



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 dispatch of the agenda for the last ordinary Council Meeting. Full details can be found on the [Executive Members Decisions webpage](#) .

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A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the dispatch of the agenda for the last Ordinary Council Meeting. Full details can be found on the Executive Members Decisions webpage

Leader

Executive Member for Regeneration

REG/008/20-21 ADC Good Practice Guide for Houseboats

Executive Member for Resources

RES/007/20-21 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

JAW/021/20-21 Disposal of Former Cemetery Lodge Shoreham, Mill Lane Cemetery

JAW/025/20-21 Mutual Agreement

JAW/026/20-21 Surrender of land at Shepherd's Mead/Long Meadow & Disposal of land at Cote Street

JAW/028/20-21 Asbestos Removal from the Town Hall

Executive Member for Customer Services

JAW/022/20-21 Fire Safety Works to General Needs Blocks of Flats

JAW/023/20-21 Collaboration Agreement to deliver Housing Related Support

Executive Member for Digital and Environmental Services

Executive Member for Health and Wellbeing

JAW/027/20-21	Out of Hours Noise/Nuisance Contract renewal
JAW/029/20-21	Adur and Worthing Community Transport Grants Allocation of funds for 2020/21
JAW/030/20-21	Adur Community Grants

B. Decisions taken by the Joint Strategic Committee on 2 March 2021

JSC/126/20-21 3rd Revenue Budget Monitoring Report (Q3)

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2020/21, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at 31st December 2020, the forecast position would reflect the latest information available to ensure an up-to-date forecast was presented.

The Coronavirus pandemic had had a significant impact on the financial performance of the Councils with the pressure of both additional expenditure and reduced revenue income. Those financial strains were reflected in the quarter 3 outturn projection for the 2020/21 financial year with net operational budget overspends predicted of £1,157,000 in Adur and £3,914,000 in Worthing. The government had recognised this pressure and provided funding to local authorities in the form of grants and the Income Guarantee Scheme. After allowance for the offsetting of this support funding it was currently estimated that the outturn position would be a net underspend of £223,000 in Adur and £13,000 in Worthing. A breakdown was set out in section 4.4 of the report.

Members expressed their support for the proposals.

Decision

The Joint Strategic Committee noted the report and projected outturn position for the Joint Committee, Adur District Council and Worthing Borough Council against the approved revenue budgets and proposed use of reserves.

JSC/127/20-21 3rd Quarter Capital Investment Programme & Projects Monitoring 2020/21

Before the Committee was a report by the Director for Digital, Sustainability & 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 the Joint Strategic Committee on the progress made on the 2020/21 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

A Member requested updates in relation to the Highdown, Pier and Brooklands projects. Officers confirmed that the works at Highdown were nearing completion and it was anticipated that the gardens would open in August 2021; sprinkler works were underway at the Pier and the operator was hoping to hit some of the summer season and there had been a small delay with the delivery of Brooklands due to staffing changes overseeing the project. However, it was anticipated that the Council would go out to tender later in the year and an update report be brought to the Committee at that time.

A Member sought an update on the situation with Broadwater Green and Officers agreed to provide a written response following the meeting.

The Committee acknowledged that a number of major projects were on track and thanked officers for all of their efforts.

Decision

The Joint Strategic Committee:

- (a) **With respect to the Capital Investment Programme of Adur District Council.**
 - i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 7.1.1 and Appendix 3.
 - ii) approved the increase in the Disabled Facilities Grants Budget funded from additional Communities and Local Government Better Care Fund in line with anticipated grant allocations in 2020/21 as detailed in paragraph 7.2.3.
 - iii) approved the virement of £65,000 to fund the revised tender costs for the refurbishment of Fort Haven Public Conveniences as detailed in paragraph 7.2.4.
 - iv) approved the addition of the decarbonisation project management

budget funded by Public Sector Decarbonisation Grant to the 2021/22 Capital Investment Programme as detailed in paragraph 7.2.5.

JSC/128/20-21 Carbon Neutral 2030 - Worthing Heat Network

The report set out the significant progress being made to deliver a flagship heat decarbonisation scheme in the heart of Worthing. Using technology well proven in Europe, the Worthing Heat Network would be one of the very first of its kind in the UK, cost effectively delivering against the Councils' 2030 carbon neutral target, in a large scale scheme already well supported by BEIS, and strongly aligned to national government ambitions in the lead up to COP 26.

