

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

**21 July 2022**

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

Councillor Andy McGregor, Chairman  
Councillor Ann Bridges, Vice-Chairman

Councillor Carson Albury	Councillor Joss Loader
Councillor Carol Albury	Councillor Paul Mansfield
Councillor Catherine Arnold	Councillor Steve Neocleous
Councillor Robina Baine	Councillor Carol O'Neal
Councillor Vee Barton	Councillor Joe Pannell
Councillor Kevin Boram	Councillor Neil Parkin
Councillor Mandy Buxton	Councillor Sharon Sluman
Councillor Gabe Crisp	Councillor Debs Stainforth
Councillor Angus Dunn	Councillor Dan Flower
Councillor Emma Evans	Councillor Jude Harvey
Councillor Jim Funnell	Councillor Julian Shinn
Councillor Jeremy Gardner	Councillor Julia Watts

**c/85/21-22            Apologies for Absence**

Apologies were received from Councillors Flower, Cowen and Wilkinson

**c/86/21-22            Declarations of interest**

There were no declarations of interest

**c/87/21-22            Questions from the public**

A member of the public asked the following question:

*In 2019 an announcement was made concerning a tranche of money allocated to the regeneration and improvement of Millfield Estate in North Cokeham and this was welcomed by Councillor Albury at that time.*

*Why was this money then reallocated to Eastergate? What plans are now in place to carry out the deferred Millfield improvements?*

The Cabinet Member explained that Funding was earmarked for capital improvement works to Millfield Estate in the Capital Improvement Works Programme 2017 - 2019.

For clarity, the Council does not have Eastergate Estate within its social housing stock. It may be that the resident meant to refer to Fishersgate Estate. Notwithstanding, It is not correct that these funds were reallocated to any other estate. Following the tragic Grenfell fire incident and subsequent guidance on fire safety obligations of social landlords, the Capital Improvement Works Programme was refocused on fire safety measures. A number of projects were put on hold, including the proposed works to Millfield Estate.

A revised programme of works for Millfield Estate was the Capital Improvement Works programme for the current financial year. The works had been designed based on a visit to the estate by Officers, Councillor Mansfield and I (Councillor Albury) last year, and subsequent meetings with residents of the estate.

The Chairman read out a question on behalf of a member of the public as follows:

*According to Imperial College London, the air quality throughout Shoreham-by-Sea exceeds WHO levels meaning all residents, including children, are exposed to dangerous air pollution. What is the councils plan to bring air quality within internationally recognised safe levels?*

The Cabinet Member told the meeting that the Council declared an Air Quality Management Area in Shoreham in 2005 and since then has been working in partnership with West Sussex County Council, Sussex Air and other agencies to implement a number of measures to improve air quality in the District. The authorities had successfully worked in collaboration with neighbouring authorities to bid for additional funding from DEFRA to deliver an education programme with schools and develop air quality emissions mitigation planning guidance. Currently the Council were continuing to work with WSCC on a county wide electric vehicle charging strategy for the provision and roll out of charge points across West Sussex including Adur. Work was currently underway to provide a car club and the erection of anti-idling signs at traffic hotspots. The Council is in the process of producing a revised Air Quality Action Plan which will set out further measures to tackle air pollution.

The Chairman read out a question on behalf of a member of the public as follows:

*There are hardly any trees in Shoreham which provide a sanctuary for wildlife, soak up CO2, produce oxygen and provide shade. What are the councils plans to increase tree cover in Shoreham?*

The Cabinet Member told the meeting that the authority planted native trees wherever possible verge planting schemes were the responsibility of West Sussex County Council.

A Member of the public asked the following question:

*Adur's work to green up and enhance the environmental habitats of the district is well received by the community. However, we bring to your attention a 6 acre site which is located north west of the NMF. Known locally as the Horsey Fields, it lies behind Bens Car Wash and the run of housing along the Lancing stretch of the westbound A27. Its southern boundary is shared with Cala homes first phase development.*

*This 6 acre site is an existing, brilliant natural habitat for wildlife with multiple species of birds, bats, badger, foxes and foraging for deer.*

*The current local plan has clearly designated the site as a Biodiversity Action Plan area resulting from Shiells Flynn evidence and recommendations for the plan. Dense woodland of around 1 acre sits within the site. Both north and south of the wood are key drainage ditches which are vital to the drainage of N. Lancing and the A27.*

