

Minutes of a meeting of the
Joint Strategic Sub-Committee (Adur)
15 June 2023
at 6.30 pm

Councillor Neil Parkin (Chairman)
Councillor Angus Dunn (Vice-Chair)

Councillor Carson Albury
Councillor Kevin Boram

Councillor Emma Evans
Councillor Steve Neocleous

JSS-C(A)/1/23-24 Declarations of Interest

A declaration was made on behalf of members of the East Worthing and Shoreham Conservative Association in relation to item 6 as the association maintained an office in the BID area

Cllr Steve Neocleous declared a declaration as a relative was a leaseholder of a property in an Adur homes building

JSS-C(A)/2/23-24 Minutes

Resolved: The minutes of the Adur Joint Strategic Sub-Committee meeting held on 7 March 2023 were agreed as a correct record.

JSS-C(A)/3/23-24 Public Question Time

There were no public questions submitted.

JSS-C(A)/4/23-24 Members Questions

There were no pre submitted questions from Members.

JSS-C(A)/5/23-24 Items Raised Under Urgency Provisions

There were no urgent items raised.

**JSS-C(A)/6/23-24 Lancing Business Park - Business Improvement District:
Supporting the Fourth Term**

Before the Committee was a report by the Director for Place, 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 before Members advised of the Lancing Business Park's proposal to ballot businesses located within the existing Lancing Business Park Business Improvement District (BID), with a view to furthering the term of the BID to 2028.

In the new BID Term of the BID, Members were asked to use the opportunity to maintain the positive working partnership between Lancing Business Park and the Council. It was recommended that Members ensured both parties continue to work collaboratively to support economic growth and enhance the reputation of all parties involved

Decision

- 1) The Sub-Committee supports the proposal for a fourth term of the Lancing Business Park BID for a period of four years and seven months to commence on 1st September 2023.
- 2) That the Sub-Committee authorises the Director for Place to:-
 - a) Receive the regulatory Notice for Lancing Business Park's fourth BID Term and to work with Civica to hold the new Bid Term ballot.
 - b) Vote 'yes' in the support of the BID for any Council properties associated with the BID levy threshold.
 - c) Authorise the Director for Place to finalise the terms of, and enter, into the BID Agreement with Lancing Business Park

Call-in

The call-in deadline for the decision will be 5.00pm on Tuesday 27 June 2023.

JSS-C(A)/7/23-24 Strategic Approach: Children and Young People

Before the Committee was a report by the Director for Housing and 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 purpose of the report before Members was to outline how Adur District Council would deliver an inclusive and ambitious strategic approach to work with and for children and young people.

The purpose of the outlined strategic approach was to set out how Adur Council, as a would develop a responsive, proactive and constructive space whereby children and young people were actively engaged and involved as citizens and were visible in all aspects of the Council's core business, which can be evidenced through co-design and co-production

The paper recognised that much of the direct responsibilities for children and young people sat with other organisations, therefore the principles set out in the report were focused on where the Council could influence or support others to deliver, where collaboration maximised potential and development opportunities. The Council was committed to evolving and innovating to increase our effectiveness and reach, leveraging in funds that embed our ambitions and being steadfast in our own continual improvement, and being able to evidence outcomes and impacts.

To embed plans for children and young people in Adur, strong participatory foundations would be built through a co-designed partnership roadmap. This would move the Council beyond initiative-led activities, to develop sustainable forms of participation that were visible in organisational ethos, culture, infrastructure and in decision making processes.

Members noted the importance of the report given that 20% of the population were classified as young people and the Authority provided important services for this section of society.

Decision

The Worthing Sub Committee of the Joint Strategic Committee resolved

- 1) That a framework be adopted for our work with and for children and young people of Adur, as set out in section 4.
- 2) That officers continue to develop a live roadmap and that this is reviewed with the Cabinet Member for Communities and Wellbeing.
- 3) That it be noted that the Council will work with key members of our community to further develop our Worthing specific framework so that we have a definable evidence base to our work for and with children and young people and can measure both outcomes and impacts.

Call-in

The call-in deadline for the decision will be 5.00pm on Tuesday 27 June 2023.

JSS-C(A)/8/23-24 Western Harbour Arm Flood Defence Project

Before the Committee was a report by the Director for Place 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 before the Sub-Committee set out a practical solution to ensure that vital flood defences were provided in a vulnerable location at the Western Harbour Arm in Shoreham to enable work to proceed on-site. To achieve this, authorisation would be required by Members to extinguish Restricted Byway 3157 ("RB3157") at Stowes Hard in Shoreham.

The extinguishment of the RB3157 would reduce and prevent the integrity of the floodwall from being compromised, minimising its vulnerability and risk to flooding and ongoing costs for management and maintenance requirements

Members were given background to the RB3157 and it was explained why it is necessary to extinguish it for the benefit of improving flood protection in Shoreham. Members were also given alternative options to ensure suitable public access could be maintained

Members discussed the report and expressed concern at the loss of the Byway and public hard without seeking an alternative. It was agreed that

Decision

The Adur Sub Committee of the Joint Strategic Committee

- 1) Notes the implications and processes associated with the extinguishment of RB 3157.

