

**Minutes of a meeting of the
Joint Strategic Committee
Adur District and Worthing Borough Councils**

QEII Shoreham Centre, Shoreham by Sea

7 November 2019

Councillor Neil Parkin (Chairman)

Adur District Council:

Angus Dunn
Carson Albury
Brian Boggis
Emma Evans
David Simmons

Worthing Borough Council:

Daniel Humphreys
Edward Crouch
Heather Mercer
Elizabeth Sparkes
Val Turner

Absent:

Councillors Kevin Jenkins

JSC4919-20 Declarations of Interests

Councillor Elizabeth Sparkes declared an interest in item 11 as Treasurer of the West Worthing Club.

JSC5019-20 Minutes

Resolved that the minutes from the Joint Strategic Committee meeting held on 8 October 2019, be approved as an accurate record and signed by the Chairman.

JSC5119-20 Public Question Time

The following question was received from a member of the public:-

Question 1 from an Adur resident:-

We're very pleased and grateful that the Local Cycling and Walking Infrastructure Plan is being considered by the committee - as a great start at making our area a safer, easier place to get around. Bearing in mind the growth in demand for quality cycling and walking infrastructure, we understand that this document is to be open to updates in future.

Can the councils confirm how easily and how often the local community will have the opportunity to contribute to the revision and expansion of the plan?

The Leader of Worthing Borough Council replied

The Draft Adur & Worthing Local Cycling & Walking Infrastructure Plan once adopted, will be the Councils high level plan for cycling and walking. It sets out strategic routes and zones, but in future years these will need to be reviewed and refreshed as Adur & Worthing change and grow and the cycling and walking infrastructure evolves.

There has been valuable input into the development of the Plan from community stakeholders, particularly from Shoreham-by-Cycle, Worthing Cycle Forum and local Sustrans members. This has improved and made the plan more robust and well evidenced. We don't see this changing, equally we would like to see the involvement grow through the Adur and Worthing Cycling and Walking Action Group.

When the Plan is reviewed and refreshed, the councils will consult again, so there will be opportunities for the local community to continuously input.

JSC5219-20 Items Raised under Urgency Provisions

There were no items raised under urgency provisions.

JSC5319-20 Draft Revised Allocations Policy

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 5.

The report outlined to members of the Joint Strategic Committee the changes proposed in the revised and renamed Allocation Policy, to take account of the legislative and contextual changes outlined, and sought permission to undertake a period of public consultation on the draft policies.

During discussion of the item the following points were considered:-

- the allocation of persons with housing need who were currently in Band D to Bands A, B and C;
- the use of the term 'reasonable offer' and the associated number of offers that could be rejected;
- the income thresholds and how these were determined - Officers advised that government figures were used as a guide whilst individual circumstances were also assessed;
- the consultation period;
- the incentives for residents who downsized - Officers confirmed that those residents downsizing would get Band A priority for rehousing.

Decision:

That the Joint Strategic Committee:

- approved the draft Allocation Policies for public consultation; and
- requested a further report on the outcome of that consultation and recommendations, to be presented at the meeting of the Committee in January 2020.

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

JSC5419-20 Local Cycling & Walking Infrastructure Plan - making walking and cycling safer and easier

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 6.

The report updated Members of the work of the Adur & Worthing Cycling & Walking Group in establishing a high level, strategic network plan for both Worthing Borough and Adur District Councils in regards to future cycling and walking provision.

The report sought approval from members to undertake public consultation on the Draft Local Cycling & Walking Infrastructure Plan (LCWIP) from November 2019 to January 2020.

During consideration of the item, Members discussed the following issues:-

- the cost of delivering high-level strategic infrastructure plans and their effectiveness at tackling localised issues such as safe active travel routes to schools;
- the data used to inform the plan (the use of 2011 census data);
- caution about replicating the 'go-dutch' approach given the geography of Adur and Worthing;
- the need to consider commuting patterns, particularly for parents trying to drop their children at school on their way to work;
- demand to walk and cycle where it was safe and pleasant to do so;
- the consultation period outlined - Officers agreed to review and extend the consultation period by a week;
- the need to ensure that cycle routes were safe.