*There are Tree Preservation Orders on a number of rare cypress trees.*

*The question we ask is :*

*There has been no move by the council to put into action that Biodiversity Action Plan. The whole site vitally needs protection. It's a pathway to particularly wildlife corridors which link with the National Park and what habitat is left in NMF. This is a quick win for improving our natural green spaces.*

*To comply with the Local Plan 2017, will the council please set this BAP in motion to preserve and enhance this rich-in-wildlife site, protect drainage and, as part of the plan, consider placing a Tree Preservation Order on the whole of the wood?*

The Cabinet Member told the Council that the horsey fields formed part of the wider New Monks Farm in the Local Plan. The Local Plan was currently being reviewed and any application on that site would need to address the ecological and drainage constraints identified in the Local Plan. An application had been submitted to make the area a local greenspace which would be considered as part of the Local Plan review.

A Member of the public asked the following question:

*Why does it take so long for a void to be reallocated? A property in Fishersgate has been handed back to the council since 6th June and nobody has been to clean it out and since the person has died (his body was not found for at least 2 days) nobody has been in to see what state the bungalow is in. Why? Is there not a shortage of housing in the Adur area.*

The Cabinet Member responded as follows: It is not unusual for a family member who does not have the authority to surrender the tenancy to hand back the keys with the deceased's belongings still in the property. Dealing with the death of a relative can be a difficult time for most families therefore the Council is considerate, empathetic and approaches return of the property with sensitivity, as it can sometimes take time for the bereaved family to resolve the belongings particularly if probate is required. The Council has a significant number of long term voids due to a number of issues. Long term voids are where turnaround takes longer because major works are required. Often this is the case where we have to deal with asbestos, carry out major refurbishment due to the age of the property and where the previous tenant has left the property in a poor condition among other reasons.

Until recently, the Council has had issues with energy companies refusing to restore power to a property because the previous tenant has left a significant energy bill unpaid. The energy company often wants the Council to clear this bill before restoring power. An arrangement is now in place to deal with this therefore it is no longer an issue. We also now have additional capacity from an external repairs company, therefore we expect to see the turnaround time of the long time voids improve.

#### **c/88/21-22                      Confirmation of Minutes**

**Resolved:** that the minutes of the meeting of the 19 May 2022 be approved as the correct record

#### **c/89/21-22                      Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service**

The Chairman made the following announcements

The biggest event has been the Queen's Platinum Jubilee. As someone who is from Lancing I was honoured to be part of Adur's Beacon lighting on Lancing Beach. Even better, with

Adur's own town crier, Bob Smytherman and our MP Tim Loughton, made a tour of many of the street parties across Adur. We were welcomed everywhere as we arrived with ice creams, ice-lollies and sweets. Everyone joined in with the singing of "God Save the Queen".

I have continued with the theme of the Queen's Platinum Jubilee, cutting the ribbons on trees planted as part of the Queens Green Canopy.

As well as inviting the planting of new trees, The Queen's Green Canopy will highlight 70 unique and irreplaceable Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

The tree planting season starts again in October and I invite everyone to plant a tree for the jubilee.

The Leader of the Council announced that the Executive was being renamed as a Cabinet and told the Council of changes to the names of the Cabinet Members to better reflect the work that the Cabinet Members undertook: Cabinet Member for Environment and Leisure, Cabinet Member for Communities and Wellbeing, Cabinet Member for Adur Homes and Customer Services, Cabinet Member for Regeneration and Strategic Planning, Cabinet Member for Finance and Resources.

The Cabinet Member for Adur Homes and Customer Services updated Members on Cecil Norris House receiving a commendation for the Sussex Heritage Trust awards.

The Deputy Leader of the Opposition announced that Cllr Jude Harvey would replace Cllr Dan Flower on the Licensing Committee.

#### **c/90/21-22                    Items raised under urgency provisions**

There were no urgent items

#### **c/91/21-22                    Recommendations from the Executive and Committees to Council**

#### **7(a) Joint Governance Committee – 31 May 2022**

##### **Joint Governance Committee Appointments: Parish Councillors**

The Chairman introduced the recommendations to the Council which was seconded and on a vote unanimously approved.

##### **Resolved:**

- i) That Cllr Mike Mendoza be appointed as a co-opted member of the Joint Governance Committee for 2022/23 as a representative of Lancing Parish Council;
- ii) That Cllr John Salisbury be appointed as a co-opted member of the Joint Governance Committee for 2022/23 as a representative of Sompting Parish Council;

#### **7(b) Joint Overview and Scrutiny Committee – 9 June 2022**

## **Joint Overview & Scrutiny Committee Annual Report 2021/22**

The Chairman of the Joint Overview and Scrutiny Committee introduced the recommendation to the Council which was seconded, debated and on a vote unanimously approved.