The scheme proposed to deliver a heat network that would enable heat decarbonisation at scale not just for 8 council-owned existing buildings (accommodating staff from both councils), but also for other public sector buildings (WSCC, MoJ, NHS, Police) along with major development sites including the Worthing Integrated Care Centre, Union Place and Teville Gate.

Adur & Worthing Councils, in leading the development of such scalable infrastructure, would provide a platform for cost effective decarbonisation of heat for multiple organisations, providing the leadership needed to help accelerate reductions in area-wide carbon emissions. Phase 1 of the network was expected to save 3,000 tonnes CO2 each year, supporting the shared challenge to become carbon neutral for the council and the area.

The report sought approval from Joint Strategic Committee to progress applications to the Heat Network Delivery Unit and the Heat Network Investment Programme in April 2021 for circa £4m, with further reports to JSC in September 2021 (approval to procure) and April 2022 (concessionaire contract award).

The feasibility of delivering a Worthing Heat Network was well progressed. The project had attracted £300,000 funding from the Government through the Department of Business Energy, and Industrial Strategy (BEIS), its Heat Network Delivery Unit (HNDU) and the Greater South East Energy Hub. Expert technical, commercial and economic support had been provided by BEIS who had recommended the project proceed to submit a funding bid to the Government's Heat Network Investment Programme (HNIP) for Commercialisation and Construction.

The proposed primary heat source was extraction of waste heat via a heat pump from the Worthing mains sewer. This zero carbon solution offered value for money when compared to individual building-level heat pump solutions, and would constitute one of the first innovations of its kind in England, though a successful project operated in Scotland and the technology was well used in Europe.

The report updated Members on work undertaken since December 2019. The proposed next steps for the Worthing Heat Network were set out at Section 6 . Members approval was sought to continue working with BEIS, consultants and stakeholders to finalise the draft Outline Business Case (OBC); submit a funding bid to the HNIP for Commercialisation and Construction; and if successful to undertake a procurement process for a private sector provider to deliver the Worthing Heat Network under a finance, design, build, operate and manage Concession Contract. Members considered the project chart outlined in section 6.5 of the report and noted that reports would be brought back to update the Committee at key stages of the project. Consideration was also given to how the project would connect with the Worthing Integrated Care Centre (WICC) project and the capacity of the scheme to be extended.

Decision

The Joint Strategic Committee

1. Noted the good progress made to date with the feasibility work on the Worthing Heat Network and to approve the recommendations set out below to enable project development proceed to the next stage:-
2. Agreed to develop and submit a funding bid to the Heat Network Investment Programme (HNIP, BEIS) for finance to support the Commercialisation & Construction of the heat network, to be submitted on April 2nd 2021; and
3. Agreed to submit a further funding application to the Heat Network Delivery Unit (BEIS), late April 2021, for finance to develop the Full Business Case and prepare a technical specification to support the proposed procurement process should the HNIP bid be successful; and
4. Approved the allocation of £50,000 match funding by the Councils to support the HNIP bid from the Councils reserves as follows:
 - Adur District Council £4,760
 - Worthing Borough Council £45,230
5. Delegated authority to the Director of Digital, Sustainability and Resources to accept any grant funding to be received into the Council's budget for allocation to development of the heat network project; and to enter into any necessary consultancy contracts arising from the expenditure of the approved budget;
6. In anticipation of securing the HNIP Funding, authorised the Director of Digital, Sustainability and Resources to commence a two staged procurement exercise to establish the final delivery route, model and costs; and
7. Requested a further report back to Members on the conclusion of the procurement process, to approve the Final Business Case and final costs;

seeking approval for the proposed approach to fund the connection fees and heat supply tariffs for council owned buildings.

**JSC/129/20-21 Adur District Council - Housing Revenue Account (HRA)
Capital Programme 2021-2023**

The report informed members of the capital investment programme for two years combined - 2021/22 and 2022/23. It contained information about the planned investment in the housing stock which was owned by Adur District Council and managed under the name of Adur Homes. Approval was sought for the release of the budget in compliance with Financial Regulations.