Decision:

The Joint Strategic Committee:-

- i. noted the work of the Adur & Worthing Cycling & Walking Action Group contributing to the creation of an LCWIP for Worthing Borough and Adur District Councils. This included detailed analysis of the current provision, identifying and prioritising routes, evidence and data gathering, both of which contributed to the proposed network;
- ii. approved that the Draft LCWIP be subject to public consultation by the Councils to ensure the plan represented local need regarding the strategic network, specifically referencing the primary and secondary routes for the whole Borough and District and for the results of the consultation to be sent to West Sussex County Council (WSSC);
- iii. approved that the Draft LCWIP be submitted to the Department for Transport in order to become eligible to apply for government funding to deliver walking and cycling infrastructure;

- iv. requested that a final draft of the LCWIP be brought to Joint Strategic Committee in early 2020 seeking approval to formally adopt the Plan (following public consultation and amendments).

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

JSC5519-20 Engaging Adur and Worthing - how we engage with our Communities

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

It was noted that the Councils engage with their communities, partners and elected members on a regular and ongoing basis. The Councils were committed to engaging with their communities in a transparent and inclusive way, which was proportionate and relevant to the issue or opportunity before them.

The report provided an update on the Councils' efforts to further this area of work including:

- a draft Guide to the Councils' engagement principles and toolkit, and
- examples of some of the Councils' recent engagement activities.

During consideration of the item it was suggested that the engagement period be extended to mid-January 2020 and it was proposed and seconded that the final guide be brought back to the Joint Strategic Committee in February 2010.

Decision:

The Joint Strategic Committee:-

1. noted the Councils' ongoing successes in engaging with their communities;
2. agreed that the draft Guide on the Councils' Engagement Principles and Toolkit (Attachment A) be placed on public consultation until the end of December 2019;
3. agreed to refer the report to the Joint Overview and Scrutiny Committee for their consideration within the public consultation timeframe;
4. requested that the final Guide on the Councils' Engagement Principles and Toolkit be brought to the Joint Strategic Committee meeting in February 2020.

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

JSC5619-20 Storyteller: Communications for the 21st Century

Before the Committee was a report by the Chief Executive, 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.

It was noted by the Committee that Adur & Worthing Councils (AWCs) were looking to further develop the commercialisation of services with the aim of generating income to ensure they continued to deliver a range of valued, high-quality services to residents and businesses.

One area successful in developing a commercial offer was Communications. As set out in the Councils' corporate strategy *Platforms for our Places*, the team had been tasked with generating income to offset savings targets. For the past two years, these had been exceeded, generating a surplus.

To capitalise on this demand, offset future savings, and continue to generate income for AWCs, it was recognised, from a financial and governance perspective, that a more formal arrangement needed to be established. The report explored options and made recommendations to take this forward.

A Member questioned whether the Council would pay the same rates as external clients. Officers advised that the core work of the service would remain the same, Council work and that staff would stay within the Council. It was noted that the budget envelope would remain unchanged but the proposals would enable the Council to seek external contracts.

Another Member sought clarification regarding the ownership of brand 'Storyteller'. Officers advised that this would require further due diligence.

Decision:

The Joint Strategic Committee

1. noted the growing commercialisation of local government services across the UK against the backdrop of ongoing reductions in central government funding;
2. noted the success to date of the communications team in commercialising its services to third parties in recent years and recognised the desirability to scale this approach to the private sector;
3. delegated authority to the Head of Communications, in consultation with financial and legal services, to establish a new council-owned trading company to offer a range of communications services to external organisations (subject to detailed business plans being approved by the Leaders of both Councils). This would be on an initial three year term, as set out in the body of the report. The delegation would also include the authority to negotiate the terms of (and enter into) a formal written agreement between the Councils and the trading company for the company's use of the Councils staff and assets;
4. agreed to release up to £30,000 of unallocated funding from the current financial year to support legal, financial and other relevant start-up costs for the new company.

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

JSC5719-20 JOSC report on the review of Adur and Worthing Gypsy & Traveller Encampments

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

Councillor Bickers, Vice-Chairman of the Joint Overview & Scrutiny Committee, attended the meeting to present the report and findings of the working Group.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review on Adur and Worthing Gypsy and Traveller encampments. The recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report to JOSC and the Working Group report were attached as Appendix 1.

