



ADUR DISTRICT
COUNCIL

20 April 2023

Director for Communities
Tina Favier
Adur & Worthing Councils
Town Hall, Chapel Road
Worthing, West Sussex BN11 1HA

**Adur Council Meeting
20 April 2023**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

7.00 pm

Agenda

12 April 2023

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 Members 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 District except no questions may be asked on

- 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 minute; questions will be taken in order of receipt. The deadline for submissions is **17th April 2023 at 12 noon**.

Questions to be submitted to democratic.services@adur-worthing.gov.uk

4. Confirmation of Minutes

To approve the minutes of the Full Council meeting held on 23rd February 2023, copies of which have been previously circulated.

5. Announcements by the Chairman, Leader of the Council, Cabinet Members and / or Head of Paid Service

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

7. Recommendations from the Cabinet and Committees to Council (Pages 7 - 8)

To consider recommendations to the Council, details of which are set out in the attached items as 7A.

Full reports are available on the website as listed below:

	Cabinet/Committee	Date	Item
A	Joint Overview and Scrutiny Committee	16 March 2023	Joint Overview and Scrutiny Committee Work Programme Setting 2023/24

8. Report of the Leader on decisions taken by the Cabinet (Pages 9 - 18)

To receive a report from the Leader. The report contains cabinet decisions since the last Council meeting.

There is up to 15 minutes for Cabinet Members to make any statements on the report.

There is up to 15 minutes for Cabinet Members to respond to questions on the report; these questions will not be the same as any asked under 'Members Questions under Council Procedure Rule 12'

9. Schedule of Meetings 2023/24 (Pages 19 - 20)

To receive from the Proper Officer, the Director for Communities, the schedule of meetings for the Council and other meetings in the next Municipal Year.

A copy of the schedule is attached as item 9.

The Council is invited to formally approve the dates for its meetings and to note the proposed meeting dates for Committees.

10. Members question time under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is **17th April 2023 at 12 noon**. Questions to be submitted via democratic.services@adur-worthing.gov.uk

Questions received can be asked of the following:

- a) The Chairman
- b) A Member of the Cabinet

- c) The Chairman of any Committee
- d) The Councils representative on any outside body

Questions cannot be asked on the following

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



Tina Favier
Director for Communities

Recording of this meeting

The Council will be live streaming this meeting, including public question time. A 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:

Neil Terry
Democratic Services Manager and Deputy
Monitoring Officer
01903 221073
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Joanne Lee
Head of Legal Services and Monitoring
Officer
01903 221134
joanne.lee@adur-worthing.gov.uk

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Council
20 April 2023

Extract from the minutes of the Joint Overview & Scrutiny Committee - 16 March 2023

JOSC/099/22-23

JOSC Work Programme Setting 2023/24

Members discussed the process for reviewing scrutiny through a workshop group before putting together a working group. It was clarified that no decisions were to be made at this meeting as to the future of JOSC and that Members were currently being presented with a possible roadmap for improving how Scrutiny was conducted. Members discussed the 23/24 schedule and voted unanimously to bring the Our Plan item forward to the July meeting.

As part of the discussion on the Work Programme it was accepted that the work of the JOSC Working Group (Adur Homes Repairs and Maintenance) would need to be paused pending the outcomes of the Adur Homes referral to the Housing Regulator. It was also accepted that the JOSC Working Group (review of policy for housing vulnerable people in accommodation outside of Council areas) could continue its work as it was not an area of focus for the Housing Regulator but that some adjustments and input could be required by the Regulator in the coming months which might impact on the work of that review.

Resolved

The Joint Overview and Scrutiny Committee:

(1) Noted the progress in delivering the JOSC Work Programme for 2022/23

(2) Amended the draft JOSC Work Programme for 2023/24 to bring Our Plan forward to the July meeting and agreed that the amended Work Programme be submitted to the Adur and Worthing Full Council meetings in April 2023 for approval.

(Link to the report on the website e.g. [Joint Overview & Scrutiny Committee - 16 March 2023](#) & [Appendix A](#))

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

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the dispatch of the agenda for the last Ordinary Council Meeting. Details can be found on the Cabinet Members Decisions webpage.

