

SHOREHAM HARBOUR REGENERATION PROJECT

September 2011

Memorandum of Understanding

Parties:

Adur District Council
Brighton & Hove City Council
West Sussex County Council
Shoreham Port Authority

1. Introduction

- 1.1 This Memorandum of Understanding (MOU) is made between the Shoreham Harbour Regeneration Project partners: Adur District Council; Brighton & Hove City Council; West Sussex County Council and Shoreham Port Authority. The principles set out in this MOU will be presented to respective Cabinets and the Port Board for adoption.
- 1.2 These undertakings do not include a specific financial commitment by any party.

2. Purpose

2.1 This MOU is intended to:

- provide guidance to elected Members, Port Board Members and senior officers
- ensure the plans and development are
 - (i) progressed in an open manner involving stakeholders
 - (ii) consistent with the policies of all three councils and the Port's Business Plan and
 - (iii) are an accurate reflection of the community's values.
- facilitate collaborative working and open dialogue between all parties to set out principles and objectives and agreed processes for achieving them.
- to clearly outline decision making arrangements

3. Responsibilities

3.1 All parties will:

- promote the aims of the Shoreham Harbour Regeneration Project through joint communication channels
- be open and transparent in mutual dealings with partners.
- ensure a 'no surprises' culture is promoted.
- engage the community in decisions which affect them
- work in partnership to realise development opportunities that accord with joint planning documents (particularly those relating to infrastructure and environmental improvements).

3.2 The councils will:

- utilise relevant planning processes and other regeneration strategies to provide a deliverable framework for action addressing land use, community, environment and associated infrastructure
- use interim and supplementary planning documents if required to support the aims of the project
- ensure the governance structure is reviewed on a regular basis

- provide staff resources to the project
- ensure a Project Plan is put in place to guide the development of the planning framework and implementation through the project's delivery units

3.3 The Port Authority will:

- share information with councils in relation to the implementation and delivery of the Shoreham Port Masterplan (subject to commercial confidentiality).
- share information at an early stage in relation to individual site opportunities and major investment.

4 Role of the Shoreham Harbour Joint Leaders Board

4.1 The Board will consist of the Leaders of the three councils, the Chief Executive of Shoreham Port Authority, and a senior officer from each council or in each case their delegated representatives.

4.2 The Port Authority will act as a co-opted member as per the terms of current legislation governing joint committees and will sit on the Board in a non-voting capacity.

4.3 The role of the Joint Leaders Board is to:

- set and approve the strategic direction of the project, agree key strategy documents and approve the scope and outputs of the project
- work together to deliver the agreed vision
- commit ongoing staff time to help deliver the agreed strategy
- ensure that council Members and Shoreham Port Authority Board Members are kept informed of key developments through existing organisational structures
- provide advice to officers on joint funding requests above £50,000 and to oversee the management of the project budget. Joint funding is managed by Adur District Council as the Accountable Body working in partnership with Brighton & Hove City Council and West Sussex County Council. Funding is managed according to the current Scheme of Delegations in place for each local authority.
- manage and advise on strategic risks
- delegate delivery of the project on a month to month basis to the Shoreham Harbour Project Board and its delivery units as per the agreed project structure and through an agreed set of work programmes.

5. Signatures


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Cllr Bill Randall , Leader, Brighton & Hove City Council


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Cllr Neil Parkin, Leader, Adur District Council


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Cllr Lionel Barnard, Deputy Leader & Cabinet Member for Communities, Environment & Enterprise, West Sussex County Council


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Rodney Lunn, Chief Executive, Shoreham Port Authority