the overall CPIS;
- 2) noted that at the end of the 2020-2021 financial year an annual asset review would be undertaken by an external consultancy for the Strategic Property Investment Fund (SPIF), with officer input, to detail specific performance of assets and potential future risks and opportunities, and update asset plans for each individual asset moving forward. This would be reported to the JSC at its September meeting.
- 3) approved that the average lot size be decreased from £10m - £20m to £2m - £10m;
- 4) recommended that Adur District Council and Worthing Borough Council adopt the Commercial Property Investment Strategy for 2021-2022;
- 5) approved that the budget for future years may be brought forward with the approval of the relevant Executive Member for Resources, following their consideration of a business case;
- 6) approved that value added and opportunistic investments, as per section 4.3.9, 4.4.9 and 4.6.3, could be acquired and approved under the CPIS in consultation with the appropriate Executive Member for Resources considering a robust outline business and financial case; and
- 7) approved that assets which were purchased for operational, local economy and regeneration purposes, would be separated in future SPIF reporting to those purchased for investment purposes.

## **Call In:**

The call-in deadline for decisions 1, 2, 3, 5, 6 and 7 will be 5.00pm on 12 April 2021.

There is no call-in for recommendations (4) to Adur and Worthing Councils.

## **JSC/137/20-21 Council Tax Support Scheme - Additional discretionary discounts**

Before the Committee was a report by the Director for Digital, Sustainability and 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 informed members that the Councils received, as part of the local government finance settlement, Council Tax Support Grant which was intended to compensate

Councils for income lost due to the rise in Council Tax Support (CTS) claimants throughout the pandemic and to give Councils an opportunity to award additional discounts.

The report sought approval to replicate the additional covid related support given to working age CTS claimants in 2020/21 of an additional council tax discount of up to £150.00 per household.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Carson Albury and unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee approved an additional discretionary discount of up to £150.00 per household for working age claimants in line with the principles detailed in paragraph 4.3 of the report.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 12 April 2021.

**JSC/138/20-21      Supporting our Communities to Thrive: The Southwick Estate, Whiterock Place**

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 9.

The report updated the Joint Strategic Committee on a proposed project to work closely with residents on the Southwick Estate in South Southwick to improve housing standards in the area.

The report set out the current issues with the properties and how these impacted on tenants and leaseholders.

The report sought agreement from the Committee to engage with local residents to explore further the various options to improve housing standards in the area and to work with local residents on developing the options set out in the report for the future of the Southwick Estate.

Members and the ACF representative expressed their support for the proposals.

The recommendations in the report were proposed by Councillor Carson Albury, seconded by Councillor Angus Dunn and supported by the Committee.

**Decision:**

The Joint Strategic Committee:

- approved the undertaking of essential health and safety works to blocks at the site;

- approved funding of £140,000 to conduct a procurement exercise to carry out phase 1 of the engagement and options development work on the future of the estate funded from the new development and acquisition reserve and authorise the Director for Communities to enter into any contract for delivery within the approved budget;
- noted that following phase 1, a further report would be presented to members to consider project progress and release further funding if necessary;
- approved the acquisition of the land as set out in the exempt appendix 1 which would be funded from the Hidden Homes budget subject to approval by the Executive Member for Customer Services following the submission of a business case report.

#### **Call In:**

The call-in deadline for this decision will be 5.00pm on 12 April 2021.

#### **JSC/139/20-21      Use of s106 Funding to Undertake Essential Repairs to Southwick Football Ground**

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 report recommended that the Joint Strategic Committee allocate £50,000 of the remaining 106 funding secured in connection with the Brighton and Hove Albion Training Ground to undertake essential maintenance and repairs to Southwick FC, Football Ground.

Adur Council had recently taken back the lease for the ground and after carrying out a condition survey identified a number of serious building defects which needed to be urgently addressed. Following a marketing process a new tenant had been identified, The Russell Martin Foundation and negotiations were proceeding regarding a new lease for the site.

The report considered the benefits of using s106 to facilitate the early occupation of the site and the scope to pump prime further investment into the site to benefit the local community. The report also highlighted the significant benefits to local sport provision with an enhanced facility and the intended use of the site by the Russell Martin Foundation.

The report also provided an update on other projects which had secured funding and the possible use of the remaining funding still available to be allocated to worthwhile projects that enhanced sport and leisure activities across the District.