Leader

None

Cabinet Member for Regeneration and Strategic Planning

- A/REG/009/22-23 Confirmation of Article 4 Directions for Kingston Buci and Old Shoreham Conservation Areas
- * JAW/013/22-23 *Release of Community Infrastructure Levy (CIL) to undertake a Feasibility Study for improving Somerset's Lake*
- * JAW/015/22-23 *Worthing Parking Review*

Cabinet Member for Finance & Resources

- JAW/012/22-23 The Meads
- JAW/014/22-23 Redundancy & Settlement Agreement
- JAW/016/22-23 Settlement Agreement
- JAW/017/22-23 Redundancies

Cabinet Member for Adur Homes and Customer Services

- A/CSE/007/22-23 Direct award through the SEC framework to obtain professional Services to include measured survey, condition surveys and Retrofit Assessments and Co-Ordinator services for properties identified with no primary heat source
- A/CSE/008/22-23 Hyde Housing Nomination Rights

Cabinet Member for Environment and Leisure

- JAW/008/22-23 Waste and Street Cleansing Vehicle Replacements: Moving to an ultra low emission fleet
- JAW/018/22-23 Clinical Waste Collection

Cabinet Member for Communities and Wellbeing

None

** The Adur Cabinet Member abstained as this was a matter relating to Worthing Borough Council*

B. Decisions taken by the Adur Joint Strategic Sub-Committee on 10 January 2023

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/039/22-23 UK Shared Prosperity Fund - Investing in Place

The report outlined the opportunity to obtain funding from Central Government, as part of the UK Shared Prosperity Fund (UKSPF) and use this to deliver against predetermined interventions relating to People and Skills, Community and Place and Supporting Local Business. The funding would assist Adur deliver interventions against agreed core themes which are pertinent locally. These include; Cost of Living, Community-led Sustainable Transport Solutions, Community Participation and Engagement, Fuel Poverty and Business Support.

Members were given an outline of the impact of the UKSPF and associated interventions for Adur District Council (ADC) with particular reference to those priorities that have been identified through other work strands and presented with the rationale for ADC to deliver the projects and agree relevant delegations and budgetary requirements to facilitate this.

Members welcomed the report and additional income and discussed the issue of governance. It was agreed that delegations be made but that Cabinet Member consultation be made part of the process.

Decision

That the Adur JSC Sub-Committee

- A. Noted that the s151 Officer has entered into a non-legally binding Memorandum of Understanding with the Secretary of State for Levelling Up, Housing and Communities (SOS) regarding the administration and delivery of the UK Shared Prosperity Fund.
- B. Delegated authority to the Director for the Economy and/or the S151 Finance Officer to enter into a binding Funding Agreement with the SOS for receipt of the funding (if required to do so) on terms substantially the same as those set out in the MOU and this report.
- C. Approved the virement of the UKSPF into the Council's budgets and for that budget to facilitate accurate reporting for the receipt and spend of funds.

- D. Delegated authority to the Director for the Economy, Director for Communities and Director of Digital, Sustainability and Resources to develop a procurement strategy for the delivery of the interventions and to enter into any necessary contract, grant funding agreement, or make any required investment under the Council's Treasury Management Policy, to enable the interventions specified in this Report, providing the spend does not exceed the UKSPF Budget.
- E. Agreed to an annual report being submitted to JSC to provide an update on the intervention delivery and monitor the spend against authorised budget.

JSS-C(A)/40/22-23 Referral of Motion on Notice from Adur District Council

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 7.

The report set out a motion (attached as Appendix 1) referred from the meeting of Adur District Council on the 15th December 2022.

Members of the Adur Joint Strategic Sub-Committee were asked to consider and determine the Motion.

Members could either support the motion and ask for further work to be carried out in this regard, or, members could reject the motion.

The Motion on Fair Tax was presented by the proposer of the motion who took questions from the Sub-Committee.

Members debated the motion and it was agreed that the motion be rejected on the basis that the complexities of applying the motion would be beyond the resources and expertise of the Authority. However, there were matters that could be considered particularly in relation to procurement and it was agreed that a report be brought back to the Sub-Committee for consideration.

Decision

The Adur Joint Strategic Sub-Committee

- a) Rejected the motion
- b) Requested that a report on the matter be brought back before the Sub-Committee

C. Decisions taken by the Joint Strategic Committee on 7 February 2023

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

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSC/42/22-23 Final Revenue Budget Estimates for 2023/24

The report before Members was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to note:

- The final revenue estimates for 2023/24; and
- An updated outline 5-year forecast;

The budgets reflected the decisions taken by members to date in relation to agreed savings proposals and any committed growth. The budgets were still to be adjusted for the proposals to invest in services detailed in Appendix 2 which were considered by the Cabinets previously.

