



Report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting. Full details can be found on the [Executive Members Decisions webpage](#).

Leader

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Executive Member for Regeneration

Executive Member for Resources

RES/008/19-20 Irrecoverable Debts - Overpaid Housing Benefit

JAW/035/19-20 Redundancies

Executive Member for Customer Services

Executive Member for the Environment

JAW/033/19-20 Field Place Tennis Court Reconstruction Tender Award

(The Adur Executive Member for the Environment agreed to abstain from the above decision as a Worthing matter)

JAW/001/20-21 Contract for Services - Buckingham Road MSCP

(The Adur Executive Member for the Environment agreed to abstain from the above decision as a Worthing matter)

JAW/003/20-21 External Grant Funding to develop a business case for the development of a district heat network serving development at Shoreham town centre and the Harbour

Executive Member for Health and Wellbeing

JAW/034/19-20 Going Local - a prescription of a different kind

JAW/036/19-20 2020/21 Adur Community Grants

B. Decisions Taken by the Joint Strategic Committee on 9 June 2020

JSC/006/20-21 Local Cycling & Walking Infrastructure Plan - establishing the network of the future through consultation

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 6.

The report sought approval to adopt the final version of the Adur & Worthing Local Cycling and Walking Infrastructure Plan (LCWIP): a high level, strategic network plan for safe and accessible future cycling and walking infrastructure provision.

The report outlined recently published government guidance for walking and cycling provision relating to the COVID-19 pandemic; and sought member approval for urgent work with West Sussex County Council on local improvements in line with the Adur & Worthing LCWIP.

It was noted that a Draft version of the LCWIP had been presented to the Joint Strategic Committee on 7th November 2019, where Members approved the draft version being taken through Public Consultation between November 2019 and January 2020.

The report outlined the outcomes of the public consultation, in particular, the overwhelming support for improved cycling and walking infrastructure provision (see section 4). It sought approval for amendments made to the Plan as a result of the consultation responses.

The Committee noted that the Plan had been produced with the consistent support and input from the Adur & Worthing Cycling & Walking Group; and oversight and support from West Sussex County Council.

A Member sought clarification regarding the timeline for delivery of the cycle route between George V to Sea Lane 'the Goring Cycleway'. Officers agreed to provide a written response to the question.

During discussion on this item, Members considered a number of issues including:-

- Incentive schemes for getting people out of cars and onto bikes;
- The maintenance of cycling infrastructure;
- WSCC's ability to deliver on a number of ambitious schemes;
- The security of bike stores.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and unanimously agreed by the Committee.

Decision:

The Joint Strategic Committee

- (a) In relation to the Adur & Worthing LCWIP:
- (i) noted the outcomes of the Public Consultation;
 - (ii) approved the amendments made to the cycling network routes and walking zones listed at paragraph 4.7 (Worthing) and 4.8 (Adur) in response to the consultation; and
 - (iii) approved the formal adoption of the Final LCWIP and the utilisation of the document to support funding or investment opportunities on the network; and
 - (iv) delegated authority to the Director for the Economy in consultation with the relevant Executive Member to make minor design amendments to the Plan prior to publication.

In relation to the COVID-19 guidance from government for interventions on the traffic network and in public spaces to allow for social distancing and active travel:

- (v) delegated authority to the Director for the Economy, in consultation with the Leaders of Adur District and Worthing Borough Councils to:
- Work with, agree proposals and submit representations to West Sussex County Council for the implementation of emergency interventions on the road networks to include emergency traffic regulation and road closure orders.
 - Develop proposals for 'safer public spaces', working with West Sussex County Council where their involvement is required; and also
 - Allocate finance secured through the Business Rate Pool for these interventions in anticipation of the distribution of the £250m government finance allocated for these emergency measures.

JSC/007/20-21 Collaboration with West Sussex County Council on Procurement of a Countywide Electric Vehicle Charging Points Network

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 7.

Ruth O'Brien, West Sussex County Council Sustainability Team, was in attendance at the meeting during the consideration of this item.

In December 2019, West Sussex County Council (WSCC) adopted their Electric Vehicle (EV) Strategy setting out an ambitious vision for EV take up across the county.

The Strategy set out the intention to procure a supplier to deliver, on a concessionary basis, one consistent, affordable, easy to use, reliable, widely accessible and recognisable charging network across the county. The aim was to provide renewable energy charging primarily for those residents who did not have access to off road parking and would be unable to switch to EV without public charging.