**Resolved:** That the annual report for 2021/22 be approved

### **7(c) Joint Strategic Committee - 5 July 2022**

#### **Financial Performance 2021/22 - Revenue Outturn**

The Leader introduced the recommendations to the Council which was seconded, debated and on a vote unanimously approved.

**Resolved:**

- i) That the overall final outturn for 2021/22 be noted
- ii) that the net appropriations from General Fund Reserves in the year, as detailed in section 6 of the report, totalling: Adur District Council £2,050,390 be approved

### **7(d) Joint Strategic Committee - 5 July 2022**

#### **Financial Performance 2021/22 - Capital & Projects Outturn**

The Leader introduced the recommendations to the Council which was seconded and debated. The council discussed use of development land, piling on the harbour arm and cycle Outes. on a vote unanimously approved. Members

**Resolved:** that

- i) the overall capital final outturn for 2021/22 be noted;
- ii) the net carry over of General Fund Capital underspends for Adur District Council as detailed in paragraphs 5.3 of the report be approved;
- iii) the financing of the Adur District Council 2020/21 Capital Investment Programme, including the use of capital receipts as set out in paragraphs 5.1 and 5.2 of the report; and
- iv) the carry forward of Council resources underspends to fund budget pressures as detailed in paragraph 4.2.2. and summarised in paragraph 5.6 of the report be approved

### **7(e) Joint Strategic Committee – 5 July 2022**

#### **Developing a revenue budget for 2023/24 against a backdrop of high inflation**

The Leader introduced the recommendation to the Council Which was seconded and debated, upon a vote it was

**Resolved:**

- i) Adur District Council approve the Budget Strategy for 2022/23 as outlined in Section 9 of the report

**c/92/21-22 Report of the Leader on decisions taken by the Executive**

The Cabinet Member for Finance and Resources gave a precis of decisions taken since the last Council Meeting.

A Member asked if there were concerns about the comf fund not rolling onto the next budget year. The Cabinet Member for Finance and Resources explained that the decision was made to go forward on the matter and there was no doubt that the money would be spent.

A Member made a statement about temporary accommodation in South Street Lancing and was told that there would be additional temporary accommodation in Albion Street.

A Member asked about the proactive interventions to support low income residents and the supply of information pertaining to this information. Members were told that the information would be forthcoming.

**c/93/21-22 Members question time under Council Procedure Rule 12**

A Member asked the following question:

*Your portfolio encompasses waste. Please can you update the meeting on the progress of the food waste collection scheme, following the recent pilot?* The Cabinet Member told the Council that the commercial food waste scheme was piloted last summer and was popular with customers. With regards to residential collection the Councils had received funding to run a feasibility study. Results were being waited upon and the results would be shared with everyone.

A Member asked the following question:

*Highways liaison - How does ADC work with WSCC and Highways England on road safety schemes? There have been a number of serious collisions on many roads in Adur over recent weeks. How does ADC as a whole and individual ward councillors most effectively engage with road safety issues and the relevant authorities to reduce the incidence, frequency and severity of harmful accidents in our area?* The issue was more relevant for West Sussex County Council. During the Planning process ward councillors had the opportunity to raise concerns regarding highways matters, parking excess cars etc. The Councils worked with the Fire Service through the Joint Action Group which included a number of other bodies and authorities. Members worked with groups such as Shoreham by-cycle and overall there was a collaborative approach although ultimate authority rested with West Sussex.

A Member asked the following question

*Foreshore management - does your portfolio encompass the Adur Estuary SSSI? If so can you explain how ADC works with all stakeholders to maintain the SSSI? Recently it has been designated as 75% degraded and deteriorating. There is a lot of illegal activity in the SSSI, including industrial and commercial bait digging (not just the permitted 100 worms/1 litre/1 kg*

*for personal use) plus damage to the salt marsh by recreational users unaware that they are harming ground nesting and roosting birds.* The Cabinet Member told the Council that the Land that the Council directly manages borders right onto the SSSI location. The Council does receive reports of bait diggers / Cockle Pickers and worked closely with Sussex Police, Food Standards Agency, Natural England and the Border Police in response to those complaints. Natural England have placed enforcement notices in relation to damage to the saltmarsh and take the lead on enforcement matters in this regard.

