



ADUR & WORTHING  
COUNCILS

1 June 2020

<b>Joint Strategic Committee</b>	
<b>Date:</b>	<b>9 June 2020</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>Remote Meeting</b>

**Committee Membership:**

**Adur District Council:** Councillors; Neil Parkin (Leader), Angus Dunn (Deputy Leader), Carson Albury, Brian Boggis, Emma Evans and David Simmons

**Worthing Borough Council:** Councillors; Daniel Humphreys (Leader), Kevin Jenkins (Deputy Leader), Edward Crouch, Heather Mercer, Elizabeth Sparkes and Val Turner

**Agenda**

**Part A**

**1. Declarations of Interests**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**2. Minutes**

To approve the minutes of the Joint Strategic Committee meeting held on 10 March 2020, copies of which have been previously circulated.

### **3. Public Question Time**

To receive any questions from the public.

Questions should be submitted by **noon on Friday 5 June 2020** to Democratic Services, [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

*(Note: Public Question Time will operate for a maximum of 30 minutes)*

### **4. Items Raised under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent.

### **5. Chief Executive's use of Urgency Powers during the Covid-19 Global Pandemic (Pages 1 - 6)**

To consider a report from the Chief Executive, a copy is attached as item 5.

### **6. Local Cycling & Walking Infrastructure Plan - establishing the network of the future through consultation (Pages 7 - 92)**

To consider a report from the Director for the Economy, a copy is attached as item 6.

### **7. Collaboration with West Sussex County Council on Procurement of a Countywide Electric Vehicle Charging Points Network (Pages 93 - 108)**

To consider a report from the Director for Digital & Resources, a copy is attached as item 7.

### **8. Moving Forward with Citizen Wifi (Pages 109 - 122)**

To consider a report from the Director for Digital & Resources, a copy is attached as item 8.

### **9. Asset Management Plan (Pages 123 - 150)**

To consider a report from the Director for the Economy, a copy is attached as item 9.

### **10. Adur and Worthing Gypsy & Traveller Encampments - response to the recommendations from the JOSOC working group (Pages 151 - 158)**

To consider a report from the Acting Director for Environmental Services, a copy is attached at item 10.

### **11. Use of s106 contributions to improve Widewater Bridge, Lancing (Pages 159 - 166)**

To consider a report from the Director for the Economy, a copy is attached as item 11.

**12. Worthing Community Infrastructure Levy - Infrastructure Investment Plan (IIP)** (Pages 167 - 196)

To consider a report from the Director for the Economy, a copy is attached as item 12.

**13. Procurement Approach for Worthing Integrated Care Centre (WICC) Development** (Pages 197 - 224)

To consider a report from the Director for the Economy, a copy is attached as item 13.

**14. Worthing Public Realm - Delivering enhancements at Portland Road** (Pages 225 - 268)

To consider a report from the Director for the Economy, a copy is attached as item 14.

**15. Unlocking Development at Decoy Farm** (Pages 269 - 276)

To consider a report from the Director for the Economy, a copy is attached as item 15.

**16. Buckingham Multi-Storey Car Park Regeneration Scheme** (Pages 277 - 282)

To consider a report from the Director for the Economy, a copy is attached as item 16.

**17. Referral of Motion on Notice from Worthing Borough Council** (Pages 283 - 286)

To consider a report from the Acting Director for Housing & Wellbeing, a copy is attached as item 17.

**18. Referral of Motion on Notice from Worthing Borough Council** (Pages 287 - 290)

To consider a report from the Acting Director for Housing & Wellbeing, a copy is attached as item 18.

**Part B - Not for Publication – Exempt Information Reports**

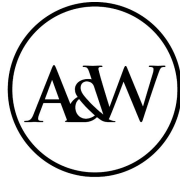
None.

**Recording of this meeting**

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Neil Terry Democratic Services Lead 01903 221073 neil.terry@adur-worthing.gov.uk	Susan Sale Solicitor to the Council and Monitoring Officer 01903 221119 Susan.sale@adur-worthing.gov.uk

**Duration of the Meeting:** Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 5

Key Decision: No

Ward(s) Affected: N/A

## Chief Executive's use of Urgency Powers during the Covid-19 Global Pandemic

### Report by the Chief Executive

#### Executive Summary

##### 1. Purpose

Due to the current pandemic situation it has been necessary for the Council's to be able to respond very quickly during the emergency and this has necessitated, on some occasions, needing to make decisions as a matter of urgency.

The Chief Executive has therefore been called upon to use his powers to make urgent decisions and this report advises Members of the Executive of the executive decisions made, and asks for their endorsement to those decisions.