Adur & Worthing Councils, along with the other Districts and Boroughs across West Sussex, had been invited to collaborate with WSCC on this scheme to develop an extensive county-wide network, by nominating and providing potential sites in council ownership to be part of the EV charging network.

The WSCC EV network solution would improve and expand significantly the provision of electric vehicle charging infrastructure across the Borough and District to meet existing and future demand and encourage the shift away from petrol and diesel vehicles.

Subject to Member approval, Adur & Worthing Councils (A&WCs) participation in the procurement of an EV network would assist in meeting council commitments to reduce transport carbon emissions, increase EV charging infrastructure and improve air quality, reducing the resources required to achieve these ends.

A Member questioned whether charging points in residential areas would be included in the network. Officers advised that WSCC would explore opportunities for street locations when designing the network plan.

The Committee highlighted the need for competitive charging rates and sought clarification regarding the number of partners in the network.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and unanimously agreed by the Committee.

Decision:

The Joint Strategic Committee:-

- (i) noted the work undertaken by Officers with WSCC to date, in developing a potential site list in the Adur and Worthing areas for the installation of EV points, and authorises the Councils to enter into an Inter-Authority Agreement with West Sussex County Council to install electric vehicle charging points across the county of West Sussex, on Council owned property; and

- (ii) delegated authority to the Director for Digital and Resources in consultation with the Leaders, to commit Adur District Council and Worthing Borough Council to a joint procurement for a concessionaire to deliver a rapid and cash payment free roll out of an extensive EV charging network across Worthing Borough and Adur District and to enter into a contractual arrangement with the preferred concessionaire as a result of the WSCC procurement process and;
- (iii) delegated authority to the Director for Digital and Resources in consultation with the Leaders, to enter into a contract and required leases with the successful concessionaire to enable delivery of the charging points and to commit such non cash resources by the Councils as shall reasonably be required by WSCC from time to time under the Inter Authority Agreement.

JSC/008/20-21 Moving Forward with Citizen Wifi

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 8.

The report provided an update on the progress made to deliver next generation digital infrastructure across Adur and Worthing council areas - providing widespread ultrafast internet access to homes, businesses and public spaces, creating the most digitally connected places in the south east.

The commercial roll out of fibre to homes and businesses by Cityfibre was progressing well and was on schedule with more than 3,000 homes passed to date.

The report focused on the next stage in the programme which was to provide free Citizen WiFi and an “internet of things” (IoT) network. These were key deliverables in Platforms for our Places and had even greater importance for the post COVID-19 world, where digital connectivity would play a greater part in everyone's lives.

Providing council-run Citizen WiFi to residents and visitors in key public places would put Adur and Worthing in a really strong position to innovate in high street renewal, tourism, creative and digital arts, local business growth and to provide essential access to the digitally excluded. The Councils had become regional leaders in digital infrastructure and with Citizen Wifi and IoT networks, they would add two new highly valuable layers to the civic digital platform.

The Committee welcomed the report and expressed their support for the proposals.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Edward Crouch and unanimously agreed by the Committee.

Decision:

The Joint Strategic Committee:

- i) approved a revised capital budget of £3.7m, the increase being funded through external funding, the revenue consequences of which could be accommodated within the existing budgets;
- ii) noted that a procurement for Citizen Wi-Fi would be undertaken once the design lab (see 1.5) was complete;
- iii) approved a budget of £25k in 2020-21, funded from the inflation budget, which would enable the Councils to exploit opportunities in 2020-21 to commence design and pilot testing of Citizen Wi-Fi. This approval would be on the basis that the Councils' return to the Joint Strategic Committee in 2021-22 to update on the progress and status of network consolidation to reduce costs, and revenue generating activities that aimed to address the revenue impact of Citizen WiFi expansion from 2022-23 onwards;
- iv) approved the release of £300k in the period 2021/22 - 2024/25, noting that this would commit the Council to additional £75,000 funding in 2021/22 as previously outlined in the report to members on the 2020/21 budget which would enable the contract to progress.

JSC/009/20-21 Asset Management Plan

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 9.

The Committee noted that separate to the Councils strategic investment portfolio, there were 939 land and building assets which were managed by the council's estates team.

The report outlined a new strategy for the better management of these assets, focussed on supporting Platforms for our Places: Going Further and to consider how the Councils could best use its assets to meet its communities prosperity and wellbeing.

The new strategy set out a policy approach to the Councils assets and a series of performance indicators for the review of the estate. Following a review, the policy would introduce new processes and a series of tasks to put the Councils in a better position for the management of their assets.