A Member asked the following question:

*Your portfolio encompasses emergency and contingency planning. Can you tell us what contingencies were put in place to manage the recent extreme heat across the Adur District? From the recent experience what lessons have been learnt for future extreme weather events?* The Cabinet Member stated that Adur District Council was a member of the Sussex Resilience Forum (SRF) which was a Local Resilience Forum (LRF) which was a partnership of all local authorities who work together to prepare and respond to emergency situations and warnings. The SRF had an Adverse Weather Plan that includes heatwave. A Heatwave Plan for England was also in place and issued by the UK Government/NHS. With the recent very high temperatures (Red Heatwave Warning), a Tactical Coordination Group met daily with partners of the SRF present. The Councils Safety & Resilience team attended these meetings. Following these meetings advice to all managers and staff was given especially those staff who are front line and work outdoors.

A Member asked the following question:

*Environmental protection - air quality. The air quality monitors in the high street regularly record harmful levels of PM10, PM 2.5 and NOx. As you will be aware 36,000 excess deaths in the UK are attributed to poor air. Can you outline what ADC is planning to do to reduce congestion, idling, traffic and to improve air quality locally? As an asthmatic recovering from long covid clean air is something that is of utmost importance to my health and wellbeing, and that of hundreds of other local residents.* The Cabinet Member told Members that the Council declared an Air Quality Management Area in Shoreham in 2005 and since then has been working in partnership with West Sussex County Council, Sussex Air and other agencies to implement a number of measures to improve air quality in the District. The Cabinet Member found the matter challenging as it was the responsibility of the Authority, however, the issues arose from areas of responsibility from other authorities such as roads (managed by West Sussex and Government Policy etc). Currently the Council was continuing to work with WSCC on a county wide electric vehicle charging strategy for the provision and roll out of charge points across West Sussex including Adur. Work was currently underway to provide a car club and the erection of anti-idling signs at traffic hotspots. The Council is in the process of producing a revised Air Quality Action Plan which will set out further measures to tackle air pollution which will be out for consultation in the coming months.

A Member asked the following question:

*Your portfolio encompasses housing needs register. Can you update us on the number of households currently awaiting homes? What is the timescale for reducing this list to as near zero as is possible? How many of these households are in category A, the most severe need? Adur Council's housing register currently has 809 households, with 120 on Band A, 39 on Band B, 405 on Band C and 245 on Band D*

The Council is actively working to increase the number of affordable rented homes to households on the housing register. Though the Council was actively working to increase the number of affordable homes available to those who need one including those on the Council's housing register, the severe shortage of housing across the Country, especially in the South of England means it is unlikely that the housing register will be reduced any time soon. Last year, the Council delivered 15 new social rented homes in the new Cecil Norris Building. All homes went to households on the housing register. Construction was already at an advanced stage on the Albion Street site which would deliver 49 new homes, the Council had nearly finalised plans to deliver nearly 40 homes through our small sites programme and was working to deliver a new Ashcroft Sheltered Housing. All these units would go to Adur Residents on the Council's housing register. More affordable homes would be delivered through the planning process and the Council's Local Plan. The New Monks Farm would deliver about 75 homes and the Old Civic Centre will deliver over 100 homes. Residents were already successfully bidding for the New Monks Farm homes on the housing register.

A Member asked the following question:

*Adur Tenants forum comes under your portfolio. There is a significant need for AH tenants to have their concerns and issues heard and acted upon. Yet there continue to be communication problems across AH. The tenants forum has not met for a while and had very limited engagement. At the last zoom meeting (which I attended with 2 other cllrs, 3 officers and only 3 tenants) there did not appear to be an effective residents voice. Can you advise how you plan to get better engagement with AH tenants? Is this something that the new participation manager could work on? What models are being looked at to improve engagement and rebuild trust?* Members were told that it was important that all residents of Adur Homes had an effective voice. For residents' voice to be effective, the representation must be independent of Councillors and Council influence. Like other Adur Homes residents groups such as the Sheltered Housing Action Review Panel (SHARP) and the Adur Leaseholders Forum, the Adur Tenants Forum (ATF) is independent. Officers have been working with leaseholders to reconstitute the Leaseholders Forum and it is now a vibrant forum. SHARP already provides effective representation for sheltered housing residents. The Resident Engagement Officer role has just been reviewed and the process to recruit into the role is about to commence. Once in post, the officer will support Adur Homes tenants and the ATF to become more effective.