The budget was analysed by the Directorates. In addition, the draft estimates for 2023/24 had been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension cost adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The respective Adur and Worthing 2023/24 Estimates and Council Tax setting reports had already been considered by the Worthing Cabinet on 1st February 2023 and the Adur Cabinet on 2nd February 2023. Both the estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

Members agreed the recommendations within the report

Decision

That the Joint Strategic Committee

- (a) Noted the proposals to invest in services outlined in Appendix 2 which were considered at the Cabinet meetings in early February;
- (b) Noted the proposed 2023/24 budget detailed in Appendix 3, the respective Council shares, having been approved by the Adur and Worthing Cabinets. The budget would be adjusted for any changes to the Investment in Service proposals agreed by Cabinet.

D. Decisions taken by the Adur Joint Strategic Sub-Committee on 7 March 2023

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/046/22-23 3rd Quarter Revenue Monitoring Report 2022/23

The report updated the Joint Strategic Sub Committee for Adur District Council with the latest expenditure and income projections for Adur District Council and Worthing Borough Council for the financial year 2022/23, compared to the Revenue Budget approved by both Councils in February.

Whilst the 'spend to date' would be the position as at the 30th September 2022, the forecast outturn position would reflect the latest information available to ensure an up-to-date forecast was presented.

Decision

The Joint Strategic Sub Committee for Adur District Council noted the report and projected outturn position for the Joint Committee and Adur District Council against the approved revenue budgets and proposed use of reserves (Appendix 2b).

JSS-C(A)/47/22-23 3rd Quarter Capital Investment Programme & Projects Monitoring 2022/23

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 7.

The report updated the Adur Sub-Committee of the Joint Strategic Committee on the progress made on the delivery of the 2022/23 Capital Investment Programmes for Adur District Council. The programmes included schemes which supported the delivery of services by the Joint Strategic Committee.

Decision

The Adur Sub Committee of the Joint Strategic Committee

- I. Noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 6.1 and Appendix 2.
- II. Approved the inclusion of the scheme to replace the vehicle compound and fuel storage at Mill Lane Cemetery in the 2023/24 Capital Investment Programme, funded from the budget provision to replace the fencing at Mill Lane Cemetery as detailed in paragraph 6.2.1.

- III. Approved the urgent Health and Safety works at Commerce Way, and the addition of the schemes to the 2023/24 Capital Investment Programme funded from the 2023/24 capital contingency budget as detailed in paragraph 6.2.2.

JSS-C(A)/48/22-23 Adur Homes Compliance with Housing Regulator Standards and Adur Housing Strategy Roadmap

The report before the Sub-Committee was to inform members that the Director of Communities had undertaken a diagnostic review of the Council's housing stock (Adur Homes) and its compliance with the Regulator of Social Housing's standards. A number of gaps in compliance had been identified and the council has as a result referred itself to the Regulator.

The report identified the areas that required improvement and set out the process Adur Council would undertake, in partnership with the Regulator, to improve performance and meet the required standards.

To support the required changes there were proposed changes to the Adur Homes Management Board membership, a new set of interim policies and procedures for Adur Homes for comment and agreement and details concerning the development of an improvement plan.

Members' approval was sought to extend three housing strategies / policies and to set out a roadmap to renewing those strategies as part of the above improvement plans during 2023/24, including the:

- Housing Strategy: Enabling communities to thrive in their own home" 2020-2023;
- Temporary Accommodation Placement and Procurement Policy, and
- Community Homelessness Strategy 2017-2022

Members discussed the report before them and welcomed the self referral as an important step to drive forward improvements. Members were keen to stress that consultation with tenants and leaseholders should be an important part of plans moving forward.

