



ADUR DISTRICT  
COUNCIL

**14 December 2023**

Director for Sustainability & Resources  
Paul Brewer  
Adur & Worthing Councils  
Town Hall, Chapel Road  
Worthing, West Sussex BN11 1HA



**Adur Council Meeting  
14 December 2023**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

**7.00 pm**

**Agenda**

**6 December 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 **12 noon on 11 December 2023**.

Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

**4. Confirmation of Minutes**

To approve the minutes of the Council meeting held on 19<sup>th</sup> October 2023, copies of which have been previously circulated.

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

**6. Items raised under urgency provisions**

To consider any items the Chairman has agreed are urgent

**7. Recommendations from the Executive and Committees to Council (Pages 7 - 10)**

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

Full reports are available on the website as listed below:

	<b>Cabinet / Committee</b>	<b>Date</b>	<b>Item</b>
A	Adur Licensing Committee	11th September	<a href="#">(i) Licensing Act 2003 - Review of Statement of Licensing Policy</a>
B	Joint Overview & Scrutiny Committee	30th November	<a href="#">(i) Review of JOSC Work Programme</a>
C	Adur Joint Strategic Sub-Committee	7th December	<a href="#">(i) Council Tax Support Scheme for 2024/25</a>

**8. Report of the Leader on decisions taken by the Cabinet (Pages 11 - 16)**

To receive a report from the Leader as item 8. The report contains decisions taken by the Cabinet Members, the Joint Strategic Committee and the Adur Joint Strategic Sub-Committee since the last Full Council meeting.

There will be up to 15 minutes for Cabinet Members to make any statements on the report. There will also be up to 15 minutes for Cabinet Members to respond to questions on the report. These questions will not be the same as any to be asked under Item 9.

**9. 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, in rotation from each political group on the Council. The deadline for submission of questions is **12 noon on 11 December 2023**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received can be asked of the following:

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

**10. Motion on Notice (Pages 17 - 20)**

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Catherine Arnold, detailed as item 10.

## Part B - Not for Publication - Exempt Information Reports

None.



Paul Brewer  
Director for Sustainability & Resources

### **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 & Deputy  
Monitoring Officer  
01903 221073  
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Joanne Lee  
Assistant Director for Legal & Democratic  
Services and Monitoring Officer  
01903 221134  
joanne.lee@adur-worthing.gov.uk

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Council  
14 December 2023  
Item 7A

## **Extract from the minutes of the Adur Licensing Committee - 11th September 2023**

### **ADC - LC/06/23-24      Licensing Act 2003 – Review of Statement of Licensing Policy**

Members thanked Officers for the hard work they had undertaken on the review and had questions for the presenting Officer regarding wording and minor errors of some parts of the policy.

In response to a member's question regarding how robust the Officer considered the current policy to be, the Officer confirmed that the Adur Policy, although untested recently, was very similar to the Worthing Policy which had stood up well legally and hadn't been subject to any challenges in court that he was aware of.

Members also asked the Officer about the 'safe spaces' mentioned in the report on page 39. The Officer clarified that Sussex Police have developed an app that will show the user where their nearest safe space is. He agreed that he would have details of this added to the Council website.

Members explored the way Licence holders could be made to feel able to report issues without fear of losing their licences. The Officer explained that Sussex Police were always keen to work with Licence holders rather than against them. In Worthing, the organisation PubWatch assisted greatly in this relationship and the Council's Licensing Department was keen to have a similar organisation set up in Adur.

Although Sussex Police's comments regarding licenced premises applying for later and later opening hours wasn't deemed relevant in Adur, the Officer confirmed for Members that shoplifting, and the difficulty that traders and police have dealing with it, was more of an issue in this area. Whilst some premises seemed to deal harshly with perpetrators of theft from shops, other premises, due to fears of physical abuse, did not encourage their staff to address shoplifters. The Officer explained that this latter approach could be considered to be undermining the licensing objectives and suggested that Officers may advocate employing security staff in such premises.

A proposal was put forward to approve the draft policy, this was seconded and voted on with a unanimously in favour outcome.