##### 2. Recommendations

The Joint Strategic Committee is recommended to note the content of the report and endorse the decisions made by the Chief Executive and refer the decision to increase the Treasury Management limits onto Council for noting and endorsement.

### **3.0 Context**

- 3.1 In March 2020 a global pandemic was declared as a result of Covid-19. The Councils were faced with unprecedented times and were required to swiftly respond to the emergency for the health, safety and wellbeing of their communities and economies.
- 3.2 On some occasions, decisions had to be made very quickly and to delay action to fulfill the usual procedural requirements of executive decision making, would have caused significant prejudice.
- 3.3 The Council has approved a Scheme of Delegations to Officers and within it have included the authority to the Chief Executive to make decisions on behalf of the Executives and the Councils in an emergency situation such as this one.
- 3.4 The Chief Executive has made 3 Executive decisions in recent weeks relying on these urgency provisions. On each occasion he has consulted with the Leaders of the Councils. The Scheme of Delegations provides that the use of these powers should be reported to the Council, or the Executive, as appropriate, as soon as practicable.

### **4.0 Issues for consideration**

#### **4.1 Government Funding for Business Grants**

- 4.1.1 The Treasury Management Strategy Statement is approved by the Councils before the start of each financial year. It sets out prudent investment limits with different counterparties in order to protect the financial security of the Councils by diversifying investment risk. Any breaches of the limits must be reported to the Councils.
- 4.1.2 The approved limits allow sufficient flexibility to manage fluctuations in the short term cash held by the Councils. For example Council Tax is received throughout the month, but the precept shares are forwarded on the 5th of the month - consequently the liquidity position can vary significantly but those funds cannot be invested over a long period. The Treasury Management service uses money market funds, call accounts and the Councils' banker, Lloyds, to hold the cash until it is needed.

4.1.3 On April 1st Adur District Council received £17.64m and Worthing Borough Council £26.13m from the Government to distribute in the form of Business Grants under the Coronavirus Act 2020. Additional Covid-19 grants have also been received to provide relief to the local community, support the additional costs that the Councils are incurring, and to compensate for the loss of income.

4.1.4 The Councils have been successful in distributing a large proportion of the business grants already paying 2,298 local businesses, a total of £28.34m (as at 21st May):

	No of business paid	Amount £m
Adur	847	£10.22m
Worthing	1,451	£18.12m

4.1.5 But it was not possible to accept the grant funding and also adhere to the counterparty investment limits whilst managing these short term funds. Consequently the Chief Executive used his urgency powers to approve changes to the investment limits for three months (April - June).

4.1.5 For Worthing Borough Council the investment limit was increased from £3m per counterparty to £6.5m per counterparty, with an overall total for money market funds of £26m. The limit for Lloyds Bank was increased to £7m

4.1.6 For Adur District Council the investment limit was increased from £3m to £5m per counterparty with an overall total for money market funds of £20m. The limit for Lloyds Bank was increased to £6m.

## 4.2 Discretionary Scheme for Business Grants

4.2.1 Following the roll out of the Government's Business Grant Scheme, it became clear that there were a number of local businesses who were unable to benefit from any of the existing forms of support. The Department for Business, Energy and Industrial Strategy (BEIS) have subsequently allocated funding to local Councils to distribute to local businesses in the form of discretionary grants based on 5% of the amount likely to be awarded (Adur £564,500, Worthing £973,500).

4.2.2 Following the provision of high level guidance by BEIS, the Councils have drafted a scheme for the administration of these additional grants in consultation with Local Authorities across West Sussex. BEIS expected that these grants would start being paid from 1st June 2020, especially in the light of the hardship being experienced by the local business community.

4.2.3 To meet this ambitious timescale, a new scheme has been devised and was approved by the Chief Executive in late May 2020. It was not possible in the circumstances to seek approval in a timely manner from the JSC.

#### 4.3 Provision of Accommodation at Chatsworth Hotel

4.3.1 Towards the end of March 2020, the Government directed that Local Authorities arrange for all homeless people and rough sleepers to be off the streets as soon as possible and for Councils to provide accommodation for them to enable them to isolate as per government guidance. The Councils acted swiftly in securing accommodation at the Chatsworth Hotel for this purpose and were very quickly able to offer accommodation to homeless and rough sleepers. Initially anticipated that an arrangement would be made to offer accommodation to key workers and NHS workers where required, however demand from the increased flow of newly homeless resulted in this arrangement not being pursued and the provision is used solely for single homeless people.