Decision

The Adur Sub Committee of the Joint Strategic Committee

i) Noted areas of non compliance with social housing standards and endorse the decision to refer Adur Homes to the Housing Regulator.

ii) Approved the time scales for bringing an improvement plan to the Adur Joint Strategic Committee Sub-Committee and requires further updates on progress from the Director for Communities.

iii) Approved the new and revised policies and procedures for Adur Homes attached in Appendix 1 and to delegate authority to the Director for Communities to make minor amendments to these policies and procedures as required, in consultation with the Adur Homes Management Board, tenants and leaseholders.

iv) Approved changes to the Adur Homes Management Board membership and require the Board to provide progress updates to the Joint Audit and Governance Committee on a quarterly basis.

v) Updated the Joint Audit and Governance Committee on the decision to refer Adur Homes to the Housing Regulator and recommend to the Committee the proposed 4 changes to the Housing Board and to consider the revised interim policies and procedures.

vi) In relation to Adur Housing Strategy Roadmap, the Adur Sub Committee of the Joint Strategic Committee:

- Agreed to extend the following strategies/policies until the end of March 2024:
- Housing Strategy: Enabling communities to thrive in their own home” 2020-2023 to March 2024;
- Temporary Accommodation Placement and Procurement Policy; and
- Community Homelessness Strategy 2017-2022

vii) Noted and agreed to the roadmap for the development of the new strategies / policies during 2023/24, which will be reported back to the Adur Sub Committee of the Joint Strategic Committee in January 2024.

JSS-C(A)/49/22-23 Adur River Restoration & Sussex Bay Update

The report before Members updated the Sub-Committee on progress with Adur Council's New Salts Farm and Pad Farm nature restoration projects on the Adur River.

Members were informed of the successful award of two year project development funding (£500k) from the DEFRA Landscape Scale Recovery Pilot Programme for the wider Adur River, in partnership with the Knepp Wildland Foundation and other landowners, becoming one of the 22 flagship projects in the UK.

The Sub-Committee was provided with progress with Sussex Bay, the vision for blue nature restoration across Sussex rivers, coast and sea being incubated by Adur District and Worthing Borough Councils and recommended steps to be taken in 2023, subject to external funding.

An overview was given of the Solent & Sussex Bay Research Partnership (4 local universities) that Sussex Bay has facilitated, and its success in securing £173k funding from the Natural Environment Research Council. To underpin the commitment of Adur District Council to drive the recovery of nature in the area, it was

proposed that its Climate Emergency Declaration be extended to also declare an Ecological Emergency.

Members lauded the work undertaken by the Councils and noted the local, national and international recognition for that work.

Decision

The Adur Sub Committee of the Joint Strategic Committee

- i) Noted the contents of the report and the progress being made.
- ii) Agreed to extend the Council's existing climate Declaration to include the Ecological Emergency.

JSS-C(A)/50/22-23 A27 Worthing and Lancing Improvements Scheme Options Consultation

The purpose of this report before the Committee was to provide members of the Joint Strategic Committee Sub-Committee with an opportunity to respond to the A27 Worthing and Lancing improvements scheme Options consultation currently being undertaken by National Highways.

Members discussed the report and expressed disappointment at the lack of investment or improvement that was proposed as part of the scheme. It was opined that the money would be better spent on active travel options particularly as proposed improvements hinted at walking and cycling infrastructure improvements but provided no funding for this. Support was given to the proposal to convert Upper Brighton Road into a one-way road.

Members agreed to recommend that the Director for the Economy be delegated to draft an additional recommendation in relation to walking and cycling infrastructure in consultation with the Leader.

Decision

The Adur Sub Committee of the Joint Strategic Committee authorised the Council's response to National Highways consultation on the A27 Worthing and Lancing improvements scheme Options consultation in the following terms:

- i) That National Highways stated aim of making sure potential future improvements to transport in the Worthing and Lancing area can still happen is welcomed;
- ii) That the limited scope of the project and reduction in the finances available to deliver it, even compared with the RIS1 scheme, mean that Consultation Options do not reflect the strategic ambition set out on Transport for the South East's Strategic Investment Plan (SIP) and in particular, the SIP's emphasis on integrating transport,

digital and energy networks, together with a high-quality, reliable, safe, and accessible transport network;

iii) That the absence of any proposed improvements to the Grinstead Lane roundabout is a significant concern given the level of congestion experienced by those using this junction;

iv) That the proposal to convert Upper Brighton Road into a one-way road eastbound and stop vehicles using this road as a 'rat-running' opportunity is welcome;

v) That the proposals for improving the Busticle Lane Junction, including those improve access across the A27 for walkers and cyclists are welcome; but there is a significant concern that these improvements are recorded in the consultation as offering poor value for money and therefore unlikely to be implemented;

vi) That the principal benefits of the scheme appear to be reduced travel times between the key junctions on the A27 in Worthing; and that whilst significant in terms of the Department for Transport's Benefit Cost Ratio analysis, these represent only a modest improvement and would require a year-long construction period;

vii) That it is disappointing that only slight improvements are recorded for air quality and noise and the accident level impact is recorded as only neutral.

viii) That the Director for the Economy be delegated to draft an additional recommendation in relation to walking and cycling infrastructure in consultation with the Leader

E. Urgent Decisions taken by the Cabinet

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

None.

