



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

A/REG&SP/004/23-24	Adur Local Development Scheme
A/REG&SP/006/23-24	Sustainable Energy SPD Update 2023
JAW/010/23-24	Conservation Area Character Appraisal Reviews

Cabinet Member for Finance & Resources

*JAW/009/23-24	EDF Car Park Sale
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Cabinet Member for Adur Homes and Customer Services

A/AH&CS/003/23-24	Contract for Void Property Works
JAW/007/23-24	Emergency Accommodation Contract Award - Nyewood Lane, Bognor Regis

Cabinet Member for Environment and Leisure

*JAW/006/23-24	Cremator Servicing and Maintenance Contract
*JAW/008/23-24	Refurbishment of Public Conveniences, High Street MSCP

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 27th September 2023

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

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/20/23-24 1st Quarter Revenue Monitoring Report 2023/24

This report before Members updated the Joint Strategic Sub Committees with the latest expenditure and income projections for both Adur District Council and Worthing Borough Council for the current financial year 2023/24, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' will be the position as at the 30th June 2023, the forecast outturn position will reflect the latest information available to ensure an up-to-date forecast is presented.

A question was asked in relation to garage voids, whether the garage voids were unoccupied due to not being taken up or for development purposes and what the Council's processes were for advertising these voids. The Assistant Director for Finance stated that the question could not be asked at the meeting but a response would follow.

Decision

That the Adur Sub-Committee of the Joint Strategic Committee noted the report and projected outturn position for the Joint Committee and Adur District Council against the approved revenue budgets and proposed use of reserves (Appendix 3b)

JSS-C(A)/21/23-24 1st Quarter Capital Investment Programme & Projects Monitoring 2023/24

This report before members updated the Sub-Committee on the progress made on the delivery of the 2023/24 Capital Investment Programme for Adur District Council.

The programme included schemes which support the delivery of services by the Joint Services Committee. Included within the report was information about the prudential indicators which provided a link between the Council's revenue budget and capital budget. Quarterly monitoring of these indicators was a new requirement introduced as part of the refreshed prudential code.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Noted the reprofiling of the Adur District capital schemes as advised in paragraph 6.1 and appendix 2;
- 2) Noted the 1st Quarter Treasury Management Activity Update as set out in appendix 3;
- 3) Approved the changes to the current schemes as set out in section 6.2 report;
- 4) Approved a revised Housing Investment Programme as set out in Appendix 4.

**JSS-C(A)/22/23-24 Strategic Priorities for Adur District Council: 2022/3
Progress Update Report and New Priorities for 2023/24.**

On the 29th of September 2022, the Adur Joint Strategic Sub-Committee, the Adur Cabinet, set out a new set of priorities for the Council to achieve its vision, deliver change and further improve the lives of all who live and work in Adur. This report before Members described the work started and the strong progress made in delivering these actions and ambitions. The report also set out Adur Council's Priorities for 2023/24.

Members discussed the report and remarked that a lot was being done with limited financial resources.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Noted the progress made by Adur District Council in delivering its ambitions and priorities in 2022/23;
- 2) Agreed the strategic priorities for 2023/24;
- 3) Agreed that officers should use the priorities to shape and develop plans for 24/25 for review later in the year.

**JSS-C(A)/23/23-24 Release of s106 money for the Replacement of the Play
Area at Shadwells Road Open Space**

The report before members sought approval for the release of s106 contributions received from the development of land at Mash Barn Estate for the replacement of play equipment at Shadwells Road open space.

The existing open space play equipment in Shadwells Road had been prioritised for upgrading and replacement by officers in the Parks & Foreshore team. Use of Mash Barn s106 in Shadwell Road directly benefited the nearest community and residencies for which the allocation was intended.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Approved the release of £104,150 of s106 monies and approves an amendment to the capital programme for the new playground improvement scheme;
- 2) Delegated authority to the Director of Place, in consultation with the Adur Cabinet Member for the Environment and Leisure, to approve and award a contract for the construction work required to deliver new play equipment at Shadwells Road subject to the development of a procurement strategy; the outcome of a compliant procurement process; and, ensuring that the project is within the authorised budget envelope..

JSS-C(A)/24/23-24 Delivering a Business Support Package for Adur and Worthing (2024 - 2025)

The purpose of the report before members was to seek authorisation to procure services to deliver a bespoke business support package (BSP) across Adur and Worthing. To note, this is a joint programme of support with Worthing Borough Council. The report signalled the rationale for the support package and outlined how a number of funded regional business support programmes are coming to an end, leaving a gap in provision for businesses seeking information, advice and guidance relating to business issues including how to achieve business growth.

Members were provided with assurance that the business support package was being developed as part of measures to help local businesses grow and contribute to the growth of the local economy. Specific areas to 109 Agenda Item 11 support businesses include innovation, sustainability, leadership and management and start up / micro business advice. The report indicated the preferred method of pooling external funding sources to deliver the business support package, including the utilisation of UK Shared Prosperity Funding (UKSPF) and S106 contributions, specifically referencing economic development or business support.

