



ADUR DISTRICT
C O U N C I L

30th October 2023

Joint Strategic Sub-Committee (Adur)

Date:	7 November 2023
Time:	6.30 pm
Venue:	The Shoreham Centre, QEII Room

Committee Membership: Councillors Carson Albury, Kevin Boram, Angus Dunn (Deputy Leader), Emma Evans, Steve Neocleous and Neil Parkin (Leader)

Agenda

Part A

1. 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.

2. Minutes

To approve the minutes of the Adur Joint Strategic Sub Committee meeting held on 27 September 2023, copies of which have previously been circulated.

3. Public Question Time

To receive any questions from members of the public.

Questions should be submitted by **noon on Thursday 2 November 2023** to Democratic Services via democratic.services@adur-worthing.gov.uk

(Note: Public Question Time will operate for a maximum of 30 minutes.)

4. Members Questions

Pre-submitted Members questions are pursuant to rule 12 of the Council & Committee Procedure Rules.

Questions should be submitted by **noon on Thursday 2 November 2023** to Democratic Services via democratic.services@adur-worthing.gov.uk

(Note: Member Question Time will operate for a maximum of 30 minutes.)

5. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

6. Virement of right to buy receipts to support new emergency accommodation in Lancing (Pages 5 - 14)

To consider a report from the Director for Place, a copy is attached as item 6.

7. Buckingham Park Pavilion Funding Release (Pages 15 - 20)

To consider a report by the Director for Place, copy attached as item 7.

8. Carbon Emissions 2022/23 (Pages 21 - 32)

To consider a report from the Director for Sustainability and Resources, a copy is attached as item 8.

9. Motion from Adur Council 1 (Pages 33 - 40)

To consider a report by the Director for Sustainability and Resources, copy attached as item 9.

10. Motion from Adur Council 2 (Pages 41 - 46)

To consider a report by the Director for Sustainability and Resources, copy attached as item 10.

Recording of this meeting

Please note that this meeting is being live streamed and a recording of the meeting will be available on the Council's website. This meeting will remain on our website for one year and will be deleted after that period. 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:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Senior Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Andrew Mathias Senior Solicitor – Legal Services 01903 221032 andrew.mathias@adur-worthing.gov.uk

Duration of the Meeting: Three hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

This page is intentionally left blank



ADUR & WORTHING
COUNCILS

Adur Joint Strategic Sub-Committee
7th November 2023

Key Decision [Yes/No]

Ward(s) Affected:
Widewater

Virement of right to buy receipts to support new emergency accommodation in Lancing

Report by the Director for Place

Officer Contact Details

Johanne Thompson, Development Manager
johanne.thompson@adur-worthing.gov.uk ; 07721565124

Executive Summary

1. Purpose

- 1.1. In June 2022, Members of JSC approved the redevelopment of the South Street car park site, Lancing into seven Council owned houses for people in Emergency and/ or Temporary Accommodation (EA/TA). A budget of £2.336m was approved from the Council's EA/TA budget to facilitate the delivery of the project from Planning stage right through to the completion of construction.
- 1.2. The self-referral by Adur Homes to the Regulator has led to a suspension of the Homes England subsidies which would normally be available for EA/TA projects of this kind (i.e. circa £60k per unit, or £420k for the entire scheme). This has led to a shortfall in the approved budget of approximately £350k. Consequently, officers are recommending the use of Right To Buy Receipts to plug this gap in funding. This would be vired from the budget of £2.250M currently allocated to the Southwick Estate Acquisition Programme.
- 1.3. Delivery of new EATA supports the Council's cost-saving ambitions. The project needs clarity on the budget position to enable the Main Works Contract to be awarded. There are also certain deadlines

associated with the council's recent successful bid for Brownfield Land Release Funding (BLRF) from the OPE of £115,874 which are also dependent on the scheme proceeding as currently programmed.

2. Recommendations

- 2.1. To note this report and the progress which has been made in the delivery of the project.
- 2.2. To approve the virement of £350k of Right to Buy receipts from the Southwick Estate Acquisition Programme budget to the South Street housing project budget.

3. Context

- 3.1 South Street Car Park is located opposite Lancing Parish Hall, approximately 600m to the south of Lancing Town Centre. The car park operates via a one-way system and is accessed via South Street with its exit located on Penhill Road. The car park is owned and managed by Adur District Council and has capacity for approximately 32 vehicles, although none of these bays are marked out.
- 3.2. Two parking surveys were carried out to establish the level of usage of the South Street car park as well as the capacity of the highway in the immediate area to take displaced vehicles. The results of these surveys revealed that the car park is very underutilised and that there is plenty of spare capacity on the highway to take any displaced vehicles once the car park is closed. It is these results which informed the council's decision to take South Street Car Park forward as one of the development sites under its council house building programme.
- 3.3 The scheme, comprising 7 houses (4 x 1 bed and 3 x 2 bed) for emergency and temporary accommodation, was granted planning permission in April 2023 and will deliver much needed affordable housing for the most vulnerable tenants on the council's Housing Register.

- 3.5 Chapter 3 of the council's Housing Strategy identifies a need for 653 additional affordable dwellings (of all tenures) per annum across Adur and Worthing, based on current demographic projections. The need is increasing as a consequence of the affordability gap caused by rising house prices and rents, while wages remain fairly static. Median house prices reached £305,000 in Adur and £295,000 in Worthing. Notably, entry-level house prices are now 13.41 times the average earnings of younger households in Adur and 12.04 times in Worthing, pointing to significant barriers to younger households in being able to buy a home. The trend is similar for rented accommodation, where median rental values in Adur are close to the South East average at £875 PCM whilst values are lower in Worthing at £775 PCM.
- 3.6 In recognition of this affordability gap, Priority 3 of the Housing Strategy establishes a target of 250 council homes to be delivered directly by Adur & Worthing Councils. This commitment is reiterated in 'Delivering Pathways to Affordable Homes' which was adopted in March 2021 and recommended programmes of delivery across accommodation of different tenures, including temporary housing.
- 3.7 Within these Delivery Plans, there was a recognition that 95 units of EA/TA are needed (whether owned or leased) in Adur between 2021 and 2023 to meet demand. Rather than set an unrealistic target, the Delivery Plan aims for 38 EA/ TA units (40% of total demand) to be directly built, owned and managed by the Councils. The seven units of EA/TA accommodation being delivered by the South Street scheme will make a vital contribution to the Councils meeting this target (i.e.18% of the 38 units).
- 3.8 Once built out and occupied, the South Street housing scheme will also save the council a considerable amount of money. Since April 2021, placements in emergency accommodation (EA) and temporary accommodation (TA) has increased from 60 per month to 91 per month in March 2023, while the cost of providing EA and TA accommodation continues to rise. The net average annual cost per placement to the Councils is approximately £9,235. Consequently, the budget savings that will be realised by the South Street scheme of circa £65k per annum, form an important part of the project's Business Case.
- 3.9 As part of this original Business Case, it was assumed that the South Street scheme would receive approximately £60k per unit of subsidy from Homes England, which has been granted to other similar projects