Members acknowledged the number of projects that had benefited from s106 contributions across the District, as detailed in section 3.5 of the report.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Carson Albury and supported by the Committee.

**Decision:**

The Joint Strategic Committee:

- agreed to the use of £50,000 towards urgent repairs to the football ground to ensure that it could provide an enhanced sport and community facility and agreed to amend the Capital Investment Programme accordingly; and,
- delegated authority to the Head of Planning and Development, in consultation with the Executive Member for Regeneration, to enter into the relevant grant funding agreements.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 12 April 2021.

*\* Councillors Boggis, Boram, Dunn, Evans and Parkin left the meeting at 7.38pm in accordance with the Joint Committee Agreement.*

**JSC/140/20-21          Delivery of Worthing Integrated Care Centre and MSCP on Worthing Town Hall Car Park**

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 11.

The report sought the Joint Strategic Committee approval of the formal Full Business Case (FBC) for the Worthing Integrated Care Centre (WICC) and Multi Storey Car Park (MSCP) development scheme on Worthing Town Hall Car Park. This would enable contracts and agreements to be executed and for the project to be delivered.

The Committee welcomed the proposals which would deliver modern facilities for GPs to provide healthcare services to residents and a new multi storey car park.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and supported by the Committee.

**Decision:**

The Joint Strategic Committee:

- 1) approved the Full Business Case for the Worthing Integrated Care Centre and Multi Storey Car Park;
- 2) recommended that Worthing Borough Council release the full budget for the construction of the integrated care centre funded through borrowing subject to final agreement of the Heads of Terms for the occupier leases, acquisition of Central Clinic and the development agreement (£33,971,000);

- 3) delegated authority to the Head of Major Projects & Investment to:
- a. appoint through West Sussex Estate Partnership the most advantageous construction contractor to deliver the WICC and 2 MSCP;
  - b. execute occupier lease and service level agreements for the occupation of the WICC facility;
  - c. authorise the acquisition of the Central Clinic;
  - d. execute a Development Agreement with West Sussex (Worthing) Limited;
  - e. authorise temporary NHS services to operate in Liverpool Gardens Car Park on the site of the former Shopmobility building;
  - f. agree the acquisition of Shelley Road Medical Centre and Heene Road Surgery, supporting future housing delivery options and subject to business case approval; and
  - g. make any further necessary consultancy appointments to execute the delivery of the scheme.

**Call In:**

The call-in deadline for decisions 1 and 3 (a to g) will be 5.00pm on 12 April 2021.

There is no call-in for recommendations (2) to Adur and Worthing Councils.

**JSC/141/20-21      Delivering Colonnade House Expansion**

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 12.

The report updated elected members of the progress of Colonnade House and confirmed the progress of a planning application to establish a Creative & Digital Hub in the heart of Worthing town centre.

The report recommended the Joint Strategic Committee to set out and approve the business case to enable the project to be realised, confirming Worthing Borough Council's strong commitment to supporting and growing the Creative Industries in the town, whilst also providing much needed new housing.

The report sought approval to release capital and revenue budgets to enable the project to proceed through to project delivery.

Members of the Committee expressed their support for the proposals and discussed the possible impact on the annual revenue subsidy in relation to changes to the level of occupancy and interest rates. Officers advised that an 85% occupancy rate had been assumed and that the interest rate forecast had been prudent.



The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and supported by the Committee.

**Decision:**

The Joint Strategic Committee:

- 1) approved the business case for Colonnade House to establish an expanded Creative & Digital Hub in Worthing town centre;
- 2) recommended that Worthing Borough Council approve the creation of the capital budget of £4.050m referred to in Section 7 of the report;
- 3) noted that the revenue consequences of the scheme referred to in section 7 of the report would have to be funded from the revenue budget and accommodated within the Medium Term Financial Plan;
- 4) delegated authority to the Director for the Economy to enter into all contracts in relation to the scheme subject to the final costs being within the budget released.

**Call In:**

The call-in deadline for decisions 1, 3 and 4 will be 5.00pm on 12 April 2021.

There is no call-in for recommendations (2) to Adur and Worthing Councils.

The meeting was declared closed by the Chairman at 8.09 pm, it having commenced at 6.30 pm

**Chairman**