Members were pleased to see the introduction of the scheme and that the resources provided were a good way to support businesses. Members noted that there would be monthly feedback reports from consultants and quarterly reports to the UKSPF and asked to see quarterly feedback reports to monitor the effectiveness of the scheme.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

1. Noted the business support landscape and the current limitations regarding resources currently available for start ups, micro, small, medium and large businesses;
2. Approved the release and pooling of external funding pots to deliver the Business Support Package, including UK Shared Prosperity Funding, Pooled Business Rates and Section 106 monies;
3. Approved the creation of a budget of £470,500 across Adur District Council and Worthing Borough Council for the specific purposes as outlined in this report;
4. Delegated authority to the Director for Place, in consultation with the Executive Member for Resources (Worthing) and Executive Member for Regeneration & Strategic Planning (Adur), the authority to approve and award contracts for the staff / consultancy work required to deliver the Business Support Package, subject to the development of a procurement strategy and the outcome of a compliant procurement process; and ensuring that the overall programme is within the authorised budget;
5. Requested that updates on the performance of the scheme be provided quarterly.

JSS-C(A)/25/23-24

Western Harbour Arm Review

The Adur Local Plan (adopted 2017) and Shoreham Harbour Joint Area Action Plan (adopted 2019) set a planning policy framework for the regeneration of the Shoreham Harbour Regeneration Area, a defined area from Adur Ferry bridge to Hove Lagoon and straddling the local authority boundaries of Adur District and Brighton and Hove City Council. The JAAP identified seven 'character areas', one of which, the Western Harbour Arm, is located entirely within Adur and was identified within the Adur Local Plan 2017 a strategic mixed use area suitable for the development of a minimum of 1,100 homes.

Sites were coming forward for development, although at higher densities than predicted. As a result the overall number of dwellings delivered across the JAAP area could significantly exceed the minimum figure allocated in the Adur Local Plan (ALP) and Shoreham Harbour Joint Area Action Plan (JAAP). Although this will help address housing shortfalls, this has resulted in concerns from the local community and District Councillors regarding infrastructure delivery and that increased densities would not accord with the JAAP in terms of layout, open space and place making.

As such a 'review' was being undertaken to consider delivery at the Western Harbour Arm. The report set out key elements of that review for information.

Members supported the report and lauded the work that had been completed in developing it.

Decision:

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Noted the publication of the Position Statement Topic Papers, Delivery Map etc;
- 2) Noted the consultants report and its findings;
- 3) Noted the appointment of a dedicated Shoreham Harbour Delivery Officer for a period of six months;
- 4) Noted the creation of a Developer's Forum for the Western Harbour Arm and a wider Adur Infrastructure Delivery Group;
- 5) Noted the proposed appointment of Consultants to prepare a place based study/design code for the Western Harbour arm and related sites;
- 6) Noted work being undertaken to highlight the economic impacts of the regeneration of the Western Harbour Arm.

JSS-C(A)/26/23-24 Housing Improvement Plan: September Progress Report

The report provided a progress overview of the Housing Improvement Plan to both the Adur Joint Strategic Sub-Committee and the Joint Audit and Governance Committee, following the self-referral to the Regulator for Social Housing earlier this year. Previous reports had detailed the rationale for the self-referral, the response from the Regulator, and the scope of the work planned to address those issues in Adur Homes. The report set out a summary of the work underway, the early progress being made to improve performance and meet the required standards, and the issues that remained. The purpose and focus of all of the work was about delivering the Council's mission to ensure that everyone has a safe, secure and sustainable home.

Members discussed the progress made and thanked the Director for their tireless work in pushing the programme forward.

The Members highlighted the importance of meetings with residents that had taken place and demonstrated the importance of listening and taking onboard what had been said. The Director was encouraged to action some more of the more immediately resolvable issues to demonstrate this.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Noted the good progress being made to ensure that Adur Homes becomes fully compliant with regulatory standards and the wider programme of transformation to create safe, secure and sustainable homes for our residents;
- 2) Approved the change in the terms of reference for the Adur Homes 'Advisory' Board to clarify and strengthen the purpose and remit of this group (Paragraph 4.21, 2, C, Appendix 4);
- 3) Approved the changes to the Compensation Policy (4.21, 7);
- 4) Noted that no comments had been made to the Sub-Committee from the Joint Audit and Governance Committee.

JSS-C(A)/27/23-24 Using Right to Buy receipts to fund Hidden Homes projects at Daniel Close & Gravelly Crescent, and entering contract for delivery

The report followed the Joint Strategic Committee approval, given on 6th October 2020, for a development programme of Small Sites in Adur to provide new, high quality homes let at affordable rent levels, and the subsequent start on site on five of the nine sites identified for development. The report took stock of the challenges faced by the Council in securing external grant for new housing schemes as a result of the regulatory notice issued to Adur District Council by the Regulator of Social Housing, and recommended an approach to the delivery of homes at two Small Sites projects, Daniel Close and Gravelly Crescent (the Sites), that avoided the need for external grant.