in the recent past. However, Adur District Council has recently been informed by Homes England that the Council is no longer eligible for their affordable housing subsidies due to the regulatory notice issued by the Regulator of Social Housing as a result of the self-referral process.

- 3.10 Adur District Council cannot assume that the Homes England subsidy will be restored during the lifetime of this project. The South Street scheme has therefore reached a critical stage in the procurement process and needs clarity on the budget position to enable the Main Works Contract to be awarded. Without this, the scheme will be unviable to deliver, resulting in the loss of 7 units of EA/TA as well as the subsequent savings to the council's HRA budget.

4. Issues for consideration

- 4.1 The options at this late stage of the project's delivery are fairly limited. Without plugging the gap in funding as a result of the Homes England subsidy being withdrawn, the project will be unviable to deliver. There has already been a considerable amount of expenditure on the Feasibility and Planning stages of the project i.e. circa £200k on professional fees, technical surveys etc. This investment by the Council will be lost if the project does not go ahead. In addition to this, the anticipated annual saving of circa £65k to the Council's HRA budget will not be realised if the Council does nothing. The savings over the 50 year lifetime of the project compared to the cost of Bed & Breakfast accommodation has been estimated at £2,709,540 by the Council's Finance Team. This financial modelling has been undertaken as part of the latest viability assessment of the project and clearly demonstrates that the Business Case for developing the site is robust.
- 4.2 If the Homes England funding cannot be replaced, this will result in the immediate termination of the project part way through the two stage procurement process for the Main Works Package. Whilst this will be carefully managed by officers, there is likely to be a certain amount of reputational damage to the Council in the eyes of those Contractors who have submitted tenders. These Contractors may decide not to submit tenders for future contracts advertised by the Council because the risks and cost of undertaking abortive work, are too high.

- 4.3 Officers have explored alternative funding options to plug the gap in funding caused by the suspension of Homes England affordable housing subsidy. The most effective route would be to vire £350k of Right To Buy (RTB) receipts to the South Street Scheme from the budget approved by JSC on 15 June 2023 for the Southwick Estate Acquisition of Leasehold Properties Programme.
- 4.4 The budget for the Southwick Estate Acquisition Programme is £2.25M; £0.9M funded from the Council's RTB receipts and £1.35M borrowed against the HRA with the properties leased for EA/TA paid for by the general fund. This budget is intended to help facilitate the buyback of 10 properties on the Southwick Estate for Emergency and Temporary Accommodation. The impact of this virement would be to reduce the overall pot to £1.9M which is likely to reduce the number of properties that can be purchased by a proportionate amount i.e. to 8 properties. However, officers are aware that there could be additional RTB receipts generated during the next two years which could replace any funding vired to the South Street housing scheme.
- 4.5 It is also important to recognise that there is far more return on investment derived from expending RTB receipts on newbuild housing schemes like South Street, than there is with buy back schemes. Once the Main Works Contract is procured, all seven units will be constructed in a 12-15 month period. There is no guarantee that this is the case with buy back schemes because this depends entirely on the success of negotiations with leaseholders and whether they accept the council's offer to purchase their properties.
- 4.6 The recommended option has a robust Business Case which has been tested by the Chief Financial Officer and will guarantee the Council a good return on investment. It will also ensure that our most vulnerable tenants will be housed in new, spacious and energy efficient homes for the foreseeable future. In contrast, mothballing the project will expose the council to more risk, reputational damage and jeopardise the achievement of EA/ TA housing targets (and associated general fund savings) in the Housing Strategy and Delivering Pathways to Affordable Homes.

5. Engagement and Communication

- 5.1 The recommended option has been explored and agreed in consultation with the Council's Chief Finance Officer and Procurement officers, following a thorough review of the funding options available to subsidise the scheme in the absence of Homes England funding.
- 5.2 A robust process of consultation with residents and key stakeholders in the vicinity of the development site was undertaken prior to the submission of the South Street Planning Application. Relations with local residents and neighbouring properties are generally positive, as a result of council officers proactive approach in responding to residents who have queries concerning the development of the site. Replacement parking provision for those residents whose properties back onto the site (Seaton Terrace) has been integrated within the design of the planning approved scheme, to ensure that they would not be inconvenienced by the South Street development.
- 5.3 Early Party Wall negotiations are also underway with neighbouring properties to ensure that any disputes are resolved prior to the Start on Site which is planned for late January 2024, if JSC endorses the recommendations of this report.

6. Financial Implications

- 6.1 The capital budget for the scheme is £2.3m. A business appraisal which assumed Homes England funding of £350k indicated estimated revenue savings associated with the additional supply is on average £65k per annum over 50 years when compared to the equivalent cost of bed and breakfast.
- 6.2 Without Homes England funding the scheme would create additional revenue cost pressure for the first 5 years it would not be until year 6 that the scheme would start to deliver real savings. However with the recommended virement of use of right to buy receipts from the Southwick Redevelopment budget towards the funding of this project would enable immediate savings in the first full year of delivery of the units.
- 6.3 Currently there is £900k Right to buy receipts allocated to the Southwick Estate Redevelopment Capital Scheme. The approval of a

virement of £350k of these receipts to fund the delivery of this project will reduce the funding towards the Southwick Estate scheme.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.3 s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available of assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 7.4 In procuring for a preferred developer, the Council is required to follow a lawful process as required by its Contract Standing Orders and have regard to the Public Contract Regulations 2015 and the Concession Contracts Regulations 2016. All the terms of the proposed arrangement are to be set out in a fair and transparent manner to all potential bidders.