The new investment allocated in the Housing Revenue Account for 2021/22 was £5,600,000 and for 2022/23 was £5,600,000.

A Member sought clarification regarding engagement and communications with Adur Homes residents, paragraph 6.1 in the report. Officers advised that work on improving tenant engagement was currently being undertaken. The Adur Homes Management Board was reconstituted recently and this was one of the first reports which had been through that process. Officers expected to see more engagement happening as the engagement infrastructure was developed.

The Committee expressed support for the plan, acknowledging that the Council was in a far better position to deal with contract management at this time.

The recommendations in the report were proposed by Councillor Carson Albury, seconded by Councillor Kevin Boram and supported by the Committee.

Decision:

The Joint Strategic Committee approved the revised Housing Capital Investment Programme for 2021/22 and 2022/23 and to release the budgets for 2021/22 and 2022/23.

C. Decisions taken by the Joint Strategic Committee on 30 March 2021

JSC/134/20-21 Delivering Pathways to Affordable Homes

The report followed the publication of the Adur and Worthing Housing Strategy for 2020-2023 'Enabling communities to thrive in their own home'.

The report outlined how Adur and Worthing Councils intended to meet the commitments of the Housing Strategy and increase supply of affordable housing in the area. This was detailed in the housing development strategy, appended to the report, titled Developing Pathways to affordable homes.

The strategy described the Councils ambitions to deliver more high quality affordable homes in a post pandemic world. The delivery plan would run for 4 years and help inform the next iteration of the housing strategy due in 2023/24.

The Councils' ambitions reflected the platform's strategy which meant this was about more than simply building houses, the delivery of homes should help communities thrive, further work on sustainability and deliver new skills and local jobs as the Councils' adopted modern methods of construction.

Members welcomed the proposals, giving consideration to the increasing demand for housing, the impact of the pandemic on future demand, the mix of provision particularly in relation to the proportion of affordable housing being delivered and the shortage in supply of good quality housing.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Heather Mercer and unanimously supported.

Decision

The Joint Strategic Committee :

- I. considered the 'Developing Pathways to Affordable Homes' report and recommended its adoption to Adur District Council and Worthing Borough Council as part of the Housing Strategy for 2020-2023;
- II. directed officers to prepare the more detailed delivery plans for each Council as outlined in the Pathways document.

JSC/135/20-21 Enabling and encouraging an Active Adur and Worthing

The report provided an update on the progress of the Activities Strategy, an overview of work already happening across the Councils to enable and encourage physical activity across both Adur and Worthing and detailed what was being experimented with, across the Councils, to encourage people to be active.

Members discussed the promotion of cycling across Adur and Worthing and how this was being taken forward by the Sussex-wide LCWIP, led by West Sussex County Council, alongside the internally focussed Travel Action Plan and the community-wide Walking and Cycling Action Group.

Consideration was also given to 'Active Park' and officers agreed to provide a list of activities taking place across parks following the meeting.

Decision

The Joint Strategic Committee noted the content of the report and strategically supported the approach to enabling and encouraging the Councils' place, businesses and communities to be more active.

JSC/136/20-21 Strategic Property Investment Fund 2021 Annual Commercial Property Investment Strategy 2021/22

The report updated and confirmed the Councils' Commercial Property Investment Strategy to support the Councils' medium term financial strategy, enabling the Councils' to meet their statutory obligation to prepare an annual investment strategy to be approved in advance of the relevant financial year by Full Council (or equivalent).

The proposed strategy supported the Councils' medium term financial strategy and sought to renew and refresh the current investment strategy in relation to the investment funds providing details on:

- robust parameters to guide and support the development of an income generating property portfolio that sought to manage and provide a financially resilient income stream for the Councils; and
- update governance criteria to ensure diligent analysis and transparency to support the transparent decision making process, particularly where investments had a value add opportunity.

Comments from the Joint Governance Committee relating to the issue of risk were noted by the Committee.