**Resolved,**

**The Licensing Committee considered the draft Statement of Licensing Policy and the representations received and recommended a final draft to full Council for adoption.**

(Link to the report on the website e.g. [Adur Licensing Committee - 11th September 2023](#))





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Item 7B

**Extract from the minutes of the Joint Overview & Scrutiny Committee - 30th  
November 2023**

**JOSC/0xx/23-24      Review of JOSC Work Programme**

*Details to follow the publication of minutes from the meeting of the Joint Overview & Scrutiny Committee on the 30 November 2023.*

**Resolved:**

(Link to the reports on the website e.g. [Joint Overview & Scrutiny Committee - 30th November 2023](#) and [Work Programme](#))



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Item 7C

**Extract from the minutes of the Adur Joint Strategic Sub-Committee - 7th  
December 2023**

**AJSSC/0xx/23-24      Council Tax Support Scheme for Adur District Council in  
respect of 2024/25**

*Details to follow the meeting of the Worthing Joint Strategic Sub-Committee meeting  
on the 5 December 2023.*

**Resolved:**

(Link to the report on the website e.g. [Adur Joint Strategic Sub-Committee - 7th December 2023](#))



## **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**

JAW/010/23-24 Conservation Area Character Appraisal Reviews  
\* JAW/011/23-24 *Worthing Conservation Area Reviews*  
JAW/013/23-24 Joint Draft Statement of Community Involvement  
\* JAW/015/23-24 *BEACH Bid*

#### **Cabinet Member for Finance & Resources**

A/RES/005/23-24 Irrecoverable Debts - Overpaid Housing Benefit  
JAW/012/23-24 Application for Voluntary Redundancy  
JAW/014/23-24 Strategic Property Investment Fund Refurbishment Contract Award - Eskan Court, Milton Keynes

#### **Cabinet Member for Adur Homes and Customer Services**

None.

#### **Cabinet Member for Environment and Leisure**

None.

#### **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 7th November 2023**

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

The matters not appearing elsewhere on the agenda:-

### **JSS-C(A)/34/23-24          Virement of right to buy receipts to support new emergency accommodation in Lancing**

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.

The self-referral by Adur Homes to the Regulator had 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 had led to a shortfall in the approved budget of approximately £350k. Consequently, officers were recommending the use of Right To Buy Receipts to plug this gap in funding. It was proposed that the shortfall be vired from the budget of £2.250M currently allocated to the Southwick Estate Acquisition Programme.

Delivery of new EA/TA supported the Council's cost-saving ambitions. The project needed clarity on the budget position to enable the Main Works Contract to be awarded. There were also certain deadlines associated with the council's recent successful bid for Brownfield Land Release Funding (BLRF) from the OPE of £115,874 which were also dependent on the scheme proceeding as programmed.

#### **Decision**

That the Adur Joint Strategic Sub-Committee

- 1) noted the report and the progress which had been made in the delivery of the project; and
- 2) approved the virement of £350k of Right to Buy receipts from the Southwick Estate Acquisition Programme budget to the South Street housing project budget.

## **JSS-C(A)/35/23-24 Buckingham Park Pavilion Funding Release**

The report before members sought a decision to proceed with public engagement, assembling a design team and submission of a planning application for a replacement Sports Pavilion (Clubhouse), Public WCs including Changing Places WC facility. Members were asked to provide delegated authority to Officers, with a view to obtaining best value and shaping the eventual design through consultation, continuing member engagement and expertise of the design team.

The report set out the options and the total costs with a recommendation to proceed with design of the scheme. The eventual redevelopment of the Pavilion would be the subject of a further paper.

### **Decision**

That the Adur Joint Strategic Sub-Committee:-

1. Approved 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. Noted 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; and
3. Noted that the report before members supported and informed the technical design process and that a further report would 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.

## **JSS-C(A)/36/23-24 Carbon Emissions 2022/23**

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. The report presented the fourth annual update on progress towards the target.

Since the previous report, the council had completed a number of decarbonisation projects that had significantly decreased gas consumption across the councils' property portfolio. As a result, reported emissions for 2022-23 decreased by 12.4% when compared to the previous year.

An update on current carbon reduction projects was presented at Section 4 of the report. A Fleet Strategy and Estate Carbon Management Plan were in development and would be presented to the Committee for adoption in 2024.

## **Decision**

That the Adur Joint Strategic Sub-Committee:-

- 1) Noted the Councils' current carbon emissions and carbon reduction work programme;
- 2) Noted that further funding bids may be made, in consultation with the relevant Cabinet Member, and that if required further reports would brief members on the outcome of the bidding process.

### **JSS-C(A)/37/23-24 Referral of Motion on Notice from Adur District Council**

Councillor Andy McGregor attended the meeting to present the motion.

The report before members set out a motion, as amended and referred from the meeting of Adur District Council on the 19th October 2023. The report recommended that Members could either support the motion and ask for further work to be carried out in this regard, or, Members could reject the motion.