Background Papers

- Acquisition of leasehold properties on the Southwick Estate to support estate improvement - JSC - 15 June 2023
- Delivery of housing for Emergency & Temporary Accommodation - South Street, Lancing - JSC - 7 June 2022
- Adur & Worthing Councils Housing Strategy - 2020-2023
- Delivering Pathways to Affordable Homes (March 2021)
- Pathways to Affordable Homes - Delivery Plans (March 2022)
- Strategic Housing Land Availability Assessment (SHLAA, 2022 Update)

Sustainability & Risk Assessment

1. Economic

The proposed development will entail the use of Right to Buy capital receipts which, if unspent, the Council would have to return to Government. The procurement of a local main contractor, together with their subcontractors, will also have a positive impact on the local economy through the multiplier effect.

2. Social

2.1 Social Value

The proposed development supports the delivery of new affordable housing for people on the council's Housing Register who are currently living in inappropriate accommodation. The provision of good quality, spacious and secure accommodation will have a positive impact on the physical and mental wellbeing of some of our most vulnerable tenants.

All tenders submitted by Contractors will be scored against the Council's Social Value criteria. Only those Contractors who score the highest and are making a positive contribution through their Social Value programmes i.e. supporting community projects, creating employment and training opportunities etc. will be appointed.

2.2 Equality Issues

Adur District Council has a responsibility under the Homelessness Reduction Act 2017 to provide interim accommodation to eligible households with the criteria for eligibility set and agreed by the Council. The council's Allocations policies should ensure that fairness and equality is achieved throughout the allocations process.

2.3 Community Safety Issues (Section 17)

The delivery of purpose-built accommodation in small clusters removes the need for eligible families or individuals to be housed in hostels where the Council has less ability to influence or address criminal or antisocial behaviour.

2.4 Human Rights Issues

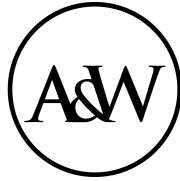
Matter considered, no issues identified.

3. Environmental

The homes have been designed to be well insulated and gas-free, thereby allowing present and future consumption of renewable electricity. Their design also minimises the consumption of water, run-off to sewers, addresses overheating risks and promotes sustainable transportation measures.

4. Governance

The proposed development in this report is in conformity with the Councils' Housing Strategy and Platform for Places policy documents.



ADUR & WORTHING
COUNCILS

Adur Joint Strategic Sub-Committee
7 November 2023

Key Decision [Yes/No]

Ward(s) Affected: Buckingham

Buckingham Park Pavilion Funding Release

Report by the Director for Place

Officer Contact Details:

Martin Randall

Mark Hooper

Phil Graham

Executive Summary

1. Purpose

- 1.1. This report is being brought to Members to seek a decision to proceed with public engagement, assembling a design team and submission of planning application for a replacement Sports Pavilion (Clubhouse) Public WCs including Changing Places WC facility.
- 1.2. Members are being asked to delegate the above to Officers, with a view to obtaining best value and shaping the eventual design through consultation, prior and continuing member engagement and expertise of design team
- 1.3. This report sets out the options and the total costs with a recommendation to proceed with a design
- 1.4. The eventual redevelopment of the Pavilion will be the subject of a further paper

2. Recommendations Summary

That the Adur Joint Strategic Sub Committee:-

- 2.1. Approve the spend of up to £150,000 from the approved capital budget for the design, consultation, and development of a pre-planning scheme and application for a replacement Pavilion, public toilets and a sports facility at Buckingham Park, Shoreham-by-Sea.
- 2.2. To note that in consultation with Members, the Director for Place will enter into all necessary contracts to progress the scheme up to RIBA Stage 3 ensuring that best value for money is obtained following a competitive process and limited to the approved budget at 2.1 above.
- 2.3. To note that this report is to support and inform the technical design process and that a further report shall be brought back to the Committee consulting on design details and ongoing budget requirements, seeking authority from Members to progress the scheme if deemed appropriate.

3. Context

- 3.1. The existing building comprises Public WCs, a cafe (small scale and with limited seating) and changing rooms for sports clubs, under one roof of single storey construction with a former clock tower.
- 3.2. The Public WCs are sub standard, these and the cafe and pavilion are very tired which creates maintenance problems.
- 3.3. Officers have to maintain the space, which creates cost and compliance risks since officers cannot be on site every day to make the requisite checks. The building lets down the fine park aesthetically but moreover cannot provide modern facilities.
- 3.4. The changing rooms are used by Shoreham Rugby Club and others on a pay and play basis, which produces a negative return, given costs of maintenance and compliance falling to the Council.
- 3.5. The cafe facilities are basic and occupied at a low rent.
- 3.6. Members instructed Officers to relook at and research feasibility, costs and associated business model options for the Buckingham Park Pavilion project.
- 3.7. Officers have engaged with Shoreham RFC over many years to find suitable models of delivery. The approach now, as requested for approval by members, is to propose a lower cost design, to incorporate new sports facilities (changing rooms and associated spaces) cafe and new WCs.

- 3.8. It is proposed that the existing facility be demolished and replaced with a new facility which would likely be slightly larger than the existing structure and would be located over the existing footprint.
- 3.9. Members have stipulated that any building must have the following built into the design:
- Vandal proof;
 - A pitched roof;
 - Flexible design;
 - Scalable;
 - 'Of Shoreham'
 - 'Fitting of Buckingham Park'.
- 3.10 Members will have read the Briefing Note which details the project including the eventual leasing structure options, detailed financial implications and other technical details.
- 3.11 Residents' feedback in 2015 to a planning application by Shoreham RFC to replace the Pavilion included objections around the sale of alcohol, appearance (of the building), noise, antisocial behaviour risk and tree protection, amongst others. That consent has now expired, so a new application would need to be made.
- 3.12 All of these concerns can be re-addressed through the consultation and planning process. Support to the 2015 application was apparent as was the high value that Residents place on the Park.

