

**Minutes of a Meeting of the  
Adur District Council**

**28 October 2021**

**QE2 Room, Shoreham Centre, Shoreham-by-Sea**

Councillor Stephen Chipp, Chairman  
Councillor Ann Bridges, Vice-Chairman

Councillor Carol Albury	Councillor Emma Evans
*Councillor Carson Albury	Councillor Jim Funnell
Councillor Catherine Arnold	Councillor Jeremy Gardner
Councillor Robina Baine	Councillor Joss Loader
Councillor Vee Barton	Councillor Andy McGregor
Councillor Brian Boggis	Councillor Paul Mansfield
Councillor Kevin Boram	Councillor Steve Neocleous
Councillor Mandy Buxton	Councillor Carol O'Neal
Councillor Dave Collins	Councillor Joe Pannell
Councillor Lee Cowen	Councillor Neil Parkin
Councillor Gabe Crisp	Councillor Sharon Sluman
Councillor Angus Dunn	Councillor Debs Stainforth
Councillor Tania Edwards	*Councillor Rob Wilkinson

**\*Absent**

**C/25/21-22                      Apologies for Absence**

There were apologies for absence from Councillors Carson Albury and Rob Wilkinson.

**C/26/21-22                      Declarations of interest**

There were no declarations of interest made.

**C/27/21-22                      Questions from the public**

The Chairman advised that he had received 2 public questions in advance of the meeting.

**Question 1 from Mr Andrew Harvey to the Executive Member for Regeneration**

*A new community group, Adur Communities Together (ACT), made up of a number of local interest groups, held a public meeting on Monday October 13th, which was attended by 167 local residents and watched on YouTube by over 400 more. Given the level of concern expressed at the meeting, and across the wider community, that our already struggling infrastructure will be overwhelmed by the accumulated proposed developments, will the council undertake a comprehensive review of their planning policies, including a focus on the effect of the developments as a whole rather than as individual projects.*

The Executive Member for Regeneration replied that in preparing the Adur Local Plan, adopted in 2017, the Council had engaged with infrastructure providers such as West

Sussex County Council, Clinical Commissioning Group (CCG) and statutory undertakers like Southern Water and the Environment Agency to assess the cumulative impact of all proposed developments. The need for infrastructure improvements to mitigate the impact of new development was then collated into a document called the Infrastructure Delivery Plan which identified the requirement for development contributions to improve local roads, schools and health facilities (secured through s106 legal agreements).

As required by the Local Plan Inspector, we have to review the Plan 5 years after adoption and the Council has started this process. This will involve reviewing the Infrastructure Delivery Plan, looking at any opportunities to meet our future housing needs (the adopted Plan identified a 3,000 dwelling shortfall) and assess what further infrastructure improvements are required to mitigate the impact of any new development.

It should be noted that the planning process only requires new development to mitigate the impact of the development itself and cannot require existing infrastructure deficiencies to be resolved.

### **Question 2 from Christine Gunter to the Leader of the Council**

*Could the Council inform the residents of Adur when they are going to restore local democracy by again allowing members of the public to attend all Council Meetings.*

*Whilst I appreciate that these are challenging and unpredictable times, I believe Covid safe procedures could be followed to allow this to happen.*

*This is particularly important because in the very near future a number of planning applications for large developments will be coming before the Adur Planning Committee.*

*If passed these developments will severely impact on the lives of local residents so it is absolutely vital that we should be able to attend meetings to hear the debate and the decisions that are made.*

The Leader replied that during the pandemic, it had been necessary to restrict the size of the public gallery at the Council's meetings in order for participants to be socially distanced. To enable full transparency in relation to decision making, the Council's meetings had been live streamed during this period. Whilst not the same as in person meetings, many people had appreciated the fact that this provided access to a wider audience and as a result increased the transparency of our democratic process.

Following changes to HSE guidance, the public gallery for the Council's meetings had been restored to pre-pandemic numbers as there was no longer a need to restrict the numbers of persons attending meetings as attendees did not need to be socially distanced.

Specific meeting arrangements for the determination of larger development applications, would be made on a case by case basis where possible but the Council would need to do so safely.

The Council would continue to keep the situation under regular review, as it had been throughout the pandemic.

**C/28/21-22**

**Confirmation of Minutes**

**Resolved**, that the minutes of the meeting held on 22 July 2021 be approved as a correct record and be signed by the Chairman.

**C/29/21-22**

**Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service**

The Chairman placed on record the Council's condolences for the sad passing of Dave Simmons whose funeral was held on 7 October. The Chairman paid tribute and thanked Cllr Joss Loader for assisting him on the day.

The Chairman updated the Council on the civic engagements and charity events that he had attended since the last meeting of Full Council in July and those upcoming.

There were no announcements from the Leader or the Interim Chief Executive.

