

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

**Gordon Room, Worthing Town Hall**

**6 February 2025**

Councillor Sophie Cox (Chair)  
Councillor Rita Garner (Vice-Chair)

**Adur District Council:**

Jeremy Gardner  
Lee Cowen  
Becky Allinson  
Saffa Jan  
Andrew Harvey  
Sharon Sluman

**Worthing Borough Council:**

Ödül Bozkurt  
Dom Ford  
John Turley  
Vicki Wells

**Absent**

Councillor Rosey Whorlow

**JSC/72/23-24          Declarations of Interests**

Cllr Hunt declared an interest as a member of Transition Town Worthing who were supported by Community Works

**JSC/73/23-24          Minutes**

**Resolved:** that the minutes from the Joint Strategic Committee meeting held on 14 January 2025 be approved as the correct record and be signed by the Chair

**JSC/74/23-24          Public Question Time**

There were no questions from the public

**JSC/75/23-24          Members Questions**

A Member asked the following question

Can you explain how the bid by Crawley-based Funding People met the criteria of the COL tender in ways that led to them being awarded the contract in preference to a local bid from a partnership of Sussex Community Foundation and Community Works?

Response:

We carried out a competitive process to select the successful organisation based on the criteria and timescales outlined in the specification.

We reached out via different channels: our website, social media and email both via our Procurement and Participation channels to VCSE organisations and to major local organisations from other sectors who could signpost to organisations that may be interested.

We assessed and scored the bids put forward based on the different criteria in the specification. The evidence we used were the bids put forward and the interview panels that shortlisted organisations were invited to.

We had developed consistent scoring definitions for each of the criteria allocated so that we knew upfront what constitutes a poor/average/good/excellent response for each of:

Participation  
Delivery  
Impact  
Expertise  
Price and Social Value

The outline of what each of the above criteria include are outlined in section 7: method statement of the specification.

A Member asked the following question

I understand that although there are Environmental, Social & Governance principles and limitations on the type of investments the Council makes, the council does invest some funds on a rolling basis within the treasury function for an average period of around 10 days which are difficult to get disclosure on. It is possible therefore that we may invest in some institutions via the Money Market Fund that invest in defence, which will include arms sales. Can you confirm if there is anything specific in the investment principles set out in the annual treasury management strategy to say that investment in the arms trade is not permitted, if not could there be, and if there is how can it be adhered to within the treasury function?

Response:

The Council's Treasury Management Strategy Statement (TMSS) sets out how funds are invested, with a strong emphasis on security, liquidity, and yield. Investments are primarily placed in highly credit-rated money market funds (as you have referenced) for short periods, often overnight. Due to the nature of these investments, it can be difficult to trace exactly where funds ultimately end up within the wider banking system.

The Council does consider Environmental, Social, and Governance (or ESG) principles when selecting investment counterparties. (Other parties engaged in our financial transactions). There is currently no specific prohibition on investments linked to the firearms or weapons industry however the council does investigate all ESG factors and seeks to avoid investments in tobacco and controversial weapons financing. Additionally, where possible, fossil fuel investments have been avoided—for example, the decision to avoid Barclays due to its significant funding of new fossil fuel exploration.

Introducing a formal restriction on arms trade investment within the TMSS would present a significant operational challenge to the Treasury team. Treasury investments are not

the same as discretionary investment funds; they must prioritise security, liquidity and yield. A rigid policy against certain sectors could limit investment options, particularly given the relatively small scale of the Council's investments which could expose the council to undue risk by relying on a small pool of counterparties. This, in turn, could impact the Council's ability to manage cash flow efficiently and minimise borrowing costs, essentially meaning the Council's strategy is not compliant with the CIPFA (Chartered Institute of Public Finance and Accountancy) code of practice.

#### **JSC/76/23-24            Items Raised under Urgency Provisions**

There were no urgent items

#### **JSC/77/23-24            Final Revenue Budget Estimates for 2025/26**

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

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

- The final revenue estimates for 2025/26 including any adjustments arising from settlement;
- An updated outline 5-year forecast;

Those budgets reflected the decisions taken by members in relation to agreed savings proposals and any committed growth.