4. Issues for consideration

- 4.1. Officers have considered how to address the shortcomings of the existing building and facilities, whilst working within the constraints of a public park.
- 4.2. Technically there are no barriers to development, such as title impediments. The constraints do include tree roots which would be protected from damage, but there are no indications of other subterranean obstructions or complications such as cables or easements.
- 4.3. Consideration is also given to orientation of any new building close to the children's play area, day nursery and other park facilities.
- 4.4. Members requested sports equipment storage to be incorporated to obviate the need for shipping containers elsewhere on the park.

- 4.5. Members highlighted the need to deter vandals, prevent roof access and an aesthetic respecting the parkland setting.

5. Engagement and Communication

- 5.1. Members have been consulted and shown drawings of potential schemes that address the constraints of the Park and take into account feedback received in 2015 and since.
- 5.2. The Friends of Buckingham Park have been engaged and consulted.
- 5.3. External engagement through the Friends of Group is proposed with the Council supporting a programme of engagement to be agreed.

6. Financial Implications

- 6.1. There is currently a capital budget approved for the scheme of £172,000, £150,000 of this is funded by s106 fund contributions.
- 6.2. It is proposed to utilise this sum for consultation, design development, planning application, associated planning consultancy costs, and cost consultancy.
- 6.3. An additional capital budget would need to be approved for the construction costs of the scheme. There would be associated revenue costs related to the borrowing required for the funding of the project. There would be rental income to offset this cost from the building but the details would need to be agreed as part of any lease negotiations.
- 6.4. The current approved capital budget budget would be able to fund the early development costs associated with the scheme but the Council would be proceeding at risk without an approved capital budget for construction.
- 6.5. At this early point in the development of the budget it is not certain that the Council will have the financial capacity to take this project forward. Therefore, greater certainty is required around the 2024/25 budget position before committing to the full scheme.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in

the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

7.3 S1 Local Government (Contracts) Act 1997 allows the Council to enter into a contract in relation to any of its functions.

7.4 In addition to the power under s1 above, the Council must comply with its Contract Standing Orders.

Background Papers

- Briefing note to Adur Cabinet October 2023: contains more detail on the proposals:

<https://docs.google.com/document/d/1btWhmBkcaJUEY29Ppla4VFu9YeEoHLYU/edit>

Sustainability & Risk Assessment

1. Economic

This proposal includes the provision of cafe space which would provide a social focal point for the Park, located close to the day nursery and children's play area. This is not intended to be licenced for the sale of alcohol.

2. Social

2.1 Social Value

The social value of the sports facilities and public WCs are self evident. Matter considered and no adverse issues identified.

2.2 Equality Issues

None identified. The building will comply with access legislation and a changing places WC is proposed.

2.3 Community Safety Issues (Section 17)

The design solutions are intended to address Member's concerns over anti-social behaviour. The building will be clad with fire resistant materials, will have a pitched roof to deter vandals. The cafe is not to be licensed for the sale of alcohol.

2.4 Human Rights Issues

Matter considered and no issues identified

3. Environmental

The redevelopment of the building offers the opportunity to create an efficient unit that can meet or beat the Building Regulations. There are opportunities here for solar power and a low carbon structure using recyclable materials.

4. Governance

Matter considered and no issues identified



ADUR & WORTHING
COUNCILS

Adur Joint Strategic Sub-Committee
7 November 2023

Key Decision [Yes/No]

Ward(s) Affected: All

Carbon Emissions 2022/23

Report by the Director for Sustainability and Resources

Officer Contact Details

Dan Goodchild, Carbon Reduction Manager
dan.goodchild@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. Adur & Worthing Councils declared a Climate Emergency in July 2019. As part of the declaration, Members committed to *work towards becoming carbon neutral by 2030*.
- 1.2. This report presents the fourth annual update on progress towards this target.
- 1.3. Since the previous report, the council has completed a number of decarbonisation projects that have significantly decreased gas consumption across the councils' property portfolio.
- 1.4. As a result, reported emissions for 22-23 decreased by 12.4% when compared to the previous year.
- 1.5. An update on current carbon reduction projects is presented at Section 4.
- 1.6. A Fleet Strategy and Estate Carbon Management Plan are currently in development and will be presented to Committee for adoption in 2024.

2. Recommendations

2.1. That the Adur Joint Strategic Sub-Committee notes:

- the councils' current carbon emissions and carbon reduction work programme
- That further funding bids may be made, in consultation with the relevant executive member, and that if required further reports will brief members on the outcome of the bidding process

3. Context

3.1. Adur & Worthing Councils jointly declared a climate change emergency on 9 July 2019, simultaneously setting a target to be carbon neutral by 2030.

3.2. The councils' adopted: Adur & Worthing Councils' Carbon Neutral Plan: Working towards the 2030 target on 3 December 2019 and a Carbon Reduction Team was appointed in September 2020 to facilitate work to achieve the target and attract funding to contribute to the councils decarbonisation.

3.3. Tackling Climate Change is also a key strand of *Our Plan*, which sets *Action now achieves a fair transition to Net Zero Carbon by 2045* as one of its missions. This target is for the areas as a whole - the 2030 target remains for council operations.

3.4. This report sets out the emissions for the year 2022/23 for the councils.

3.5. The 2030 carbon neutral target required the councils to deliver a linear 10% reduction in emissions annually through the decade. Some years may see lesser and some greater emissions reductions, depending on interventions delivered, climatic conditions and other unforeseen events.

3.6. Additional work on updating the *Carbon Neutral Plan*, particularly around the reduction in scope 1 emissions, is currently being undertaken and a report will be presented to Committee in early 2024 outlining future reduction proposals.