Local Government Act 1972

Background papers

None.

**Councillor Neil Parkin
Leader of the Council**

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Adur District Council & Worthing Borough Council - Calendar of Meetings for 2023-24

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
May 2023	1 B/H	2	3	4 E	5 C	8 B/H	9	19	11	12	15	16	17	18 C(A)	19	22	23 C(A)	24	25	26	29 B/H	30 JAGC	31			
June				1	2	5 PC	6	7 PC	8 JOSC	9	12	13 WJSSC	14	15 AJSSC	16	19	20 JSfC	21	22	23	26 LCC	27	28	29	30	
July	3 PC	4 LGA	5 LGA	6 LGA JOSC	7	10	11 JSC*	12 PC	13 JAGC	14	17	18 C	19	20 C	21	24	25	26	27	28	31					
Aug		1	2	3	4	7 PC	8	9	10	11	14	15	16	17	18	21	22	23 PC	24	25	28 B/H	29	30	31		
Sept					1	4 PC	5	6	7 JOSC	8	11 LC	12 WJSSC	13	14 AJSSC	15	18 LCC	19	20 PC	21	22	25	26 JAGC	27	28	29	
Oct	2 PC	3 JSC*	4	5	6	9	10	11 PC	12	13	16	17 C	18	19 C	20	23	24	25	26	27	30 LC	31 JSfC				
Nov			1	2 JOSC*	3	6 PC	7 AJSSC	8	9 WJSSC	10	13 LC	14	15 PC	16	17	20	21 JAGC*	22	23	24	27	28	29	30 JOSC*		
Dec					1	4 PC	5 WJSSC	6	7 AJSSC JSC	8	11	12 C	13	14 C	15	18	19 JSfC	20 PC	21	22	25 B/H	26 B/H	27	28	29	
Jan 2024	1	2	3	4	5	8 LC	9	10	11	12	15 PC	16	17	18 JAGC*	19	22 LCC	23	24 PC	25	26	29	30 JOSC*	31			
Feb				1 ACAB AJSSC	2	5 PC	6 WCAB WJSSC	7	8 JSC	9	12	13	14	15	16 WS (TS)	19	20 C (TS)	21	22 C (TS)	23	26 LCC	27	28 PC	29		
March					1	4 PC	5	6	7 JOSC*	8	11 LC	12 AJSSC JSC	13	14 WJSSC	15	18	19 JSfC	20 PC	21 JAGC*	22	25 LCC	26 C	27	28 C	29 B/H	
April	1 B/H	2	3	4	5	8 PC	9	10	11	12	15	16	17 PC	18	19	22	23	24	25	26	29	30				
May			1	2	3	6 B/H	7	8	9 E	10 C	13	14	15	16	17	20	21 C(A)	22	23 C(A)	24	27 B/H	28	29	30	31	

Adur District Council Meetings (7.00pm)		Worthing Borough Council Meetings (6.30pm)		Joint Meetings (6.30pm)	
C	Council (A = Annual, TS = Tax Setting)	C	Council (A = Annual, TS = Tax Setting) <i>C(TS) to start at 10.30am</i>	Adur District and Worthing Borough Councils:	
Cab	Cabinet	Cab	Cabinet	JOSC	Joint Overview and Scrutiny Committee
AJSSC	Adur JSC Sub-Committee	WJSSC	Worthing JSC Sub-Committee	JSC	Joint Strategic Committee
PC	Planning Committee	PC	Planning Committee	JAGC	Joint Governance Committee
LC	Licensing Committee	LCC	Licensing Control Committee	JSfC	Joint Staff Committee
				JSSC	Joint Senior Staff Committee
PCCP	Police Crime & Commissioner Panel (tbc)	E & C	Elections - Polling Day / Count		
WS	West Sussex Tax Setting Meeting	B/H	Bank Holiday		LGA Annual Conference, Bournemouth
A CLF	Adur County Local Forum (7.00pm)				School Holidays
W CLF	Worthing County Local Forum (7.00pm)				

* = Joint Meetings Held at Worthing Borough Council