#### **Decision:**

1. That the proposals for savings and the investment in services outlined in appendix 2 and appendix 3 be noted which were considered at the 6 respective Adur and Worthing Cabinet meetings on 30th January 2025 and 4th February 2025.
2. That the proposed 2025/26 budget detailed at section 5 and appendix 3 be noted. The respective council shares have been approved by the Adur and Worthing Cabinets. The budget will be adjusted for any changes to the Investment in Services proposals.
3. That the proposed use of capital receipts to support the delivery of the organisational design programme and the delivery of the budget be noted. These are set out at appendix 5 and were considered at the Adur and Worthing Cabinet meetings.

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

**JSC/78/23-24                      Joint Treasury Management Strategy Statement and Annual Investment Strategy 2024/25 to 2026/27 for Adur District Council and Worthing Borough Council**

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

This report asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2025/26 to 2027/28 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

**Decision:**

1. That the Treasury Management Strategy Statement and AIS for 2025/26 to 2027/28, incorporating the Prudential Indicators and Limits, and MRP Statements be approved and adopted. Including the proposed changes to specified investment limits as detailed in 6.1.3.
2. That the Prudential Indicators and Limits, and MRP Statements of the report be forwarded for approval by Worthing Council at its meeting on 25 February 2025, and by Adur Council at its meeting on 20 February 2025.

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

There are no call-ins for those recommendations to Council

**JSC/79/23-24                      Update of Work Programme Progress and Quarter Two 24/25 Performance Update**

Before the Committee was a report by the Assistant Director for People and Change, 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.

In relation to the work programme Adur & Worthing Councils were making good progress with key updates across all areas of our work which had focused on making the economy, environment, and communities stronger and more sustainable.

**Decision:**

1. That progress on the work programme for Adur & Worthing Councils be noted
2. That mitigations on those showing significant issues be agreed
3. That the performance of council services be noted
4. That the the mitigations on areas at risk be agreed
5. That the governance for managing programmes & performance be noted

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

## **JSC/80/23-24            Adur & Worthing Fleet Strategy**

Before the Committee was a report by the Assistant Director for People and Change, 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.

Adur and Worthing councils operated a fleet of vehicles to deliver frontline services, including waste and cleansing, parks services and building services. The fleet was council owned and largely operated from the Commerce Way depot on Lancing Business Park. The fleet was a costly but essential aspect of service delivery and its reliability determined the quality and resilience of services and has a direct impact on the reputation of the Councils.

The fleet largely consisted of diesel ICE (internal combustion engine) vehicles responsible for >45% of the council's carbon emissions, and the majority of that (75%) is emitted by the 31 HGV vehicles the council operated. These were mainly refuse and recycling vehicles. The councils had committed to being carbon neutral by 2030 and addressing the fleet emissions was a critical aspect to meeting that target.

In 2023 the councils commissioned the consultancy Ricardo to develop an options appraisal for its fleet strategy that delivered the decarbonisation required to meet the carbon neutral target whilst meeting the operational needs of the service. The main consideration was the replacement of the HGV fleet. 21 of the current refuse and recycling vehicles were purchased in 2016/17 and were due for replacement in 2026/27.

This report before Members summarised the option appraisal that was carried out and set out recommendations for the replacement of the HGV waste and cleansing fleet that had regard for the operational requirements of the services, value for money (taking into account vehicle life cycle costs) and the council's carbon neutral targets. It sought authorisation to proceed with the fleet replacement program for the waste and cleansing service through delegated authority to the Director for Sustainability and Resources in consultation with the relevant Cabinet Members. The replacement program for the wider fleet was also being worked up in the background. These were smaller vehicles, being replaced more gradually through scheduled replacement.