4. Background and Scope

4.1. The councils report their emissions according to the following Scopes, as defined in the BEIS Emissions Reduction Pledge 2020 guidance,

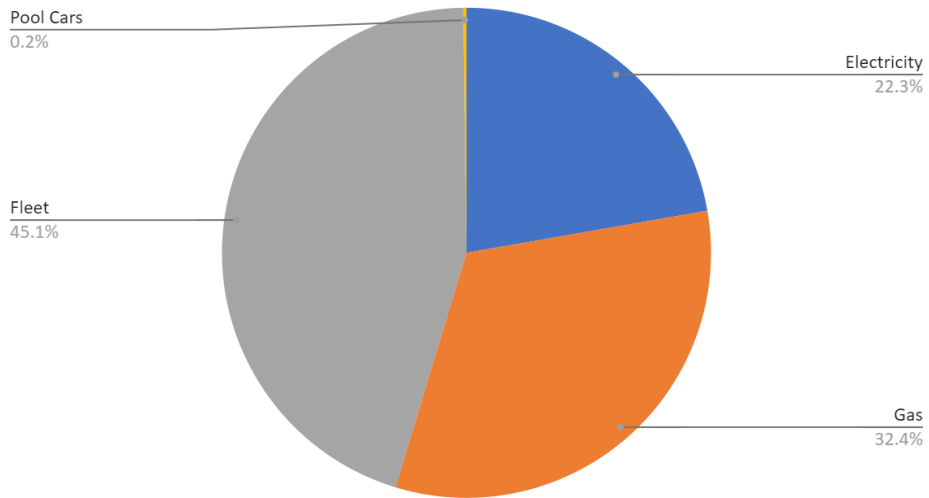
Category	Description	Data analysed
Scope 1	Direct emissions from sources owned or controlled by the reporting organisation.	Metered gas data in properties owned and operated by, and where the councils pay for gas. Diesel and petrol consumption for council-owned vehicle fleet and mileage figures for pool cars
Scope 2	Indirect emissions from the generation of energy purchased by the reporting organisation.	Metered electricity data in properties owned and operated by, and where the councils pay for, electricity
Scope 3	Indirect emissions that result from other activities that occur in the value chain of the reporting organisation, either upstream or downstream.	Scope 3 emissions are those from indirect council operations, for example leisure or cultural sites not operated by the council, or from activities not directly controlled by the councils, such as water consumption. Scope 3 emissions do not currently form part of the Emissions Reduction Pledge.

Table 1: Emission scopes

4.2. As noted at JSSC in November 2022, the councils' 2021/22 emissions were 2,867 tonnes of CO2 equivalent (tonnes CO2e), broken down as follows:

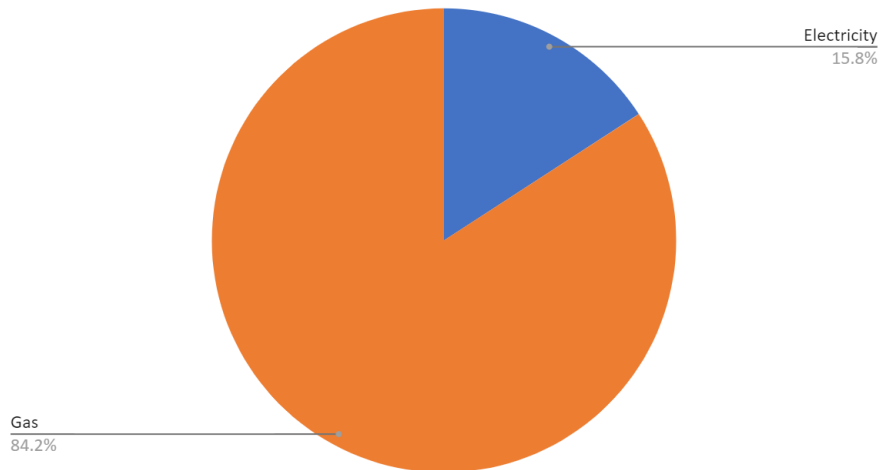
Corporate (2417t)

Corporate Emissions 2021/22



Adur Homes (450t)

Adur Homes Emissions 2021/22



5. 2022/23 Emissions

5.1. Given the shared nature of Adur & Worthing Councils offices, staff and operations, emissions are presented jointly for both councils. Where it is possible, emissions are presented separately.

Building Emissions

5.2. Analysis of the councils emissions associated with gas and electricity use in corporate buildings revealed that reported emissions decreased by 13.7%, broken down as follows:

Emissions (tonnesCO2e)			
	2021/22	2022/23	% change
Electricity	570	565	-0.89%
Gas	784	626	-20.15%
Total	1354	1191	-13.7%

Table 2: 2022/23 Building emissions to nearest tonne

5.3. Adur Homes figures have been calculated separately:

Emissions (tonnesCO2e)			
	2021/22	2022/23	% change
Electricity	78	73	-6.2%
Gas	378	194	-48.6%
Total	456	268	-41.4%

Table : 2021/22 Adur Homes Building emissions to nearest tonne

5.4. It should be noted that:

- The majority of corporate emissions reductions are accounted for by a reduction in gas consumption at Worthing Crematorium. This is largely due to a decline in the number of cremations as a result of a lower death rate following the Covid-peak and more competition from other crematoria in the local area.
- The significant reductions in Adur Homes gas consumption were achieved through the removal of fossil-fuel fired heating systems at Shadwells Court and Marsh House.
- Whilst electricity emissions varied little year-on-year, they remain lower than the pre-pandemic peak.

Vehicle Emissions

5.5. Based on the amount of fuel consumed by the councils' fleet and the number of miles driven by pool cars, emissions from vehicles reduced by 0.18%:

Emissions (tonnesCO2e)			
	2021/22	2022/23	% change
Fleet	1090	1085	-0.4%
Pool Cars	5	8	+61.1%
Transport	1095	1093	-0.18%