During debate, Members expressed support for the motion whilst acknowledging that it would be important to differentiate between District / County /Partners responsibilities.

## **Decision**

The Adur Joint Strategic Sub-Committee accepted the motion and requested a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion.

### **JSS-C(A)/38/23-24 Referral of Motion on Notice from Adur District Council**

Councillor Jeremy Gardner attended the meeting to present the motion.

The report before members set out a motion referred from the meeting of Adur District Council on the 19th October 2023. The report recommended that Members could either support the motion and ask for further work to be carried out in this regard, or, members could reject the motion.

Members of the Sub-Committee expressed their support for the motion.

## **Decision**

The Adur Joint Strategic Sub-Committee accepted the motion and requested a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion.

**C. Decisions taken by the Adur Joint Strategic Sub-Committee on 7th December 2023**

Details can be found by clicking on this link.

The matters not appearing elsewhere on the agenda:-

*Details to follow the meeting of the Adur Joint Strategic Sub-Committee meeting on the 7 December 2023.*

**D. Decisions taken by the Joint Strategic Committee on 7th December 2023**

Details can be found by clicking on this link.

The matters not appearing elsewhere on the agenda:-

*Details to follow the meeting of the Joint Strategic Committee meeting on the 7 December 2023.*

**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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Council  
14 December 2023

Ward(s) Affected: All

## Motion on Notice

## Report by the Director for Sustainability & Resources

### Officer Contact Details:-

Neil Terry

Democratic Services Manager & Deputy Monitoring Officer

01903 221073

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## Executive Summary

### 1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Catherine Arnold which has been seconded by Councillor Sharon Sluman.
- 1.2. Council is asked to consider and debate the motion prior to it being referred to the Joint Strategic Committee for determination under provisions set out in paragraph 14 of the Council Procedure Rules (part 4 of the Council Constitution - Rules of Procedure).

### 2. Recommendations

- 2.1. The Council is asked to debate the motion, as set out in Annex A to this report, prior to its referral to the Adur Joint Strategic Sub-Committee for consideration and determination.

### **3. Context**

- 3.1 A motion on notice has been received from Councillor Catherine Arnold, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which specifically affects the District.

### **4. Issues for consideration**

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules and are debated under rules set out under part 16 of the Council Procedure Rules.
- 4.2 The Council is asked to debate the motion under these rules accordingly.

### **5. Financial Implications**

- 5.1 The financial implications associated with this motion will be considered by the Adur Joint Strategic Sub-Committee following its referral.

### **6. Legal Implications**

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

### **Background Papers**

None.

## **Support for people with a disability**

This council notes that:

In a report submitted to the United Nations Committee on the Rights of Persons with Disabilities, Britain's Equality and Human Rights Commission warns that many disabled people continue to face discrimination in this country and that the situation continues to worsen, particularly in light of current cost-of-living pressures.

The report assessed the extent to which the previous UN recommendations from 2016 have been implemented.

The report found there had been no progress in monitoring the impact of welfare reforms or access to justice for disabled people. Its report also found gaps in 'meaningful engagement' between governments and disabled people across many parts of the UK.

It said there continued to be a disproportionate number of disabled people living on low incomes or in poverty with some facing long waits for decisions on eligibility for benefits.

The autumn budget announcement places further concerns within the disabled Community.

Chancellor of the Exchequer Jeremy Hunt stated this was the "biggest welfare reform in a decade". He stated claimants who do not find a job within 18 months will be forced to undergo "mandatory" work placements.

Those failing to comply with the rules face having their benefits cut off completely. He said "If they choose not to engage with the work search process for six months, we will close their case and stop their benefits".

In addition, fit-note and work capability assessments changes have been announced by the Chancellor, yet the detail of how this affects the disabled community is unclear and has caused severe concerns about finances and ability to pay bills and heat their homes.

A West Sussex Citizens Advice AGM on 22nd November 2023 determined from their data, that the disabled were three times as likely to suffer hunger than other people, also that benefits and tax credits were the top of the issues that users went to Citizens Advice for at 29%.

**This council resolves to:**

- Work with and support local disability groups and charities to understand the impact of the benefit changes due to be implemented in 2025;
- Implement changes in process necessary to mitigate disability benefit issues within the TellJo project; and
- Require project bids for future Adur Community Grants to have associated pre and post impact assessment reports on disabled benefit advice.

**Proposed by Councillor Catherine Arnold**

**Seconded by Councillor Sharon Sluman**