The recommendations in the report were proposed by Councillor Elizabeth Sparkes, seconded by Councillor Angus Dunn and unanimously agreed by the Committee.

Decision:

That the Joint Strategic Committee approved the Property Asset Management Plan and agreed the adoption of the policy.

JSC/010/20-21 Adur and Worthing Gypsy & Traveller Encampments - response to the recommendations from the JOSC working group

Before the Committee was a report by the Acting Director for Environmental Services, 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 provided a response and recommendations to the Joint Strategic Committee on the recommendations contained within the Joint Overview and Scrutiny working group review of 'Adur and Worthing Gypsy & Traveller Encampments', initially presented to this committee in November 2019.

It was suggested by a councillor that a member of the traveller community be invited to participate in the councillor awareness training. Officers welcomed the suggestion.

The recommendations in the report were proposed by Councillor Brian Boggis, seconded by Councillor Heather Mercer and unanimously agreed by the Committee.

Decision:

The Joint Strategic Committee

- (i) agreed that a review of the impact and value of the West Sussex Transit agreement is brought before the JSC on a 3 yearly basis, with the next formal review being in 2022;
- (ii) endorsed the plan to source member training on these matters to include a refresher on current processes; and
- (iii) agreed that litter bins are not provided at encampment sites.

JSC/011/20-21 Use of s106 contributions to improve Widewater Bridge, Lancing

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 sought authority to release s106 funds to deliver an improvement scheme for the Widewater bridge in Lancing.

The majority of funds were held by the County Council but the scheme required £103,773 held by Adur District to fully fund the scheme. Whilst, these funds were specifically held for transport improvement schemes as the total exceeds £100,000 Committee approval to release the funds was required.

The report set out some of the approval processes already undertaken by the County Council and described some of the key improvements to be undertaken to improve accessibility to the seafront cyclepath.

The recommendations in the report were proposed by Councillor David Simmons, seconded by Councillor Neil Parkin and unanimously agreed by the Committee.

Decision:

The Joint Strategic Committee agreed to release £103,773 towards the proposed improvement scheme to Widewater Bridge and agreed that the scheme be added to the capital programme.

C. Joint Strategic Committee - 7 July 2020

JSC/023/20-21 Leisure provision in Adur

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 13.

The Committee was informed that following a dialogue with Sport England, a proposal had been received on the 6th July from Adur Community Leisure, setting out an alternative way forward for the leisure facilities in Adur. Officers would now evaluate the proposal giving it full and proper consideration applying due diligence. Therefore, the Committee was advised that it would be inappropriate to discuss the item at this time and that Members would need to find an appropriate route forward to make an informed decision about the proposition.

It was proposed by the Leader of Adur District Council that 'owing to the urgent nature of the decision and the new proposal put forward by ACL, that the Joint Strategic Committee delegate authority to the Leader of Adur District Council, in consultation with the Executive Member for the Environment, for a decision on this item, following a full report and update from Officers outlining the options'.

The proposal was seconded by Cllr David Simmons and unanimously agreed.

Resolved;

That owing to the urgent nature of the decision and the new proposal put forward by ACL, the Joint Strategic Committee delegated authority to the Leader of Adur District Council, in consultation with the Executive Member for the Environment, for a

decision on this matter, following a full report and update from Officers outlining the options.

JSC/024/20-21 Items Raised Under Urgency Provisions

In accordance with Section 100B(4) of the Local Government Act 1972, the Chairman used his discretion to accept the following urgent item of business:-

‘Promotion of Economic Recovery and Growth: Pavement Licences’

as the proposed legislation had not been sufficiently advanced to be considered at the time of the agenda publication.

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 4.

The Committee noted that new legislation aimed at promoting economic growth and recovery was expected to be introduced within the coming days. It was likely to include responsibilities for District and Borough Councils in respect of pavement licence applications.

The report briefed the Joint Strategic Committee on the new Executive functions expected and sought delegations to appropriate Officers, to enable them to take required action on behalf of the Councils.

The Committee was informed that the second reading of the Bill in the House of Commons was now expected on the 20th July, not the 6th July as outlined in the report.

A Member questioned whether the Councils had sufficient staff to process applications, who would be responsible for making the decisions regarding licences and would be any consultation regarding a review of fees. Officers advised that they were confident that demand could be met from existing resources and that the Head of Wellbeing would liaise with both the Executive Members for Health & Wellbeing in regards to any changes or reviews of fees. In regards to the determination of applications, the legislation stipulated that if applications were not determined in 7 days, they must be automatically awarded. It was noted that as this was an Executive matter, it had been proposed that the determination of applications be delegated to the Head of Wellbeing.