The report sought to update Members on the tender process adopted and implemented to secure a contractor at Daniel Close and Gravelly Crescent, outlined the procurement approach and sought approval for the selection of a contractor to develop the Sites using Lewes District Council's Modular Housing Project Framework.

Decision

The Adur Sub-Committee of the Joint Strategic Committee

- 1) Noted the progress made to date in bringing the 16 new affordable homes forward at Daniel Close and Gravelly Crescent;
- 2) Approved the virement of £1.030m of existing Right to Buy receipts (funding which is ring fenced for securing new affordable housing in Adur), and the virement of £870k additional right to buy receipts received in 2023/24 to enable the construction work and projects to progress in lieu of Homes England funding, with any shortfall funded from PWLB borrowing;
- 3) Approved the award of a construction contract to Boutique Modern to build out

the two schemes procured through the Lewes District Council Modular Housing Framework, of which Adur District Council is a named beneficiary, for the sum set out in this paper's appendix.

JSS-C(A)/28/23-24 Referral of Motion on Notice from Adur District Council

The report set out a motion referred from the meeting of Adur District Council on 20 July 2023. The motion concerned Rights of the River Adur. The motion had been put by Cllr Crisp and seconded by Cllr Shinn. Cllr Crisp was present to explain the motion.

Cllr Crisp presented the item. Members were told that the residents of Adur valued and cared about the River for many different reasons. Investigating giving the River rights would be a different way of protecting the River and would be beneficial. It was felt that the work involved would not add to the work already being undertaken by officers and would require them to tweak what they already worked upon on a day to day basis

The Sub-Committee lauded the work already being undertaken by the Councils and noted that much of the work set out in the motion was being undertaken by the Council. Members did note that the motion set out some good measures within the motion that were worth investigation. It was further noted by members that Lewes District Council was working on a similar issue and the Council could learn from their work. There was uncertainty about the legal position in relation to giving rights to a River and expressed interest in the outcome of work being undertaken by Lewes District Council.

Decision

- 1) That the Sub-Committee noted that much of the work set out in the motion was already being undertaken by the Council;
- 2) That the motion be investigated and that the Council consider what it could do practically to add value to the work already being undertaken;
- 3) That the Director for Sustainability and Resources monitor the work taking place at Lewes District Council and report back to the Sub-Committee when appropriate and in due course.

C. Decisions taken by the Joint Strategic Committee on 3rd October 2023

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

The matters not appearing elsewhere on the agenda:-

JSC/20/23-24 Land Charges Migration to HM Land Registry

The report informed members that HM Land Registry was combining each Local Authority's Land Charges Register into a single standardised digital and geospatial dataset. Under the Infrastructure Act 2015, responsibility for the 331 registers was transferred to HM Land Registry (HMLR) to be rolled out in a phased approach. The target was for all 331 local authorities in England and Wales to be migrated by 2025.

At the time of the meeting only 75 authorities had migrated to the HMLR. The target for Adur and Worthing is to carry out the migration during the financial year 2023-24. However, as with other migrations this timetable is very likely to slip into 2024-2025. The report provided further background to the HMLR project and highlighted some of the financial and resource implications for the Councils. The report sought approval to enter into a Collaboration Agreement with the HMLR. To assist with the migration the Government would provide initial funding (transitional payments) and post migration an 'additional burdens' payment.

Members were asked for the authority to use some of the transitional payment to fund additional staff resources to enable the Council to progress the migration of the Council's Local Land Charges Service to HMLR.

Questions were asked about implementation time and the status of resources currently used within the department

Decision

That the Joint Strategic Committee

- 1) Authorised the Director for Place in Consultation with the Assistant Director Legal and Monitoring Officer, to enter into a Collaboration Agreement and agree a Delivery Plan with HMLR.
- 2) Authorised the Director for Place to enter into any other agreements necessary to facilitate the migration of the Council's Local Land Charges service to HMLR.
- 3) Agreed to allocate up to £40.5k of the Part 1 HMLR Transitional Payment to fund additional staff resources to enable the migration process to be delivered within agreed timescales.

JSC/21/23-24 Annual Treasury Management Report 2022-23 for Adur District Council and Worthing Borough Council

The purpose of Treasury management reports that were submitted during the year was to ensure that proper scrutiny was undertaken of the treasury and capital expenditure activities of the Councils and that the activities were conducted in a prudent manner in order to safeguard the financial position of the Councils. Councils

were required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities; and a review of performance against the prudential and treasury indicators for the year.

The key message arising from the report before members was that both Adur and Worthing Councils had complied with the approved policies and the indicators agreed prior to the start of the financial year. The report asked Members to note the Treasury Management performance for Adur and Worthing Councils for 2022/23 as required by regulations issued under the Local Government Act 2003.

Decision

That the Joint Strategic Committee noted the annual treasury management report for 2022/23.

D. 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**