4.3.2 It was necessary to enter into a contract for the provision of accommodation and services urgently, and there was insufficient time to comply with the Council's usual decision making procedures. The Chief Executive was therefore asked to make an urgent decision on behalf of the Councils.

4.3.3 A contract was entered into for the block booking of 97 hotel rooms and some limited services (night porter, handy person on sight and laundry service). The contract was initially for a period of 13 weeks, which can be extended by agreement or terminated by the Council on 4 weeks notice. The total value of the initial contract of 13 weeks was £211,848.

4.3.4 The Chief Executive made the following decision on 31st March 2020:

- To release £121,000 from reserves (60% from WBC budget and 40% from ADC budget) for the purposes of the Council commissioning accommodation and related services at the Chatsworth Hotel to provide assistance to those in need of emergency accommodation and others requiring assistance due to the COVID-19 pandemic.



- To approve the Councils entering into the Contract as set out above, and delegating authority to legal officers to sign such a contract on behalf of the Councils.

## **5.0 Engagement and Communication**

In making executive decisions under urgency powers delegated to him by the Council, the Chief Executive consulted with the Leader of each Council, as well as the Council's Statutory Officers.

## **6.0 Financial Implications**

6.1 The grants awarded to the business community are fully funded by the resources provided by BEIS.

6.2 Any amendment of the Treasury Management limits is normally approved by Council. Any breach of these indicators would need to be reported to Council in due course. To ensure that the Council remained within its approved investment limits, the Chief Executive exercised his emergency powers to increase the Counterparty limits for a short period of time. The treasury management team then carefully managed these additional sums to ensure they were spread across a wide range of counterparties, drawing down the funds evenly to ensure that the additional risks were managed appropriately.

6.2 Under the Council's contract orders, a budget must exist for the costs associated with a contract for the Council to be able to let that contract. To enable the letting of the contract for Chatsworth Hotel, funds were released by the Chief Executive.

## **7.0 Legal Implications**

7.1 Paragraph 2.1.2 of the Officer Scheme of Delegations provides the Chief Executive with the authority to "take urgent action on behalf of the Councils".

Urgent means a "matter of pressing importance requiring swift action given the gravity of the situation, to prevent damage (or further damage) to life, limb, infrastructure or the financial integrity of the Councils".

In taking such urgent action the Chief Executive is obliged to consult with the relevant Leader.

## **Background Papers**

- Adur District Council and Worthing Borough Council Scheme of Delegations to Officers
- Adur District Council and Worthing Borough Council Contract Standing Orders

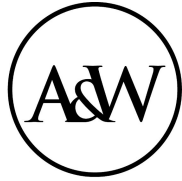
## **Officer Contact Details:-**

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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 6

Key Decision: No

Ward(s) Affected: All

## **Local Cycling & Walking Infrastructure Plan - establishing the network of the future through consultation**

### **Report by the Director for the Economy**

#### **Executive Summary**

##### **1. Purpose**

- 1.1. The purpose of this report is to seek 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.
- 1.2. This report outlines recently published government guidance for walking and cycling provision relating to the COVID-19 pandemic; and seeks member approval for urgent work with West Sussex County Council on local improvements in line with the Adur & Worthing LCWIP. The published guidance documents are: [Traffic Management Act 2004: network management in response to COVID-19](#); and [Coronavirus \(COVID-19\): safer public places - urban centres and green spaces](#).
- 1.3. A Draft version of the LCWIP was 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.

- 1.4. The report presents the outcomes of the public consultation, in particular, the overwhelming support for improved cycling and walking infrastructure provision (see section 4). It seeks approval for amendments made to the Plan as a result of consultation responses.
- 1.5. The Plan was produced with the consistent support and input from the Adur & Worthing Cycling & Walking Group; and oversight and support from West Sussex County Council.

## **2. Recommendations**

In relation to the Adur & Worthing LCWIP:

- 2.1. To note the outcomes of the Public Consultation;
- 2.2. To approve 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
- 2.3. To approve the formal adoption of the Final LCWIP and the utilisation of the document to support funding or investment opportunities on the network.
- 2.4. To delegate authority to the Director of Economy & Place 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:

- 2.5. That the Director for the Economy be granted delegated authority in consultation with the Leaders of Adur District and Worthing Borough Councils to:
  - 2.5.1. 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.
  - 2.5.2. Develop proposals for 'safer public spaces', working with West Sussex County Council where their involvement is required; and also
  - 2.5.3. Allocate finance secured through the Business Rate Pool for these interventions in anticipation of the distribution of the £250,000,000 government finance allocated for these emergency measures.