The Executive Member for Health & Wellbeing highlighted the work associated with HealthyAW and wished to place on record his thanks to the team for helping to get the community back up and running.

The Executive Member for the Environment highlighted that Climate Action AW would be taking place between the 1st and 12th November to coincide with the COP26 conference showcasing the Council's work towards a sustainable future and the collective approach being taken by the Council, businesses and the local community.

The Executive Member for the Environment also highlighted that the Council had been awarded 2 green flags, one for Lancing Ring Nature Reserve and the other for Shoreham Beach.

**C/30/21-22**

**Items raised under urgency provisions**

The Chairman announced that there were no urgent items

**C/31/21-22**

**Recommendations from the Executive and Committees to Council**

**7a)**

**Joint Governance Committee - 29 July 2021**

**Joint Governance Committee Appointments: Parish Councillors**

The Chairman of the Joint Governance Committee, Cllr Andy McGregor, presented and proposed the recommendation from the Joint Governance Committee meeting held on 29 July 2021.

The proposal was seconded by Councillor Ann Bridges and on a vote it was unanimously supported.

**Resolved**,

That Adur District Council approved the nomination from Lancing Parish Council of the appointment of Cllr Mike Mendoza as a co-opted Member of the Joint Governance Committee for 20 21/22.

## **7b) Joint Strategic Committee - 7 October 2021**

### **Towards a Safer Adur and Worthing- Introducing the Adur and Worthing Safer Communities Partnership Strategy (2021-2024)**

The Leader presented and proposed the recommendation from the Joint Strategic Committee meeting held on 7 October 2021.

A Member highlighted that section 4.12 of the report talked about the under reported Domestic Violence crime. In Adur, Domestic Abuse crimes made up 20% of all crimes and increased by 1%, yet the number of reported incidents increased by 5%. The strategy talks about embedding the duties of local authorities under the Domestic Abuse Act 2000. Can we seek assurances and evidence of this partnership work under these obligations, which are; really good access to accommodation and housing; access to justice; investment in training and early intervention within schools and relationship and sex education discussions. We also need to work to understand the reasons for the gap between 1% recorded and the 5% number of reported by way of a regular update from Cllr Boram and Sophie Whitehouse please.

The Executive Member for Health & Wellbeing responded that whilst creating this strategy, the Councils had looked at a lot of data, collated by many organisations including the probation service and the police which were used to help to identify the areas of focus. In regards to the Domestic Abuse statistics, Cllr Boram agreed to provide a written response. These matters required a wide range of agencies to come together, which is why the partnership was so important.

The proposal was seconded by Councillor Angus Dunn and on a vote it was unanimously supported.

### **Resolved,**

That Adur District Council approved and endorsed the strategy.

*\* Dr Catherine Howe left the meeting prior to consideration of item 7c.*

## **7c) Joint Senior Staff Committee - 8 October 2021**

### **Appointment of the Chief Executive for Adur District and Worthing Borough Councils**

The Chairman of the Joint Senior Staff Committee, Cllr Neil Parkin, presented and proposed the recommendation from the Joint Senior Staff Committee meeting held on 8 October 2021.

The proposal was seconded by Councillor Angus Dunn and on a vote it was unanimously supported.

Resolved, That Adur District Council approved the appointment of Dr Catherine Howe as the Chief Executive of Adur and Worthing Councils on the following terms and conditions:-

- i. The JNC (Joint Negotiating Committee) conditions of service for Chief Executives will apply;
- ii. The salary will be £134,000 plus Returning Officer fees;
- iii. The appointed person shall be the Councils' Head of Paid Service, Returning Officer and Electoral Registration Officer; and
- iv. In line with the Councils' employment policies, the post attracts casual user allowance and membership of SOLACE.

*\* Dr Catherine Howe returned to the meeting prior to consideration of item 8.*

### **C/32/21-22                      Report of the Leader on decisions taken by the Executive**

The report before members set out the decisions made by the Executive since the last meeting of Council.

Questions were received in relation to the 1st Quarter Revenue Monitoring report 2021/22, Sustainability Checklists, the Health & Wellbeing Strategy, the Network Refresh Project and the Apprenticeship Levy.

### **C/33/21-22                      Members question time under Council Procedure Rule 12**

#### **Question from Councillor Sharon Sluman for the Executive Member for Regeneration**

*Since ADCs major project for carbon offsetting of district heat network didn't gain its grant funding and this being noted as a major component of Adur's drive for carbon neutrality through heating of its own buildings as well as those planned for the harbour arm, will the council have to adjust its carbon reduction target or have they identified other carbon reduction projects to replace this or will they considering borrowing for this project, bringing us into line with Worthing Council that has just agreed to support their heat network to the whopping tune of £1.275m loan funding?*

The Executive Member for Regeneration replied that the Councils' Carbon Neutral Plan, adopted in 2019, set an ambitious target to be carbon neutral for the councils' own estate and fleet by 2030. Part of this target would be met by offsetting and the Plan noted this '*could comprise a variety of measures, including investment in renewables or carbon sequestration from land management*'. The creation of a district heat network, whereby developers and other building owners would benefit from the carbon savings (i.e. by reporting fewer emissions from their own buildings), would mean that the carbon savings would accrue off the councils' balance sheet and therefore were not considered as 'offsets'. As such, the councils would be unable to use this as a contribution towards the 2030 target and the principle methods of offsetting remained as investment in renewable electricity generation and through sequestration.