Decision

The Joint Strategic Committee:

1. agreed the suggested delivery and governance model as set out in the report which would be recommended to Adur and Worthing Full Councils as part of the overall CPIS;
2. noted that at the end of the 2020-2021 financial year an annual asset review would be undertaken by an external consultancy for the Strategic Property Investment Fund (SPIF), with officer input, to detail specific performance of assets and potential future risks and opportunities, and update asset plans for each individual asset moving forward. This would be reported to the JSC at its September meeting.
3. approved that the average lot size be decreased from £10m - £20m to £2m - £10m;
4. recommended that Adur District Council and Worthing Borough Council adopt the Commercial Property Investment Strategy for 2021-2022;
5. approved that the budget for future years may be brought forward with the approval of the relevant Executive Member for Resources, following their consideration of a business case;
6. approved that value added and opportunistic investments, as per section 4.3.9, 4.4.9 and 4.6.3, could be acquired and approved under the CPIS in consultation with the appropriate Executive Member for Resources considering a robust outline business and financial case; and
7. approved that assets which were purchased for operational, local economy and regeneration purposes, would be separated in future SPIF reporting to those purchased for investment purposes.

JSC/137/20-21 Council Tax Support Scheme - Additional discretionary discounts

The report informed members that the Councils received, as part of the local government finance settlement, Council Tax Support Grant which was intended to compensate Councils for income lost due to the rise in Council Tax Support (CTS) claimants throughout the pandemic and to give Councils an opportunity to award additional discounts.

The report sought approval to replicate the additional covid related support given to working age CTS claimants in 2020/21 of an additional council tax discount of up to £150.00 per household.

Decision:

The Joint Strategic Committee approved an additional discretionary discount of up to £150.00 per household for working age claimants in line with the principles detailed in paragraph 4.3 of the report.

JSC/138/20-21 Supporting our Communities to Thrive: The Southwick Estate, Whiterock Place

The report updated the Joint Strategic Committee on a proposed project to work closely with residents on the Southwick Estate in South Southwick to improve housing standards in the area.

The report set out the current issues with the properties and how these impacted on tenants and leaseholders.

The report sought agreement from the Committee to engage with local residents to explore further the various options to improve housing standards in the area and to work with local residents on developing the options set out in the report for the future of the Southwick Estate.

Members and the ACF representative expressed their support for the proposals.

Decision:

The Joint Strategic Committee

- approved the undertaking of essential health and safety works to blocks at the site;
- approved funding of £140,000 to conduct a procurement exercise to carry out phase 1 of the engagement and options development work on the future of the estate funded from the new development and acquisition reserve and authorise the Director for Communities to enter into any contract for delivery within the approved budget;
- noted that following phase 1, a further report would be presented to members to consider project progress and release further funding if necessary;
- approved the acquisition of the land as set out in the exempt appendix 1 which would be funded from the Hidden Homes budget subject to approval by the Executive Member for Customer Services following the submission of a business case report.

JSC/139/20-21 Use of s106 Funding to Undertake Essential Repairs to Southwick Football Ground.

The report recommended that the Joint Strategic Committee allocate £50,000 of the remaining 106 funding secured in connection with the Brighton and Hove Albion Training Ground to undertake essential maintenance and repairs to Southwick FC, Football Ground.

Adur Council had recently taken back the lease for the ground and after carrying out a condition survey identified a number of serious building defects which needed to be urgently addressed. Following a marketing process a new tenant had been identified, The Russell Martin Foundation and negotiations were proceeding regarding a new lease for the site.

The report considered the benefits of using s106 to facilitate the early occupation of the site and the scope to pump prime further investment into the site to benefit the local community. The report also highlighted the significant benefits to local sport provision with an enhanced facility and the intended use of the site by the Russell Martin Foundation.

The report also provided an update on other projects which had secured funding and the possible use of the remaining funding still available to be allocated to worthwhile projects that enhanced sport and leisure activities across the District.

Members acknowledged the number of projects that had benefited from s106 contributions across the District, as detailed in section 3.5 of the report.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Carson Albury and supported by the Committee.

Decision:

The Joint Strategic Committee:

- agreed to the use of £50,000 towards urgent repairs to the football ground to ensure that it could provide an enhanced sport and community facility and agreed to amend the Capital Investment Programme accordingly; and,
- delegated authority to the Head of Planning and Development, in consultation with the Executive Member for Regeneration, to enter into the relevant grant funding agreements.

Local Government Act 1972
Background papers

(Reports and decisions are available on the Council's website or as indicated in each of the paragraphs above. Some of the reports contain exempt information and therefore are not fully published on the website)

Councillor Neil Parkin
Leader of the Council