## Background and Context

- 2.6. At the Joint Strategic Committee on 7th November 2019, Members approved that the Draft LCWIP be taken through a public consultation to engage the public on their views of the Draft Plan. At the same meeting, members agreed to submit the Draft LCWIP to DfT. The Plan was submitted in November 2019 to assist the case for allocation of government funding.
- 2.7. A proposed final Adur and Worthing LCWIP has been produced following public consultation and a process of amendments responding to the consultation. The LCWIP can be seen at Appendix 1. Outcomes of the consultation can be seen at Appendix 2.
- 2.8. The Department for Transport (DfT) encourages all local authorities including Boroughs and Districts, to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP). LCWIPs are intended to offer a strategic approach to providing safe and accessible walking and cycling routes in support of the Government's Cycling and Walking Investment Strategy 2017 (CWIS).
- 2.9. LCWIP's are high level documents that provide strategic overview to guide provision of future cycling and walking infrastructure and support greater adoption of active travel options. Key aims of an LCWIP are to:
- 2.9.1. identify cycling and walking infrastructure improvements for future investment in the short, medium and long term;
  - 2.9.2. ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies; and
  - 2.9.3. make the case for future funding for walking and cycling infrastructure
- 2.10. Adur and Worthing Councils have committed to producing an LCWIP in the strategic vision: *Platforms for Our Places*, and in *Sustainable AW* the councils Sustainability Framework. The LCWIP aligns with many local policies and programmes including: the emerging *Worthing Local Plan* and adopted *Adur Local Plan*; the *Public Health Strategy*; *Air Quality Management Area Action Plans*; *AWC Sustainable Travel Plan*; and the *Public Realm, Seafront and Town Centre Improvement Programmes*.
- 2.11. Encouraging greater use of walking and cycling through improved infrastructure is a key means to reduce emissions associated with motorised

transport. Transport is responsible for over a third of carbon emissions nationally and locally. The need to address this has been heightened since the councils declared Climate Emergency in July 2019.

- 2.12. The Councils have worked with transport planning consultants Sustrans and Transport Initiatives, to develop and finalise the Draft LCWIP.
- 2.13. The production of the Plan will help to make the case to West Sussex County Council for locations, and to the DfT for funding, to prioritise Road Space Reallocation for safe social distancing for walking and cycling during and post the COVID-19 pandemic following government guidance issued 9 May 2020.

### **3. Government guidance on COVID-19 walking and cycling provision**

- 3.1. On 9 May 2020, the government issued statutory guidance [Traffic Management Act 2004: network management in response to COVID-19](#). The guidance refers to a once in a generation opportunity to deliver a lasting transformative change in how we make short journeys in our towns and cities.
- 3.2. On 13th May, the government issued [Coronavirus \(COVID-19\): safer public places - urban centres and green spaces](#). This guidance sets out a process to identify issues and interventions for maintaining social distancing in urban centres and green spaces.
- 3.3. At the Coronavirus briefing on May 9th 2020, Secretary of State Grant Shapps announced £250 million for pop-up bike lanes and other interventions to accommodate social distancing for pedestrians. DfT announced on 27 May 2020 West Sussex could be awarded up to £784,000 under Phase 1 of the *Emergency Active Travel Funding Indicative Allocations*. Further funding will be available if the county council demonstrates effective delivery against Phase 1.
- 3.4. The emergency interventions referred to include:
  - 3.4.1. pop-up bike lanes;
  - 3.4.2. wider pavements; and
  - 3.4.3. cycle and bus only streets.
- 3.5. The Covid-19 public health crisis has had a significant impact upon the lives and health of local people, as well as significant economic consequences. It has also resulted in cleaner air and quieter streets and an increase in residents cycling and walking.

- 3.6. As people start to go back to work, there is a need for residents to carry on cycling and incorporate active travel into their commute. With public transport capacity reduced and a government message to avoid using public transport wherever possible, significant congestion would result unless an increased range of alternative sustainable options, including cycling, is facilitated.
- 3.7. With a continued emphasis on physical distancing, there is a need to ensure local infrastructure provides enough space for safe distancing while cycling and walking, and, over time, restaurants and cafes may also need more space to be able offer a service outside their premises.
- 3.8. The government therefore expects local authorities to make significant changes to their road layouts to give more space to cyclists and pedestrians. Such changes will help embed altered behaviours and demonstrate the positive effects of active travel. The government guidance urges local authorities to consider how towns and cities can do what is necessary to ensure transport networks support recovery from the COVID-19 emergency and provide a lasting legacy of greener, safer transport.
- 3.9. Similarly, the government has asked local authorities to explore potential temporary interventions related to social distancing in urban centres and green spaces. This will be particularly important in focal zones, which are those areas with the densest development and where high levels of footfall are expected.
- 3.10. Two officer task groups have been set up within the councils to work with West Sussex County Council and local stakeholders on: the implementation of guidance to make changes to the traffic network in response to COVID-19; and the following of guidance to create safer public places - urban centres and green spaces.
- 3.11. The implementation of changes to the road network can only be carried out by West Sussex County Council as the Highways Authority. The councils have already made strong representations to the County, and are working proactively with them on prospective interventions. Members are asked to approve that officers work with lead members and the County Council to plan and deliver interventions at Recommendation 2.4.1.
- 3.12. The proposed final LCWIP provides an evidence based approach for routes and locations suitable for the types of interventions contained in the government guidance referred to at 3.1 and 3.2.