### **Decision:**

1. That the committee agrees to replacing the council HGV fleet along the following principles:
  - a. To transition away from diesel/ICE vehicles by 2030/31, with a formal review point in 2027 to reassess costs and technology.
  - b. To purchase and start to test one eRCV in the next financial year (2025/26)

- c. To flatten the vehicle replacement curve for HGVs, moving away from bulk replacement of 21 vehicles in one year, instead purchasing a smaller number of vehicles on an annual basis.
  - d. In order to deliver the flattening of the curve to take a blended approach (as detailed in this report) consisting of refurbishing existing HGV vehicles, and purchasing a small number of second hand vehicles reducing the immediate demand for new diesel vehicles.
  - e. To minimise our carbon emissions to transition the remaining diesel vehicles which are suitable for HVO to this fuel source in 2025/26 at the latest subject to budget availability and availability of sustainably certified fuel.
2. That the committee agrees to replacing the council's fleet of smaller vehicles (up to 3.5t) with EVs when they are due for replacement subject to market availability and the technology meeting operational requirements and falling within the agreed capital program.
  3. That the Committee give delegated authority to the Director for Sustainability and Resources, in consultation with the Adur Cabinet Member for Finance and Resources and the Worthing Member for Resources, to proceed with the implementation of the fleet replacement program, including initiating and concluding procurement processes and entering into contracts for the supply of containers and vehicles for the service.
  4. That, in line with the recommendations agreed at the 17 July 2024 JSC report on Simpler Recycling and Food Waste Collections, the committee notes that officers will commence with the procurement of vehicles and containers for the food waste collection service, within the limitations of the capital funds allocated by DEFRA.

Call In: The call-in deadline for decisions will be 5.00pm on 18 February 2025

### **JSC/81/23-24                      Transfer of Adur sec 106 funds to Sussex Police**

Before the Committee was a report by the Assistant Director for Regenerative Development, 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.

Adur District Council secured the obligation for a financial contribution of £104,376.97 (index linked) of s106 funds for Police Services in the s106 legal agreement dated 04/08/2023 under the development AWDM/0323/19 at Land South Of West Street And West Of Loose Lane, Sompting.

£107,155.06 was due to be paid by the end of January 2025. The stipulations of how the s106 funds should be spent are "towards improvements to the Sussex Police Service".

Sussex Police were requesting the utilisation of s106 funds received by Adur District Council in accordance with section 4.

**Decision:**

1. That the release of £107,155.06 of s106 funds held by Adur District Council to Sussex Police be approved as detailed in 3.1 onwards and to approve a budget virement of £107,155.06 from S106 monies for Adur District Council, creating a capital budget of the same amount.
2. That the Assistant Director for Regenerative Development be authorised to enter into a Deed of Agreement with Sussex Police to release those funds

Call In: The call-in deadline for decisions will be 5.00pm on 18 February 2025

**JSC/82/23-24            Update on the Sussex Bay Programme**

Before the Committee was a report by the Director for Sustainability and Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 11.

The Sussex Bay programme, initiated by Worthing Borough and Adur District Councils demonstrated the Council's existing clear strategic commitment to ocean recovery and working both within the Council's geographical boundaries and regionally: a fully externally funded, nature first, project of hope without Councils funds, attracting over £1M in the first year.

A report was presented to the Joint Strategic Committee on 8th June 2021 entitled "Sussex Bay: Restoring our marine and estuarine habitats, supporting our coastal communities". This report set out the considerable progress being made to develop a significant strategic programme to drive marine recovery and including an agreement about next steps, including to actively seek external funding and to identify progress with marine restoration and recovery projects with partners, including The Crown Estate, seabed owners. The commitment to "Improve our Blue Space and Deliver Sussex Bay" was identified as a Strategic Priority for Worthing Borough Council (JSC, June 2023) noting the successful application for additional bathing waters in Worthing, 175 Agenda Item 11 installation of publicly accessible litter picks along the foreshore at Sealane and East Beach to help citizens remove plastic pollution from the foreshore, in addition to the foundational work to help reuse and recycle ghost netting.