The Shoreham Harbour District Heat Network was initially planned specifically to deliver renewable energy to serve the 1,000 + dwellings planned for the Western Harbour Arm. Whilst there was an aspiration to see if it could be extended to serve Adur Homes properties

the main focus was to deliver sustainable development at the Harbour. Although the loss of grant funding was disappointing, the Council's policies within the Local Plan and Joint Area Action Plan (JAAP) still required an energy hierarchy approach with an emphasis on communal heating systems using renewable energy. The introduction of Part L of the Building Regulations next June would also require higher standards of insulation and energy efficiency which would be mandatory for all developments.

Regarding the loan to deliver the Worthing Heat Network, as explained in this month's JSC papers, this was a Government-backed loan for which Worthing Borough Council was acting as a conduit. The council would 'on-loan' this funding to the eventual concessionaire who would fund, design, build, operate and maintain the heat network in the town centre. As such, there was no additional financial risk to the council. As far as other Council buildings were concerned you will be aware that Adur District Council was already in receipt of over £1m of grant funding to deliver ground source heat pumps at Shadwells Court, air source heat pumps at the Shoreham Centre and solar PV on 4 council rooftops. All new Adur Homes properties were being built with renewable energy rather than gas boilers and various options were being assessed to improve the energy performance of the existing housing stock.

*Cllr Sluman asked whether Adur District Council could gain access to the same loans as Worthing Borough Council as a supplementary question.*

The Executive Member for Regeneration advised that projects would be assessed against loan criteria.

### **Question from Councillor Paul Mansfield to the Leader**

*Question re by-election for Hillside Ward*

*It is a total waste of money and I can't see what political gain any party would have to do this?*

*It wouldn't change the political make-up of the council. Also totally disrespectful to our fallen councillor David Simmons who we buried only two weeks ago. I believe that this would cost the council £7000 to elect a new councillor for five months? Then in May to have the Council election it doesn't make sense in this current climate that we are wasting this money. I also think we leave ourselves open to criticism from the general public.*

The Leader replied that the rules around by-elections were set out in the relevant legislation and the Council had no jurisdiction in these matters.

When a vacancy occurred following the death of a councillor, under Section 87 of the Local Government Act 1972, a vacancy was immediately created, and the process, which started by inviting electors to request a by-election, began.

In the case of the Hillside vacancy, the by-election process could not be deferred to the May elections because it did not occur within six months and four days of 5 May 2022, so the statutory process resulting in a by-election was unavoidable.

### **Question from Councillor Jeremy Gardner to the Executive Member for Regeneration**

*We welcome the cleaning of pavements in our town and village centres now taking place in Lancing and Southwick and soon in Shoreham, paid for by the government's Welcome Back Fund. This is long overdue. Can the Executive Member for Regeneration tell us if the basic council function of cleaning and washing high street areas will be continued to the benefit of local residents, traders and visitors, and how often this will take place.*

The Executive member for Regeneration replied that the Council's waste and cleansing team worked hard to keep our environment clean and welcoming. Resources were prioritised in high footfall areas such as high streets, the sea front and parks and open spaces. The work included emptying bins, picking up litter and sweeping areas either with mechanical sweepers or manually. The service maintained all these areas to a very high standard.

The Welcome Back Fund provided an opportunity to jet wash some of these areas, to give them a deep clean as the economy reopened. Following this work the Council would continue to maintain a high level of cleansing deploying jet washing as and when required.

*A supplementary question regarding the effectiveness of the existing cleaning regime was asked by Cllr Gardner.*

The Executive Member for Regeneration replied that regular walks with community groups were used to identify where special efforts were required.

#### **Question from Councillor Steve Neocleous to the Executive Member for Resources**

*Would the Executive Member for Resources provide an update on the performance of the Council's strategic property investments?*

The Council had invested £89,052k on eight investments (including Focus House in Shoreham). The portfolio had a mixture of office, supermarket, hotel, industrial and logistics units. It was expected to produce an annual gross income of £4,854,105 this year.

The current market conditions had made rental collection more difficult than in previous years. However, the portfolio had performed better than industry average. Market leading management agents Savills reported an industry wide collection rate in the range of 65% to 75% dependent on the makeup of the portfolio under consideration.