Table 3: 2020/21 Vehicle Emissions

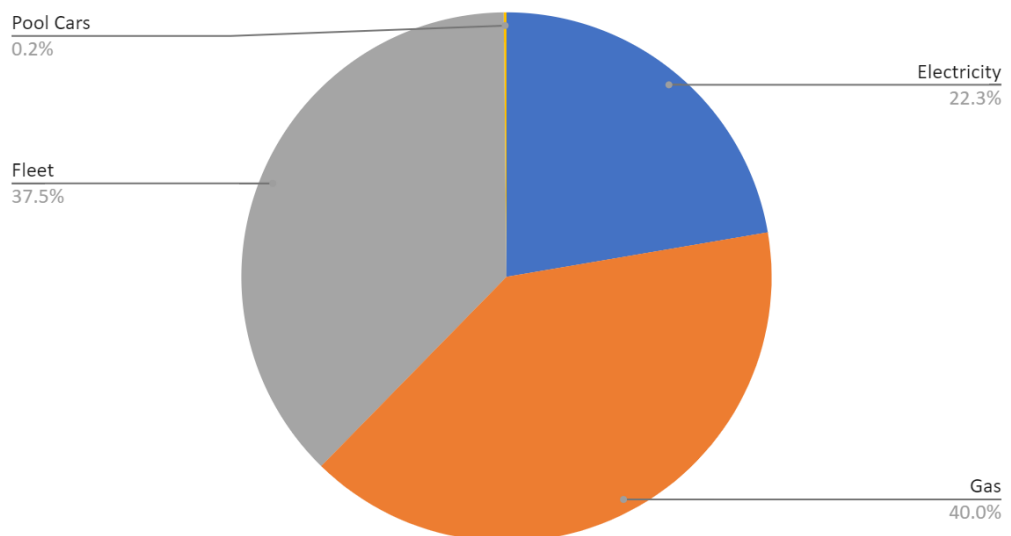
- 5.6. Fleet emissions are based on the amount of fuel received by the depot, rather than actual consumption totals.
- 5.7. Pool car use has continued to increase following staff returning to offices and undertaking additional site visits but still represents a negligible amount of emissions from vehicles.
- 5.8. It is hoped that future reports will also account for 'grey fleet' mileage - that is, business mileage completed by staff-owned cars.
- 5.9. A fleet strategy is currently being developed that will demonstrate how the council intends to decarbonise its fleet by 2030.

Total Emissions

- 5.10. The councils' 2022/23 emissions were 2,553 tonnes of CO2 equivalent (tonnes CO2e), broken down as follows:

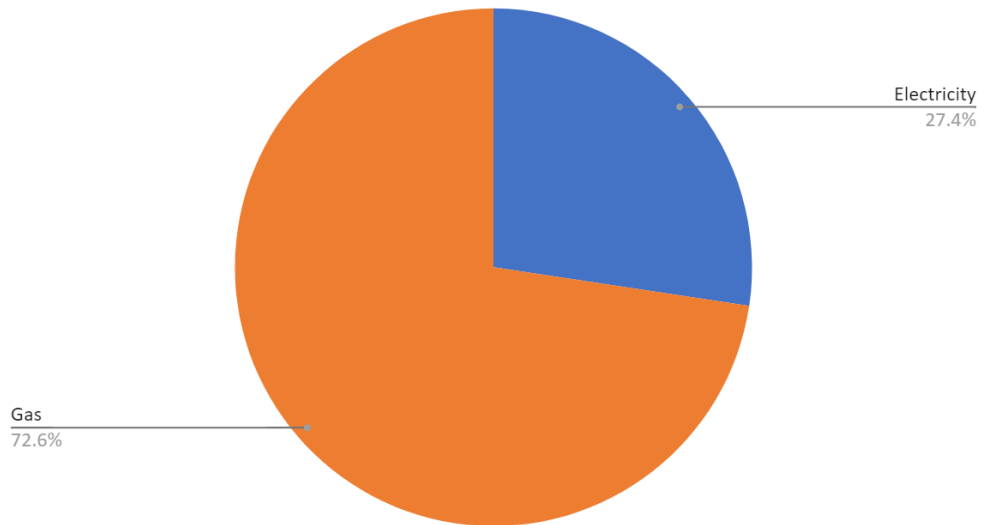
Corporate (2285t)

Corporate Emissions 2022/23



Adur Homes (268t)

Adur Homes Emissions 2022/23



6. Project Progress Pipeline and Forecasting

- 6.1. The councils continue to progress on the delivery of the 2019 *Carbon Reduction Plan* and the results of the projects at Shadwells Court and Tollbridge House have delivered demonstrable savings in this reporting year.
- 6.2. This year work has particularly focused on Worthing Civic Quarter sites, with additional energy efficiency measures being commissioned on Civic Quarter Buildings and contract negotiations regarding the Worthing Heat Network continuing.
- 6.3. Air source heat pumps have now been commissioned at the Shoreham Centre.
- 6.4. The councils continue to seek external funding support for decarbonisation work where appropriate. To date this has totalled approximately £10m from the Department for Energy Security and Net Zero (DESNZ) through the Heat Network Delivery Unit/Heat Network Investment Project (HNDU/HNIP), the Public Sector Decarbonisation Scheme (PSDS) and Low Carbon Skills Fund (LCSF).
- 6.5. A Public Sector Decarbonisation Scheme (PSDS) bid focusing on Worthing Civic Quarter buildings was submitted on 11 October totalling £5.8m. The outcome of this bid will not be known until mid-winter and the funding is very competitive, however if successful it will contribute

significant funding to the decarbonisation of buildings throughout the Civic Quarter.

- 6.6. Aside from the projects mentioned above, additional work is ongoing on the following:
- Offsetting via renewable energy generation feasibility work
 - Scoping for additional rooftop solar PV installations on corporate and commercial buildings
 - The replacement of 5 fleet vans with fully electric models by 2024
- 6.7. In order to become carbon neutral by 2030, the councils need to achieve a linear 10% reduction annually from 2019/20 to 2029/30, although this trajectory will, in reality, vary depending on when new projects are completed.
- 6.8. These carbon savings will accrue from:
- Projects to reduce the amount of gas, electricity or vehicle fuel consumed in order to meet service needs
 - UK-wide reductions in emissions associated with gas, electricity or vehicle fuel (for example, increased renewable electricity supplying the national grid)
 - Offsetting of any residual emissions
- 6.9. An updated *Carbon Management Plan*, summarising the councils' work to date and planning for emissions reductions will be presented to JSSC in early 2024 for adoption. Projects will continue to be subject to individual business case development and approval by the relevant committee.

7. Engagement and Communication

- 7.1. The following internal groups and teams have had input into work that has been used to generate these figures:
- Carbon Reduction Delivery Group;
 - Technical Services & Facilities;
 - Building Services;
 - Environmental Services;
 - Housing;
 - Waste, Recycling & Cleansing;
 - Major Projects;
 - Finance;

- Procurement;
- Legal;
- Democratic Services;
- Planning;
- Bereavement Services.