#### **4. Public Consultation Process and Analysis**

- 4.1. The public consultation on the Draft LCWIP was open from Monday 18th November 2019 until Monday 6th January 2020, both for online and offline responses. The deadline was extended to Monday 13th January to capture additional feedback, including from Lancing and Sompting Parish Councils.
- 4.2. The public consultation was delivered through three formats:
  - 4.2.1. an online questionnaire;
  - 4.2.2. self-service public exhibitions in Worthing Town Hall and The Shoreham Centre for the duration; and
  - 4.2.3. dedicated LCWIP specialist drop-in sessions, supported by Sustrans, on Thursday 19th December 2019.
- 4.3. The consultation was promoted through existing networks, newsletters and social media channels. A boosted post on Facebook reached over 12,000 people. Direct emails were sent to community and public sector stakeholders, including key sectors such as education.
- 4.4. The online questionnaire contained 22 questions; a third in an 'open' format to allow consultees to fully express their views. Questions from the online questionnaire were used at events to enable open and transparent feedback on the proposed Plan.
- 4.5. The consultation generated over 350 responses, the majority coming through the online questionnaire. This is higher than the 217 responses received during the 2018 Worthing Local Plan consultation, and higher than those received for the WSCC Cycling Strategy Consultation. An analysis of the consultation responses is attached appendix 2. Some of the key results were:
  - 4.5.1. 89% supported the principle of improving cycling infrastructure;
  - 4.5.2. 85% supported the principle of improving walking zones;
  - 4.5.3. 81% stated they would cycle more if cycle routes were improved
  - 4.5.4. 85% stated they would walk more if walking zones were improved
  - 4.5.5. 191 comments were submitted on specific cycle routes which supported and/or suggested ways the routes could be improved
  - 4.5.6. 77 comments were submitted on specific walking zones which supported and/or suggested ways the walking zones could be improved
- 4.6. The positive response was coupled with detailed feedback regarding a number of cycling routes and walking zones. The feedback related to either



the removal or amendment of a route, additional route considerations or the beginnings of route prioritisation.

- 4.7. As a result of specific comments on particular routes in Worthing, the following changes have been made to the LCWIP. Members are asked to approve these recommended changes:

<b>Worthing - Location</b>	<b>Recommended changes to LCWIP</b>	<b>Reason</b>
Chesswood Farm Allotments Route 202	Removal of the route through the allotment site	Concern from allotment holders over site security
The mile long Avenue of Ilex Oaks Route 201	Removal of route through the Ilex Avenue Bridleway. Cycle route moved to an on road route	Objections raised regarding a Deed which restricts hardstanding on the bridleway.
George V Avenue to the Sea Lane Café and along the Greensward adjacent to Marine Drive Route 200	Keep the route in. Make note in the text that the route should aim to avoid shared space where possible, and utilise beach side for path extension, minimising impact on the Greensward where possible.	Concern over collision/safety issues due to proximity of cyclists and pedestrians on the relatively narrow seafront path.

- 4.8. As a result of specific comments on particular routes in Adur, the following changes have been made to the LCWIP. Members are asked to approve these recommended changes:

<b>Adur - Locations</b>	<b>Recommended changes to LCWIP</b>	<b>Reason</b>
New Monks Farm Route 320	Add as a new secondary routes	In accordance with proposals in the approved planning application.
Sompting Estate Route 211	Make changes to the detail of the route through Sompting Estate.	To amend the route following discussions with Sompting Estate on the likely route following the EPIC Project to redirect Teville Stream.
Mill Hill Route 335	Add as a new secondary route	Well used link up to the Downs

Coombes Road, from A27 northwards Route 321	Added as a new secondary route	Well used link up to the Downs and commuting route to Steyning
Stoney Lane, Holmbush roundabout to Middle Road Route 336	Add as a new secondary cycle route.	Well used by students cycling to Shoreham Academy.