- 2) Notes that a further report will be presented back to the Joint Strategic Committee Sub-Committee setting out the next key steps, necessary budget and timescales required to deliver the Flood Defence project.
- 3) Delegates authority to the Assistant Director for Regenerative Development to make a formal application to extinguish RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration.
- 4) Delegates authority to the Assistant Director for Regenerative Development not to proceed with the Diversion Order that was made on the 8th March 2021 in respect of RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration

Call-in

The call-in deadline for the decision will be 5pm on Tuesday 27 June 2023.

JSS-C(A)/9/23-24 Regulatory Compliance Notice for Adur Homes

Before the Committee was a report by the Director for Housing and 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 9.

The report updated Members about the Regulatory Compliance Notice issued by the Regulator of Social Housing in relation to Adur Homes. The Notice followed the self-referral to the Regulator reported to the Committee on 23rd of March 2023. Adur Homes has been found to be non-compliant with the 'Homes Standard' in relation to the provision of decent homes and in meeting building health and safety requirements. Adur Council had accepted the findings of the notice issued by the Regulator on the 26th April 2023.

The report set out further how the Council would comprehensively respond to issues to bring the Council back into regulatory compliance and to deliver quality services to the tenants and leaseholders of Adur Homes.

Members welcomed the report and work being undertaken to respond to bring the Council back to regulatory compliance.

Decision

The Adur Sub Committee of the Joint Strategic Committee

- 1) Notes the Regulatory Notice issued to Adur Council detailing the failure in regard to meeting the Home Standard
- 2) Notes the acceptance by Adur Council of the findings of the Regulatory Notice
- 3) Notes work already underway to remedy relevant areas of non-compliance
- 4) Notes the development of a Housing Improvement Plan to ensure that Adur Homes becomes fully compliant with regulatory standards, and that sets out a timetable for this work.

Call-in

The call-in deadline for the decision will be 5.00pm on Tuesday 17 June 2023.

JSS-C(A)/10/23-24 New Leaseholder Service Charge Income Collection Policy

Before the Committee was a report by the Director for Housing and 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 10.

As part of the Improvement Plan for Adur Homes a number of housing policies were being created, updated and revised to set a clear direction, standards and expectations for the service.

The report presented a new Leaseholder Service Charge Income Policy, aimed at providing a consistent approach to the collection of leasehold service charges and arrears.

Members were given an updated paper which detailed matters concerning the range of actions that could be taken when dealing with arrears and related enforcement matters

Decision

The Adur Sub Committee of the Joint Strategic Committee

- 1) Approves the Leasehold Service Charge Income Collection Policy, attached as Appendix 1.
- 2) Delegates authority to the Director for Housing and Communities to make minor amendments to the policy, as required, in consultation with the Adur Homes Management Board.

Call-in

The call-in deadline for the decision will be 5.00pm on 27 June 2023.

JSS-C(A)/11/23-24 Acquisition of leasehold properties on the Southwick Estate to support estate improvement

Before the Committee was a report by the Director for Housing and 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 11.

The report before Members followed the extensive consultation work being undertaken with residents examining options for the future of the Southwick Estate, the increasing demand for emergency and temporary accommodation (EA/TA) in Adur, and the Council's commitment to owning and managing its own stock of EA/TA. The report outlined the advantages of purchasing leasehold properties on the Southwick Estate to help meet the increasing demand for EA/TA whilst also supporting longer term estate improvement, and the proposed process for doing so.

Agreement was sought from Members for the process of identifying and acquiring leasehold properties by the Council on the Southwick Estate for temporary use as Emergency and Temporary Accommodation as well as approval of a budget released from £2.25m to enable swift purchase of eligible properties.

Members welcomed the report and explored ways in which properties could be purchased and refitted.

Decision

The Adur Sub Committee of the Joint Strategic Committee

- 1) Approves the principle of acquisition of leasehold properties on the Southwick Estate to enable the council to fulfil its statutory housing duties under S188 and S193 of the Housing Act 1996, using the methodology and approach set out in the body of this paper.
- 2) Recommends to Adur District Council to approve a budget of £2,250,000 to enable the acquisition of up to 10 homes on the Southwick Estate to facilitate the redevelopment of the estate and to provide temporary accommodation in the interim. This is to be funded from £0.9m retained right to buy receipts and £1.35m from borrowing.
- 3) Delegates authority to the Head of Housing to approve the purchase of specific properties identified under this initiative and to enter into all contracts to acquire the properties and deliver any improvements required.

Call-in

The call-in deadline for the decision will be 5pm on 27 June 2023.

JSS-C(A)/12/23-24 Exclusion of the Press and Public

Resolved: that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 3 of Schedule 12 A to the Act indicated against the item

JSS-C(A)/13/23-24 Southwick Estate - Interim Works Package

Before the Committee was a report by the Director for Housing and 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 12.

The report provided an update to Members on the proposed works to remediate building fabric across the Southwick Estate and to inform Members of the current costs estimates for that work.

Members were given information about leaseholder service charges and consultation procedure under s20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) 2003.

Decision

The Adur Sub Committee of the Joint Strategic Committee

- 1) Delegates authority to the Head of Property Services to proceed with the Section 20 consultation process on the proposed terms set out at paragraph 1.3 in the Exempt Appendix.
- 2) Delegates authority to the Head of Property Services to procure for the works contract and enter into all necessary contracts to deliver the works required to carry out the interim scheme of works based on the estimated value set out at Paragraph 6 below.

Call-in

The call-in deadline for the decision will be 5pm on 27 June 2023.

The meeting ended at 8.15 pm