7.2. The following external groups have been consulted as part of various carbon reduction projects:

- BEIS (Heat Network Delivery Unit, and Heat Networks Investment Programme)
- Salix (Low Carbon Skills Fund and Public Sector Decarbonisation Scheme)
- West Sussex County Council
- Ministry of Justice (Worthing Law Courts)
- Worthing Theatres and Museums
- South Downs Leisure
- Sussex Police
- Goring Cricket Club
- Age UK
- Community Centre Trusts

7.3. Consultation has also been undertaken with the following external groups relating to carbon emissions reporting:

- TEAM (energy management software supplier)
- BEIS (emissions reporting)
- UK100

8. Financial Implications

8.1. The Council has committed a range of projects to support decarbonisation within the Capital and Revenue budgets to meet the 2030 target.

8.2. Where possible, the Council will bid for external funding to support the delivery of the decarbonisation ambitions of the Council given the associated costs.

9. Legal Implications

9.1. The Climate Change Act 2008 as amended by the (2050 Target Amendment) Order 2019 is the basis of the UK's approach to tackling and responding to climate change. The Act requires emissions of

carbon dioxide and other greenhouse gases to be reduced from 80% to 100% by 2050 and the Council is committed to working towards this goal.

- 9.2. Section 1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 9.3. Section 1 of the Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a Local Authority confers the powers on the Local Authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the Local Authority.
- 9.4. In procuring for works goods or services to comply with its climate change proposals the Council must have regard to The Public Contract Regulations 2015 and / or The Public Concession Contract Regulations 2016 and take detailed legal advice as appropriate for each project.
- 9.5. When entering any arrangement with a provider the Council is to ensure that it does not infringe the rules relating to subsidies detailed in the Trade and Co-operation Agreement 2020 which are set out in Article 3 of the Agreement.
- 9.6. The Council is to remain fully compliant with any relevant grant funding terms and conditions and where there is an on-grant to an appointed provider, the Council is to ensure that there are appropriate indemnities in place in favour of the Council for any potential breaches of the funding terms, by that provider.

Background Papers

- [Carbon Emissions for 2021/22](#) (JSSC 10/11/22)
- Adur & Worthing Councils [Carbon Neutral Plan](#)
- [UK100](#)
- [Public Sector Decarbonisation Scheme](#)
- [Low Carbon Skills Fund](#)
- [Climate Change Act 2008 \(2050 Target Amendment\) Order 2019](#)

Sustainability & Risk Assessment

1. Economic

Transition to a low carbon economy is vital to provide future energy systems resilience, and to address and reduce potential impacts of climate change. Improved energy efficiency across the councils' assets reduce ongoing revenue requirements for energy purchasing.

2. Social

2.1 Social Value

By securing affordable, low carbon energy into the future, the councils protect budgets from future energy price rises, drawing less budget into council operational costs away from services delivery that benefit local communities.

2.2 Equality Issues

The impacts of climate change are predicted to impact on all communities, but the greatest impact is predicted to impact the most vulnerable communities. It is imperative that all is done to mitigate climate change.

2.3 Community Safety Issues (Section 17)

No impacts identified

2.4 Human Rights Issues

The impacts of climate change are predicted to impact on all communities, but the greatest impact is predicted to impact the most vulnerable communities. It is imperative that all is done to mitigate climate change.

3. Environmental

The key driver for ongoing carbon reduction is to mitigate the predicted catastrophic impacts of climate change on the environment, economy and communities.

4. Governance

The reporting and management of carbon reduction emissions show leadership in response to our declaration of a climate emergency. This aligns with national legislation (the Climate Change Act 2008); national and regional policy, and the councils' own policy.



Adur Joint Strategic Sub-Committee
7 November 2023

ADUR DISTRICT COUNCIL

Key Decision: [Yes/No]

Ward(s) Affected: All Worthing

Referral of Motion on Notice from Adur District Council

Report by the Director for Sustainability and Resources

Officer Contact Details:-

Chris Cadman-Dando

Senior Democratic Services Officer

chris.cadman-dando@adur-worthing.gov.uk; 01903 221364

1. Purpose

- 1.1. This report sets out a motion (attached as Appendix 1) referred from the meeting of Adur District Council on the 23 October 2023.
- 1.2. Members of the Adur Joint Strategic Sub Committee are asked to consider and determine the Motion.
- 1.3. Members can either support the motion and ask for further work to be carried out in this regard, or, members can reject the motion.

2. Recommendations

- 2.1. That the Adur Joint Strategic Sub Committee considers the motion and either:-
 - a) That the Adur Joint Strategic Sub Committee accepts the motion and requests a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion; or

b) That the Adur Joint Strategic Sub Committee rejects the motion.

3. Context

- 3.1. At its meeting on 23 October 2023, Adur District Council received a motion from Councillor Andy McGregor, seconded by Councillor Kevin Boram, details of which can be found at Appendix 1.
- 3.2 The motion submitted to Council contained subject matter that requires a decision of the Adur Joint Strategic Sub Committee, as defined in para 14.5 of the Council's Procedure Rules. Therefore, it was debated at full council and referred to the Adur Joint Strategic Sub Committee for further consideration and determination.
- 3.3 Where a motion has been referred by Full Council to the Adur Joint Strategic Sub Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion. Councillor Andy McGregor has been made aware that the motion has been referred to this Committee.

4. Issues for consideration

- 4.1 The Adur Joint Strategic Sub Committee can either support or reject the motion.
- 4.2 Should the Adur Joint Strategic Sub Committee support the motion, then the Committee should ask Officers to prepare a further report on the substantive issues to be presented at a future meeting of the AJSSC.

5. Financial Implications

- 5.1 There may be direct financial implications in future depending on the course of action the Adur Joint Strategic Sub Committee wishes to take.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

Motion to Adur District Council on the 23 October 2023

Sustainability and Risk Assessment

1. Economic

There may be direct financial implications in future depending on the course of action the Adur Joint Strategic Sub Committee wishes to take.