A Member sought clarification regarding the revocation of a licence should issues arise. Officer confirmed that there were circumstances where the Councils could revoke a licence.

The recommendations were proposed by Councillor Brian Boggis, seconded by Councillor Emma Evans and unanimously approved.

Decision:

Subject to the Business and Planning Bill 2020 being enacted in its current form, or with minor amendments, the Joint Strategic Committee:

- I. noted the contents of the report and the new legal powers and responsibilities upon Adur District Council and Worthing Borough Council, relating to pavement licences;
- II. delegated authority to the Head of Wellbeing, in consultation with the Executive Members for Health and Wellbeing, to adopt a procedure for dealing with applications for pavement licences under the Business and Planning Act 2020, including provisions relating to fees, consultation, local conditions, appeals and enforcement;
- III. delegated authority to the Head of Wellbeing, to determine applications received by either Council, for pavement licences, under the Business and Planning Act 2020.

JSC/025/20-21 Covid 19 Response

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 5.

The report provided members of the Committee with an overview of the councils' response to the Covid-19 pandemic, highlighting the key areas of Adur and Worthing Councils 'Response' to support local residents.

A Member asked a question regarding the lessons that had been learned. Officers advised that the community response learning had been invaluable, acknowledged that there were lessons to be learned and that a review would come to the Committee in due course.

A member sought reassurance in relation to the distribution of business support grants. Officers advised that they had exhausted just about every business that could possibly apply. Under the discretionary funding regime, the Councils were working closely with government agencies to make the case for other businesses out there as a number were just under or over the key criteria in the original round of funding.

The Committee welcomed the report and thanked Officers for all of their hard work.

Decision:

That the Joint Strategic Committee noted the key aspects of the councils' response and the ongoing work to support recovery in Adur and Worthing.

**JSC/026/20-21 *"Platforms for our Places: Going Further"* - Progress Report
January to June 2020**

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 6.

Before the Committee was the first 6 monthly report outlining the Councils progress against the commitments set out in *"Platforms for our Places : Going Further"*.

The Councils had been clear that *"Platforms for our Places : Going Further"* was an ambitious strategic programme designed to help create the healthy, prosperous and well connected communities that Adur and Worthing Councils residents wished to see.

The impact of Covid-19 and national policy and local needs responding to it, had inevitably had an impact on progress against some of the commitments set out in *"Platforms for our Places : Going Further"* over the last 6 months. These were specifically identified in the report. In other areas the impact of the pandemic had enabled the Councils to develop things further and faster than might otherwise have been the case.

A sister paper on the agenda was *"And then"* which set out a series of recovery moves by the Councils to support their communities emerging from the pandemic. They were drawn from *"Platforms for our Places : Going Further"* and identified a range of areas in which the Councils needed to catalyse or accelerate work for the benefits of their communities.

The Committee acknowledged the breadth of work that had been undertaken in the most challenging of circumstances.

Decision:

The Joint Strategic Committee noted and considered the 6 months progress report on the implementation of *"Platforms for our Places : Going Further"* over the period January to June 2020 and agreed to refer the report to the Joint Overview and Scrutiny Committee for its consideration.

**JSC/027/20-21 *"And then...."* bouncing back in post pandemic Adur and
Worthing**

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 7.

The report proposed to the Joint Strategic Committee a series of actions, interventions and themes to be rapidly taken forward in the light of the Covid-19 pandemic and its consequences.

A Member highlighted the high likelihood of a second wave and sought clarification about the Council's plans for managing a second lockdown. Officers confirmed that planning for a second wave or range of scenarios was underway, incorporating lessons learned from the initial response and in relation to homelessness, not being so reliant on a single location.

A Member sought clarification regarding the status of the Council's one stop junctions and internet hubs. Officers confirmed that these had been reopened.

Decision:

The Joint Strategic Committee:-

- (i) considered the "*And then*" response document, attached as Appendix A, and agreed the themes and actions set out in it as the first stage response document to the pandemic and its consequences for Adur and Worthing;
- (ii) requested at the next 6-monthly review of "*Platforms for our Places : Going Further*" that specific reference was made to progress against the activities set out in "*And then*"

JSC/032/20-21 Regulating wisely: the new and updated Adur and Worthing Public Health & Regulation Enforcement 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 12.