The evidence submitted to the Working Group and further investigations had provided a good analysis of the procedures which were followed by the responsible agencies when unauthorised Gypsy and Traveller encampments occurred on Council owned land. The evidence had also provided a good understanding of the background/reasons for the Councils entering into the joint agreement for the provision of the County transit site and also some views from local resident groups and a national Gypsy and Traveller organisation. The evidence highlighted that a great deal of work had been undertaken to deal with unauthorised encampments.

However, the Working Group had identified some issues that it wished to submit to JSC for consideration as it was recognised that there were some key issues which needed to be addressed as part of the overall procedures for managing Gypsy and Traveller encampments in Adur and Worthing and to ensure that overall processes were improved.

During consideration of the item, the Committee made a number of observations including:-

- Members were critical of the report as it confused different definitions of gypsy and traveller communities and it did not reference the original JSC report on the transit site;
- acknowledged the lack of a break clause but were confident it could be resolved with partners in a collaborative way;
- acknowledged the difficulties associated with undertaking a Health Audit for seasonal travellers;
- expressed concerns at the suggestion that Councillors mediate between settled and travelling communities;
- supported the provision of additional training for Members;
- Members were concerned in regards to paragraph 5.7 of the report regarding 'Officer decision making processes' as the decision to enter into the partnership

was taken by JSC and the subsequent decisions to approve the associated financing were taken by both Adur and Worthing Councils.

Cllr Bicker agreed to refer the comments, provided by the Committee, to the Working Group for their consideration.

Decision:

The Joint Strategic Committee:

1. noted the report, findings and recommendations from the Joint Overview and Scrutiny Committee;
2. agreed to receive a report in March 2020 on the issues raised by the Joint Overview and Scrutiny Committee and consideration of the implications for each recommendation contained in the Scrutiny report at Appendix 1 in order for the Executive to provide a formal response to the Joint Overview and Scrutiny Committee.

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

** Councillors Angus Dunn, Brian Boggis, Emma Evans and David Simmons left the meeting at 7.54pm in accordance with the Joint Committee Agreement.*

JSC5819-20 Worthing Integrated Care Centre Development on Worthing Town Hall Car Park

Before the Committee was a report by the Director for the Economy, 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.

The report sought approval of the formal Outline Business Case (OBC) for the Worthing Integrated Care Centre scheme and to progress the project through to Full Business Case (FBC) in readiness for project delivery.

During consideration of the item, the following points were raised:-

- was the Wheatsheaf Pub part of the proposals - Officers advised that the Wheatsheaf Pub site was an aspirational acquisition, however, the site was expensive and the Council did not need to purchase it to proceed with the proposals;
- did the increase in funding include the acquisition of the freehold of the current health centre - Officers advised that it did;
- whether the office space shown in the plans was included in the cost - Officers advised that it was and that it would be used by the NHS for back office services;
- whether the £600k proposed for the full business plan included the cost of building net zero carbon buildings - Officers advised that the target was to achieve BREEAM Excellent was the very highest level of accredited standard that the Council could aim for;
- the timetable for delivery - a planning application to the Planning Committee in February 2020 and construction in the Autumn of 2020.

Decision:

The Joint Strategic Committee:-

1. approved the Outline Business Case for the Worthing Integrated Care Centre;
2. delegated authority to the Head of Major Projects & Investment to:
 - a) make the necessary consultancy appointments to prepare the Full Business Case and to submit a full planning application, subject to finalisation and execution of the risk share agreement;
 - b) negotiate detailed terms for the transaction of acquiring Central Clinic and lease terms subject to Full Business Case approval (and a further report to the Joint Strategic Committee);
 - c) progress the design development of a Multi Storey Car parking (MSCP) facility on Worthing Town Hall Car Park to Full Business Case; and
 - d) appropriate land that the council own for the purposes envisaged in paragraph 8.2 of the report;
3. subject to confirmation from the proposed NHS occupiers of the new WICC to execute a Risk Sharing Agreement with Worthing Borough Council in line with the agreement at Appendix 1. The Committee recommended Worthing Borough Council increase the funding for the development of the WICC and associated car park provision to Full Business Case to £600,000 in the 2019/20 Capital Programme funded by prudential borrowing.