4.9. The public consultation also revealed a number of possible interventions ‘on the network’ that would need to be considered by Worthing Borough and Adur District Councils, in partnership with West Sussex County Council (as the Highway Authority). This would require the support of partner and community organisations and examples included cycle campaigns and improved cycle storage. The implementation of these schemes would need to be balanced against available resources.

## **5. Further engagement and communication**

5.1. Assisted by transport consultants, the Councils undertook an in-depth review of the large volume of consultation feedback during Spring 2020. The review resulted in amendments to ensure the final LCWIP was supported by the local community, and responded appropriately to the responses received.

5.2. Within the consultation feedback, the Councils received high quality, detailed insight into specific route improvements. Whilst the Final LCWIP will focus on the high level strategic network, the Councils will keep these comments on file as they will assist in the detailed design of routes as they come forward.

5.3. The proposed amendments to the cycle routes and walking zones referred to at paragraph 4.7 and 4.8 were presented to the Adur & Worthing Cycling & Walking Action Group (AW CWAG), members and senior officers. There was approval of all the proposed changes by those consulted.

5.4. Worthing Borough and Adur District Councils are one of a number of Councils developing their LCWIP across West Sussex. This extraphase of consultation also included dialogue with West Sussex County Council (WSSCC), as the Highway Authority, and neighbouring local authorities to ensure any outflow and inflow routes or zones are coordinated. WSSCC were positive and supported the changes articulated in paragraph 4.7 and 4.8.

- 5.5. The Final LCWIP will be an evolving document that will need to be reviewed on a periodic basis.
- 5.6. The Plan presents indicative routing for a cycle network and walking zones. Further consultation will be undertaken on the detail of routes. In relation to prospective emergency interventions on the road network in response to the COVID-19 guidance: significant transport schemes are normally subject to a full consultation process before any changes are implemented. However, this is an emergency situation and temporary measures may be implemented by West Sussex County Council under delegated powers, particularly when there is a risk to the public. If any measure requires a formal Traffic Regulation order (TRO) then the proper legal process will be followed.

## **6. Next Steps**

- 6.1. It is recommended that the proposed final Adur & Worthing LCWIP be formally adopted.
- 6.2. Findings of the LCWIP will be used to guide and inform delivery of interventions in line with government guidance on COVID-19.
- 6.3. The adoption of the Adur & Worthing LCWIP will feed into the overall West Sussex cycling and walking network that is being coordinated and prioritised by WSCC. This will include input from South Downs National Park LCWIP and other neighbouring authorities. WSCC intends to create a combined prioritised list of routes by the end of 2020 to be progressed as funding becomes available. As many of the routes are likely to require external funding contributions it is envisaged that the prioritised list will serve to support future funding bids, as well as directing CIL, s106 contributions, and other local funding. The prioritised list of LCWIP routes will also inform a review of the West Sussex Walking & Cycling Strategy, planned for later this year.
- 6.4. In advance of the LCWIP, WSCC has been developing the Shoreham and Worthing Area Sustainable Transport Package feasibility studies to assess cycling improvements along key routes across Adur and Worthing. These routes appear in the proposed final LCWIP. This includes consideration of upgraded cycling facilities along the following corridors:
  - 6.4.1. Adur: A route along the A259 from Shoreham Adur Ferry Bridge to the boundary with Brighton and Hove at Fishersgate/Portslade (dialogue is continuing with Brighton and Hove City Council about the connection of this route to Hove Lagoon) .

- 6.4.2. Adur: Routes around Lancing and Sompting along from the A27 to the A259 along Grinstead Lane/South Street and Busticle Lane/Western Road , and a route from The Templars along Upper Brighton Road/West Street/Cokeham Road/Crabtree Lane to Mash Barn Lane .
- 6.4.3. Worthing: A route from Grove Lodge along the A24 Broadwater Street West/Broadwater Road/Chapel Road to South Street and a spur on the A259 North St/High St connecting via Steyne Gardens to Worthing Promenade .
- 6.4.4. Worthing: A route from Durrington Tesco via Romany Road/Columbia Drive/Durrington Lane/The Boulevard/Shafesbury Avenue/Worthing Leisure Centre/Robson Road/Trent Road/George V Avenue to Goring seafront at Western Parade.