The report introduced the updated Enforcement Policy for the Public Health and Regulation Team. The purpose was to provide a regulatory framework to improve the health, safety and wellbeing of Adur and Worthing businesses, communities and places.

The Committee considered the changes made to the policy, the consultation undertaken and responses received.

The recommendation in the report was proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and unanimously approved.

Decision:

The Joint Strategic Committee considered and approved the Public Health & Regulation Team Enforcement Policy for a period of three years, until July 2023.

JSC/034/20-21 Partnership working - Brighton Marina to River Adur Coastal Scheme - Funding

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 14.

Following a report to the Joint Strategic Committee on 3 April 2019, the report updated Members in Adur of the progress made in regards to the partnership working for the coastal defence scheme from Brighton Marina to The River Adur. Those works were now planned for 2030/31.

The report sought continued support for the partnership scheme led by Brighton & Hove City Council and asked the Committee to note the need for provision in the 2030/31 Capital Investment Budget for the project costs estimated at £1.7m

The recommendation in the report was proposed by Councillor Neil Parkin, seconded by Councillor Brian Boggis and unanimously approved.

Decision:

The Joint Strategic Committee

- (i) agreed Adur District Council's continued support to the partnership scheme led by Brighton & Hove City Council; and
- (ii) noted that budget provision would need to be made in the 2030/31 Capital Investment Budget for the project costs estimated at £1.7m for coastal defence works at Kingston Beach funded by Adur District Council and that a provision of £65,050 would be needed in the revenue budget for the associated debt charges

JSC/033/20-21 Acquisition of Industrial Development Site

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 17.

The report sought authority to purchase the approximately 2.5 acre site for the development of new employment floorspace within Worthing.

The Committee was advised that there had been some competition to acquire the site, however, the Councils had identified its potential early on and managed to secure a position on it.

The recommendation in the report was proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and unanimously approved.

Decision:

The Joint Strategic Committee

- I. approved the acquisition of the development site at Southdownview Road for a residual land price of up to £1,800,000;
- II. authorised the Head of Major Projects & Investment to agree detailed terms of the transaction and enter the contract for the purchase subject to satisfactory legal and technical due diligence;
- III. authorised the Head of Major Projects & Investment to undertake procurement and enter into a construction contract subject to a viable business case to deliver the site in consultation with the Executive Member for Resources;
- IV. authorised an overall budget of £5.8m to meet the costs of acquisition and construction to be funded from the Strategic Property Investment Fund.

JSC/036/20-21 Shoreham Beach Neighbourhood Forum

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 16.

The Shoreham Beach Neighbourhood Forum was designated on 20 November 2014, as the qualifying body to progress the Shoreham Beach Neighbourhood Plan. The Forum had a 5 year life, which expired in November 2019. The Shoreham Beach Neighbourhood Forum had since reapplied for designation and the Council had undertaken the necessary consultation with the local community.

The report considered the representations received and whether to redesignate the Forum for a further 5 years.

It was noted that the application for the designation of the Shoreham Beach Neighbourhood Forum would enable the Forum to continue to prepare the Shoreham Beach Neighbourhood Plan. In line with the Localism Act, the Council had advertised the application for designation and the report set out the results of the consultation and considered the responses received.

Whilst, the consultation exercise had revealed concerns about how the previous Forum had been operated, such matters could not directly impact on any consideration of redesignation. However, Officers would raise the concerns with the Forum and potentially the concerns could be addressed if further requests for funding were submitted by the Forum.

The report recommended that the Forum should be designated in line with the considerations set out in the Localism Act.

If designation was made, no other body or organisation may be designated for this neighbourhood area until that designation expires or is withdrawn.

The Committee raised concerns about the lack of progress made during the past 5 years designation and sought clarification regarding the implications of choosing not to redesignate and the timescales for making a decision. Officers advised that it would be difficult to refuse the application as the statutory criteria had been met but there was scope for the deferral of a decision.

The Committee also gave consideration to the provision of funding by Adur District Council and the level of support provided by the Council's Planning Officers.

Councillor Neil Parkin proposed the following - 'that the item be deferred in order for further information to be brought to a future meeting of the Joint Strategic Committee'. The proposal was seconded by Councillor Angus Dunn and unanimously supported.

Decision:

That the item be deferred in order for further information to be brought to a future meeting of the Joint Strategic Committee

D. Urgent Executive Decisions Taken

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended. The following is reported to Council:

Local Government Act 1972

Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports may contain exempt information and not fully published on the websites.

Councillor Neil Parkin
Leader of the Council