Members approved two additional technical recommendations in relation to refurbishment of the rotunda

**Decision:**

1. That it be endorsed that the Sussex Bay approach to continue to build a delivery model for marine, coastal and estuarine habitat restoration at scale, creating the exciting prospect of Sussex Bay as a "destination" and new economic opportunity expressed via the three emergent work packages noted in 2.11 below.
2. That the external funding that the Sussex Bay programme has attracted to date be accepted and the headline and ring-fenced areas for its expenditure be endorsed

3. That the programme of future events be endorsed, including a quarterly Members forum with Leaders from each of the 11 Councils in the Sussex Bay programme area whilst balancing the need for ownership and the regional inclusivity.
4. That the bringing forward of the capital budget of £49,632 from the proposed 25/26 programme and to accept the additional funding and subsequent variation as set out in Section 5.2 be approved
5. To authorise the award of the contract to Uprise Construction Limited for £89,000.00 exclusive of VAT to implement the conversion works to the rotunda as set out in this report.
6. To delegate authority to the director for Sustainability and Resources to enter into the agreement for lease with the Tenant and to execute all necessary legal documentation.

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

### **JSC/83/23-24            38 Teville Road Proposal**

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

This report sought approval for the purchase of 38 Teville Road, Worthing for Temporary Accommodation (TA) use. The councils currently house residents in the property. The property was to be sold, and the current owner had offered to sell to the Council.

Worthing Borough Council housed residents in the property for use as temporary accommodation. If the property was sold to a third party the Council would likely be required to rehouse the residents in spot purchased accommodation at higher cost.

This report set out the savings which would be made by purchasing the property, and directly letting the rooms to Adur and Worthing residents in need of TA.

Members were told that there was an amendment to the allocation for the purchase following continuous negotiations with the seller to secure the property

#### **Decision:**

1. That the purchase of 38 Teville Road, Worthing, be approved for the purpose of letting the property to Council residents in need of TA
2. That the allocation of £600,000 from the Housing Development capital budget be approved, to allow for the purchase of the property, including associated purchase costs, as detailed in 7.1.

3. That the proposed savings which would be made if 38 Teville Road is purchased be noted, compared to housing the displaced residents in alternative nightly paid spot booked accommodation.
4. That authority be delegated to the Assistant Director for Housing and Homelessness Prevention to enter into all necessary contracts to purchase 38 Teville Road.

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

### **JSC/84/23-24          Worthing Public Realm - Delivering Montague Gardens**

Before the Committee was a report by the Assistant Director for Place and 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 13.

The report before the Committee provided Members with the opportunity to formally collaborate with West Sussex County Council (WSSCC) in the mutually agreed regeneration of Montague Place. The report outlined the required capital funding for the development of a new town centre public realm scheme in its place, Montague Gardens.

Members were informed regarding the WSSCC/Growth Deal business rates funding contribution that supported the scheme and were asked to note the release of previously agreed Worthing Borough Council (WBC) Community Infrastructure Levy funding at £2.7m

Montague Gardens were recognised as a key connection to and from the seafront, to the town centre, and therefore a key anchor point as part of a new strategy to support the seafront and to help it thrive into the future.

#### **Decision:**

1. That the collaboration between WSSCC and WBC in the delivery of Montague Gardens be approved, noting WBC responsibility for project management and scheme delivery; supported by the WSSCC Growth Deal Officers.
2. That the acceptance of Pooled Business Rates be authorised , £300k funding with up to a further £100k available to underwrite the scheme's capital budget as required, subject to successful s278 technical approval and traffic regulation order (TRO).
3. That authority be delegated to the Assistant Director for Place & Economy, in consultation with the Cabinet Member for Regeneration, the authority to approve and award a contract for the construction of the public realm project, subject to the outcome of a compliant procurement process.
4. That the increase of £400k to the capital programme budget be approved, funded by Pooled Business Rates funding of £400k. This will bring the budget available to the delivery phase to a total of £3.1m.

**Call In:** The call-in deadline for decisions will be 5.00pm on 18 February 2025

The meeting was declared closed by the Chairman at 7.49 pm, it having commenced at 6.30 pm

**Chairman**