6.5. Further to the infrastructure improvements, an adopted LCWIP will also provide clear geographical guidance to develop and deliver ‘on the network’ Interventions. The public consultation also highlighted the need to increase cycle storage and the possibility of transport campaigns to encourage a further uptake of cycling and walking across Adur and Worthing. With a high level network this provides greater clarity where these interventions are required, however greater analysis will be required.

## **7. Financial Implications**

- 7.1. The Councils have received a £70,000 grant from the Business Rate Pool to support the cost of the production of the LCWIP. This grant has been used to fund the consultants, initially Sustrans and more recently Transport Initiatives, to support the development of the plan, including the public consultation analysis. To date £28,000 has been spent / committed for consultants.
- 7.2. The remaining finance allocated to LCWIP development through Business Rates Pool may be required to pay for design and implementation of emergency interventions, or for up front payment prior to government funding being distributed.

## **8. Legal Implications**

- 7.1 By adopting the LCWIP, the councils set out their strategy in relation to cycling and walking infrastructure within its areas which can then be progressed with WSCC and other local partners.

If specific delegated authority is given to the Director for the Economy in consultation with the Leaders of the Council, this will allow timely proposals

relating to road and other public spaces under the control of WSCC to be developed and forwarded to WSCC. Whilst it will be a decision for WSCC as to whether or not Traffic Regulation Orders are made, making clear proposals that reflect the needs of the community, particularly taking into account social distancing measures and the need to reduce traffic and increase sustainable forms of transport, make it more likely that these measures will be implemented.

- 7.2 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 7.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.4 S1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 7.5 In spending the grant funding referred to in clause 7.1, the Council must ensure compliance with any grant funding terms and conditions and where relevant spend the money in accordance with its Contract Standing Orders.

## **Background Papers**

- Adur & Worthing Draft LCWIP (including appendices), Final proposed Plan, see Appendix 1
- Adur & Worthing Draft LCWIP Consultation report, see Appendix 2
- [JSC report, 7th November 2019, Local Cycling & Walking Infrastructure Plan: making walking and cycling safer and easier](#)
- [Reallocating road space in response to COVID-19: statutory guidance for local authorities, Department for Transport guidance Published 9 May 2020](#)
- [Coronavirus \(COVID-19\): safer public places - urban centres and green space, Ministry of Housing, Communities & Local Government guidance Published 13 May 2020](#)

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**Sustainability & Risk Assessment****1. Economic**

- The LCWIP is intended to deliver transport infrastructure that can accommodate the future needs of the area, addressing planned development and population growth and reducing associated congestion that will follow.
- With congestion predicted to increase by as much as 51% by 2050, it is crucial that to maintain a vibrant economy, transport infrastructure is provided in Adur & Worthing that provides alternatives to car travel to maintain good transport flows for business travel; commuting; visitor movement; leisure and utility trips.

**2. Social****2.1 Social Value**

- Improved cycling and walking infrastructure can increase safety and accessibility; helping more communities to make cycling and walking their first choice for shorter journeys and as part of longer ones. Cycling and walking provides the cheapest form of transport compared with car travel and public transport. It also brings health benefits through active travel.

**2.2 Equality Issues**

- Improved cycling and walking infrastructure can increase safety and accessibility; helping more communities to make cycling and walking their first choice for shorter journeys and as part of longer ones. Cycling and walking provides the cheapest form of transport compared with car travel and public transport. It will cater for those that do not or cannot afford a car. It also brings health benefits through active travel.

**2.3 Community Safety Issues (Section 17)**

- The delivery of any aspects of the LCWIP will be explored under feasibility work which will involve consultation on details to ensure the infrastructure delivered will increase and not decrease public safety. A number of

interventions 'on the network' will support community safety, e.g. cycling campaigns.

## **2.4 Human Rights Issues**

- Once the LCWIP is adopted, the different elements of the infrastructure network and interventions will be conducted in consultation with residents, businesses and community groups associated with that piece of infrastructure.

## **3. Environmental**

- The LCWIP will significantly assist in delivering a safe and accessible cycling and walking infrastructure for Worthing and Adur. This is a crucial step in delivering a more sustainable transport system.
- Transport emissions account for over a third of carbon emissions in Adur & Worthing. Unlike other sectors, transport emissions locally have been rising since 2013. Transport emissions make up over one third of carbon emissions from Adur and Worthing, so reducing carbon emissions associated with transport is a significant challenge in the effort towards being carbon neutral. Cycling and Walking are both zero carbon forms of transport.

## **4. Governance**

- Production of the LCWIP aligns with Platforms for our Places, and will influence the emerging Worthing Local Plan, aligns with the current, and will influence future reviews of the Adur Local Plan.
- It will offer a robust policy direction from which to work with the Highways Authority and Highways England on sustainable transport provision.