Rents were paid in advance and at the beginning of each quarter. Rent collection was due at the end of September for the third quarter, and the portfolio was showing a 100% recovery of rents for the year to date.

Three tenants were currently paying on a monthly basis but all had paid the first month, and we had no indications that they would not continue to pay the outstanding amounts each month. Those tenants continued to be monitored closely by the managing agents as well as officers. A careful asset and property management regime had been useful in producing this result, and this regime would continue.

#### **Question from Councillor Catherine Arnold to the Executive Member for the Environment**

*With the inability of developers to keep to their landscaping plans and mature trees being felled, what will you be doing with Cllr Boggis, to protect and generate more green spaces alongside our mass developments? Please give examples of 1 for 1 tree planting.*

The Executive Member for the Environment replied that with all developments, the Council expected developers to increase biodiversity and increase the number of trees on any site. In fact, the Council expected developers to do far better than a 1 to 1 replanting. If Cllr Arnold had any examples where this was not the case, could these be shared with the Executive Member.

*Cllr Arnold advised that there was at least one development where this was not the case.*

The Executive member requested that Cllr Arnold provide the information by email and a response would be shared with Councillors.

**Question from Councillor Rob Wilkinson to the Executive Member for Resources  
(asked by the Chairman on behalf of Councillor Wilkinson)**

*Despite the increasing cost of providing the Council Tax support scheme, it is an essential protection for the least financially secure in our communities; would the Executive Member for Resources give an indication of whether we will be maintaining the existing scheme in the next budget round?*

The Executive Member for Resources replied that subject to a report being considered by the Joint Strategic Committee and a recommendation being made to Full Council, it was likely that the existing scheme would be retained.

**Question from Councillor Tania Edwards to the Leader**

*Last week Adur Council released a follow up press release on 20th October 2021 announcing that Ashcroft, a former Adur Sheltered Accommodation building in Kingston Lane, Shoreham, has received additional funding of £407,000 from the Government's Land Release Fund (LRF). This followed the Joint Strategic Committees decision to approve the funding to replace the existing building with a new fit for purpose accommodation for 43 dwellings.*

*I would be grateful If you would let the members know how this additional funding came about and how will this help the progress on this much needed development?*

The Leader replied that the Land Release Fund (LRF) was a fund issued from the central Government to help Local Authorities develop land that may otherwise be unviable. Following an extensive review of the refurbishment costs on the existing building as part of the recent approval this information was used to bid for LRF funding to help with a number of abnormal upfront costs associated with the project.

The funding had been provided to help with costs associated with providing a site ready for development with works including the removal of asbestos, demolition of the block, site preparation works and diversion of existing services. The funding was contingent on the above works being completed by March '24. The current forecast was for these works to be completed by spring '23.



The successful bid followed the Council's previously successful bid on phase 1 of the LRF (January 2021) in which the Council was awarded c.£500,000 towards its small sites programme to help in upfront infrastructure costs (such as demolition) associated with the sites.

**C/34/21-22                      Approval of Adur Memorial Recreation Ground and Southwick Green's annual accounts and annual report**

Before the Council was a report by the Director for Digital, Sustainability and Resources on pages 21-33 of the agenda pack. The report sought approval for the 2020 Annual Accounts and Annual report of Adur Recreation Ground Trust.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Emma Evans and following a vote, unanimously supported.

**Resolved,** That Adur District Council, as Trustee of Adur Memorial Recreation Ground, approved the accounts of the Trust and the annual report of the Trustees.

**C/35/21-22                      Notice on Motion 1**

Before the Committee was a report by the Interim Director for Communities, which had been circulated to all members and a copy of which is attached to the signed version of these minutes.

The motion was proposed by Councillor Gabe Crisp and seconded by Councillor Robina Baine.

**Resolved,**

In accordance with the Constitution, the Motion was noted and immediately referred to the Joint Strategic Committee.

**C/36/21-22                      Notice on Motion 2**

Before the Committee was a report by the Interim Director for Communities, which had been circulated to all members and a copy of which is attached to the signed version of these minutes.

The motion was proposed by Councillor Lee Cowen and seconded by Councillor Debs Stainforth.

**Resolved,**

In accordance with the Constitution, the Motion was noted and immediately referred to the Joint Strategic Committee.

**C/37/21-22                      Notice on Motion 3**

Before the Committee was a report by the Interim Director for Communities, which had been circulated to all members and a copy of which is attached to the signed version of these minutes.

The motion was proposed by Councillor Catherine Arnold and seconded by Councillor Jeremy Gardner.

**Resolved,**

In accordance with the Constitution, the Motion was noted and immediately referred to the Joint Strategic Committee.

The Chairman declared the meeting closed at 8.25 pm, having commenced at 7.00 pm

Chairman