Call In:

The call-in deadline for decisions 1) and 2) will be 5.00pm on 19 November 2019.

There is no call-in for recommendations to Council, decision 3).

JSC5919-20 Delivering New Homes for our Communities - Fulbeck Avenue

Before the Committee was a report by the Director for the Economy, 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 updated members on the progress with the development of new homes on the Fulbeck Avenue site with Boklok UK Ltd and sought the Committee's approval for the sale of land to Boklok UK under revised terms to those set out at the June meeting of the Joint Strategic Committee.

A Member sought clarification that the 30% affordable housing provision would be legally binding. Officers advised that contracts would be exchanged, a planning application would be submitted and determined, the land would be valued to ensure the best consideration was achieved and then we would complete on the contract. Therefore the contract would only be completed once planning permission had been granted and a

section 106 agreement had been signed, which would ensure that 30% affordable housing was achieved.

Another Member highlighted the increased risk profile attached to the proposals and sought assurances negating any future sale of the land with planning permission. Offices advised that once the Council sold the land, long term control would be limited. However, the Council would be working in partnership with Boklok whose business model was to work in the UK for the long term, in partnership with local authorities. Therefore, Officers acknowledged that there was an increased risk but did not feel that it was in Boklok's long term interests to pull out.

Decision:

The Joint Strategic Committee

1. noted the progress made since June in relation to the sale of the land to Boklok for the redevelopment of the Fulbeck Avenue Site;
2. agreed the proposed route set out in the report for the sale of the land at Fulbeck Avenue;
3. delegated authority to the Head of Major Projects & Investment, in consultation with Worthing Borough Council's Executive Member for Resources, to agree the heads of terms for the sale of the land at Fulbeck Avenue to Boklok UK, and thereafter, to enter into the conditional sale contract for the sale of the land subject to those heads of terms; and
4. that as a condition of exercising his delegated authority (as set out above) the Head of Major Projects and Investment obtains a suitable valuation report to confirm what the best consideration, that may be reasonably obtained by the Council, for the sale of Fulbeck Avenue will be.

Call In:

The call-in deadline for this decision will be 5.00pm on 19 November 2019.

JSC6019-20 Worthing Coastal Protection Scheme

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 12.

The report provided an update to members on the progress made in respect to the Worthing Coastal Protection scheme, outlined the preferred option of rock groyne and sought approval for Capital investment to assist with the further development of the project.

Delegated authority was also sought for the Head of Facilities & Technical Services, in consultation with the Worthing Executive Member for Regeneration, to award the contract for the initial design and modelling works up to the value of £500,000.

A Member raised concerns regarding the level of detail in the report regarding the replacement of wooden groynes with rock groynes, the level of public support for the proposals, the lack of consultation and the wider impacts arising from the changes proposed. Officers advised that multiple options had been considered and that Option A was the preferred option. This was based on sustainability and financial viability grounds as there were significant costs and a limited lifespan associated with timber groynes. Officers advised that consultation had not yet taken place as the report before the Committee was looking at the funding structure for the scheme.

Decision:

The Joint Strategic Committee:-

- i. noted the progress on the project;
- ii. noted the future requirements for the associated Maritime structures along the frontage to be improved and committed to making provision within the future capital investment programme once the full extent of the works were established;
- iii. recommended that Worthing Borough Council approve the provision of £500,000 within the capital investment programme for 2020/21, funded jointly by the Environment Agency £200,000 and Worthing Borough Council £300,000, for the modelling and initial design stage of the preferred option;
- iv. delegated authority to the Head of Facilities & Technical Services in consultation with the Worthing Executive Member for Regeneration, to award the contract for the initial design and modelling works up to the value of £500,000;
- v. noted that a further report would be presented to Members outlining the final cost of the scheme once the modelling had been completed.

Call In:

The call-in deadline for decisions (i), (ii), (iv) and (v) will be 5.00pm on 19 November 2019.

There is no call-in for recommendations to Council (iii).

The meeting was declared closed by the Chairman at 8.25 pm, it having commenced at 6.30 pm

Chairman