2. Social

2.1 Social Value

There may be Social Value implications depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.2 Equality Issues

There may be Equality issues depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.3 Community Safety Issues (Section 17)

There may be Community Safety implications depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.4 Human Rights Issues

There may be Human Rights depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

3. Environmental

There may be Environmental considerations depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

4. Governance

The proposals in this report are in line with the Council Procedure Rules concerning Motions on Notice

Notice of Motion – Support for West Sussex Care Leavers

The Care Leavers service in West Sussex supports young people to exit care successfully as they move towards independence, and operates under a clear legislative framework provided by the Children (Leaving Care) Act 2000 and the Children and Social Work Act 2017.

The most recent Children and Young People’s Scrutiny Committee held on the 13th September 2023, included a paper on ‘Leaving Care in West Sussex’ which was in direct response to the recent comments in the full inspection by Ofsted back in March 2023 with respect to meeting the needs of care leavers.

The Children and Social Work Act 2017 introduces corporate parenting principles which comprise seven needs that local authorities in England must have regard to. The West Sussex Care Leavers service and increasingly their partners, operate in line with these principles which centre around the promotion of physical and mental health and wellbeing of those children and young people; to encourage those children and young people to express their views and to take those views into account; to help children and young people gain access to and make the best use of services provided by the local authority and its relevant partners; to promote high aspirations and seek to secure the best outcomes for those children and young people; for those children and young people to be safe and have stability in their homelives, relationships and in education or work, and ultimately to prepare those children and young people for adulthood and independent living.

Whilst it is accepted that corporate parenting is not the statutory responsibility of the District Council, as District Councillors we should acknowledge that we are all corporate parents, particularly given that the West Sussex House Project Memorandum of Understanding was recently signed by all seven of the District and Boroughs Council partners, endorsing this view.

But as Adur District Councillors, we could go further and support the aspirations of the West Sussex Care Leaver service through initiatives such as;

- Providing a shopfront facing community base for our Care Leavers – providing a communal space to meet, laundry facility, life skills, Wi-Fi and a place to meet Leaving Care Personal Advisors
- An apprenticeship or work-based opportunity provided by the District and Borough for any Care Leaver who wanted to explore this as an alternative Employment Education and Training option.

This Council therefore calls upon the Leader to instruct officers to explore these initiatives, by engaging directly with the West Sussex County Council, to proactively help the service move towards Good and onto Outstanding status through the implementation of these initiatives for the benefit of our young people leaving care.

Proposer - Cllr Andy McGregor
Seconder - Cllr Kevin Boram

This page is intentionally left blank



Adur Joint Strategic Sub-Committee
7 November 2023

ADUR DISTRICT COUNCIL

Key Decision: [Yes/No]

Ward(s) Affected: All Worthing

Referral of Motion on Notice from Adur District Council

Report by the Director for Sustainability and Resources

Officer Contact Details:-

Chris Cadman-Dando

Senior Democratic Services Officer

chris.cadman-dando@adur-worthing.gov.uk; 01903 221364

1. Purpose

- 1.1. This report sets out a motion (attached as Appendix 1) referred from the meeting of Adur District Council on the 23 October 2023.
- 1.2. Members of the Adur Joint Strategic Sub Committee are asked to consider and determine the Motion.
- 1.3. Members can either support the motion and ask for further work to be carried out in this regard, or, members can reject the motion.

2. Recommendations

- 2.1. That the Adur Joint Strategic Sub Committee considers the Motion and either:-
 - a) That the Adur Joint Strategic Sub Committee accepts the motion and requests a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion; or

b) That the Adur Joint Strategic Sub Committee rejects the motion.

3. Context

- 3.1. At its meeting on 23 October 2023, Adur District Council received a motion from Councillor Lee Cowen, seconded by Councillor Jeremy Gardner, details of which can be found at Appendix 1.
- 3.2 The motion submitted to Council contained subject matter that requires a decision of the Adur Joint Strategic Sub Committee, as defined in para 14.5 of the Council's Procedure Rules. Therefore, it was debated at full council and referred to the Adur Joint Strategic Sub Committee for further consideration and determination.
- 3.3 Where a motion has been referred by Full Council to the Adur Joint Strategic Sub Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion. Councillor Lee Cowen has been made aware that the motion has been referred to this Committee.

4. Issues for consideration

- 4.1 The Adur Joint Strategic Sub Committee can either support or reject the motion.
- 4.2 Should the Adur Joint Strategic Sub Committee support the motion, then the Committee should ask Officers to prepare a further report on the substantive issues to be presented at a future meeting of the AJSSC.

5. Financial Implications

- 5.1 There may be direct financial implications in future depending on the course of action the Adur Joint Strategic Sub Committee wishes to take.

6. Legal Implications

6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

Motion to Adur District Council on the 23 October 2023

Sustainability and Risk Assessment

1. Economic

There may be direct financial implications in future depending on the course of action the Adur Joint Strategic Sub Committee wishes to take.

2. Social

2.1 Social Value

There may be Social Value implications depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.2 Equality Issues

There may be Equality issues depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.3 Community Safety Issues (Section 17)

There may be Community Safety implications depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

2.4 Human Rights Issues

There may be Human Rights depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

3. Environmental

There may be Environmental considerations depending on the decision of the Adur Joint Strategic Sub-Committee- these would be investigated in a further if the motion is accepted

4. Governance

The proposals in this report are in line with the Council Procedure Rules concerning Motions on Notice

NOTICE OF MOTION - ESTEEM

This council acknowledges:

the sterling work carried out by ESTEEM, a local youth charity committed to supporting young adults aged 14-26 in overcoming personal complex challenges, allowing them to thrive and make a valuable difference to our communities.

For the past decade, ESTEEM has partnered successfully with this council with a record that is acknowledged at the national level, advising national third-sector organisations, including UK Youth, Young Minds and Buttle UK.

Several of the council's members went to the open day on the 26th September and learned about the work firsthand from its inspiring young adults and dedicated staff. Members also learned about the history of the charity and its base at the Old School House on Ham Rd, Shoreham-by-sea. It was clear that the unique fabric of the building is conducive to the work being carried out by the charity.

This council resolves to:

explore all options to keep this public building in the community with ESTEEM as its tenants.

Proposed by: Lee Cowen

Seconded by: Jeremy Gardner