A Member asked the following question:

*Sewage pollution in the river and the sea- how is the Environment team working with Southern water to improve sewerage at Lancing West Beach and prevent the regular discharges into the Adur at Ropetackle?* The Council worked with SWS and EA and meet regularly to discuss ongoing improvements to water quality. This included identifying misconnections of sewage and grey water. Southern Water were currently undertaking a bathing water enhancement program at Lancing West Beach. Southern Water had advised that they wanted to reduce storm overflow discharges by 80% by 2030. The Environment Agency takes seawater samples every week during the summer bathing season (May to September). These were then analysed and the results were used to help classify the bathing water quality as either excellent, good, sufficient or poor. This regular monitoring helped protect public health and identify any areas where water quality needs to be improved. The Council used results to update bathing water quality public information signs each week. The Environment Agency tested seawater for bacteria to identify Escherichia coli (E.coli) and Intestinal Enterococci (colonies per 100ml). These bacteria could be found in

faecal matter. Their presence may suggest the water has recently been contaminated with sewage or livestock waste.

### **c/94/21-22                    Motion on Notice 1**

Before the Council was a Motion submitted by Cllr Mandy Buxton seconded by Councillor Kevin Boram. The motion was titled 'Delivering Cost of Living Support.

Cllr Buxton introduced the motion which was seconded and debated. Members debated the context of the motion with majority of members agreeing with the motion however, some members disagreed with references to actions being carried out by Central Government.

On a vote, it was

**Resolved:** that

This council is concerned about the cost of living is having on the residents of Adur and notes that domestic electricity and gas prices are predicted to rise by almost 50% this year. Increased energy costs will impact prices of many other products and services. This Council notes that HM Government has recently announced a bold £15 billion package targeted to the most vulnerable households to alleviate the impact of energy prices. In addition, it continues to deliver the Levelling Up initiative to provide opportunities for all, both locally and nationally. Within Adur this Council continues to deliver key services through the Proactive project to identify and target those most vulnerable and at risk.

This Council resolves to:

1. Request that the Chair writes to the Prime Minister to request that he delivers all the Brexit promises to deliver additional savings to all households and to assist in the delivery of the Levelling Up initiative.
2. Recommend that the Executive works closely with HM Government and West Sussex County Council to deliver Adur's share of the £500m Household Support Fund on a timely basis.
3. Continue to support the Proactive project to identify and help those most in need or at greatest risk of hardship to ensure they are fully aware of the help and assistance that is available and to ensure they receive that assistance.

### **c/95/21-22                    Motion on Notice 2**

Before the Committee was a Motion submitted by Councillor Arnold and seconded by Councillor Shinn. The motion before members concerned the Adur and Worthing Local Cycling and Walking Infrastructure Plan.

The Motion was proposed, seconded and debated. Members discussed the Local Local Cycling and Walking infrastructure plan and lauded the outcomes of the plan. On a vote it was

**Resolved:** that This council reaffirms its support for the Adur and Worthing Local Cycling and Walking Infrastructure Plan and its preface from council leader Neil Parkin: “It’s clear that our residents and visitors to the district would cycle and walk more with improved routes. This plan provides us with a fantastic foundation to create the network of the future”.

The plan defines our vision: “To create a place where walking and cycling becomes the preferred way of moving around Adur”. Walking and cycling reduce congestion, greenhouse gas emissions and the adverse links between motorised road transport and health. Increased walking and cycling leads to important health gains which benefit the community, the NHS and the wider health care system.

We note the increase in cycling numbers facilitated by the temporary Upper Shoreham Road cycle lane, showing the potential of a higher quality permanent cycle lane in improving the lives of school students, families and individuals. We welcome progress in plans for a toucan crossing for walkers and cyclists on Steyning Road by the Red Lion and planning for the long-term aim of a cycle lane on or by the A259 from Shoreham to Portslade.

This council strongly supports the development of a walking and cycling network with Upper Shoreham Road and the A259 as primary cycle routes as identified in the Local Cycling and Walking Infrastructure Plan.

**c/96/21-22                      Motion on Notice 3**

Before the Council was a motion submitted by Councillor Dan Flower and seconded by Councillor Sharon Sluman.

In accordance with the constitution the Motion was proposed, seconded and referred to the Joint Governance Committee without debate

**Resolved:** that the motion be submitted to the Joint Governance Committee

The Chairman declared the meeting closed at 9.35 pm, having commenced at 7.00 pm

Chairman