# Adur & Worthing Councils

## Local Cycling & Walking Infrastructure Plan





We received an overwhelming positive response at the consultation. I'm delighted to support this plan to improve our cycling and walking infrastructure across the Borough



Dan Humphreys

**Leader (Worthing Borough Council)**



It's clear that our residents and visitors to the District would cycle and walk more with improved routes. This plan provides us with a fantastic foundation to create the network of the future



Neil Parkin

**Leader (Adur District Council)**

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## Our Vision

To create a place where walking and cycling becomes the preferred way of moving around Adur and Worthing.

In setting this vision and seeking these outcomes wider benefits will be delivered. People will only walk and cycle more when they feel safe to do so, and in places to which they are attracted. So the broader vision is of 'liveable' neighbourhoods, commercial, leisure and retail spaces where people want to spend time and where people feel confident to cycle and walk, and parents feel it is safe for children to play without constant supervision. These are places where people want to stay and associate rather than simply pass through inside a motor vehicle.

**The Councils share the government's ambition: To make cycling and walking the natural choices for shorter journeys and as part of a longer journey**



We share the ambition to achieve this through:

## Better Safety

**A safe and reliable way to travel for short journeys**

- Streets where cyclists and walkers feel they belong, and are safe
- Better connected communities
- Safer traffic speeds, with low speed limits
- Where appropriate to the local area
- Cycle training opportunities for all children

## Better Mobility

**More people cycling and walking - easy, normal and enjoyable**

- More high quality cycling facilities
- More urban areas that are considered walkable
- Rural roads which provide improved safety for walking and cycling
- More networks of routes around public transport hubs and town centres, with safe paths along busy roads
- Better links to schools and workplaces
- Technological innovations that can promote more and safer walking and cycling
- Behaviour change opportunities to support increased walking and cycling
- Better integrated routes for those with disabilities or health conditions

# Better Streets

## Places that have cycling and walking at their heart

- Places designed for people of all abilities and ages so they can choose to walk or cycle with ease
- Improved public realm
- Better planning for walking and cycling
- More community-based activities, such as led rides and play streets where local places want them
- A wider green network of paths, routes and open spaces

Transport emissions account for over a third of carbon emissions in Adur & Worthing. Unlike the power sector where emissions have fallen by around 50%, transport emissions locally (and nationally) have been virtually unchanged since 2013. The Councils have committed to reducing carbon emissions, yet transport is the most difficult sector to decarbonise. Increasing walking and cycling offers the greatest hope for change.

This Local Cycling and Walking Infrastructure Plan (LCWIP) has been developed and set against the backdrop of these challenges and opportunities. The Councils' are keen to create more walking and cycling networks for their social, economic and environmental benefits.

The Plan has been developed by Sustrans and Adur & Worthing Councils, with the support of local stakeholders, in particular the Adur & Worthing Walking and Cycling Action Group, West Sussex County Council and the West Sussex LCWIP Partners Group. The document has been produced using LCWIP Technical Guidance published by the Department of Transport in 2017.

The Councils' LCWIP will contribute to achieving and improving on the targets of the Government's Cycling & Walking Investment Strategy, which aims to:

- Double levels of cycling by 2025 (from 2013 base levels)
- Reduce each year the rate of cyclists killed or injured on English roads
- Reverse the decline in walking activity, and Increase the percentage of children aged 5-10 who usually walk to school.

The LCWIP also aligns with the West Sussex Walking & Cycling Strategy 2016-26 which aims to: support economic development by facilitating travel to work and services without a car; reduce congestion and pollution by encouraging and enabling people to travel without a car; increase levels of physical activity to help improve physical health; help to maintain good mental health and staying independent later in life; increase the vitality of communities by improving access by bicycle and on foot; and help people to access rural areas and enjoy walking and cycling.

It will do this by taking a strategic approach to improving conditions for cycling and walking, assisting the councils and stakeholders to:

- Identify cycling and walking infrastructure improvements for future investment in the short, medium and long term
- Ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies
- Make the case for future funding for walking and cycling infrastructure

# Walking and cycling reduces greenhouse gas emissions and the adverse links between motorised road transport and health

Here are 200 people in 177 cars



Here are 200 people on bicycles



Images of downtown Seattle's 2nd Avenue

From the International Sustainability Institute's Commuter Toolkit poster

# 617 THOUSAND

**admissions where obesity was a factor**

An increase of 18% on 2015/16



# 1 IN 5

**of year 6 children classified as obese**

1 in 10 of reception year children classified as obese



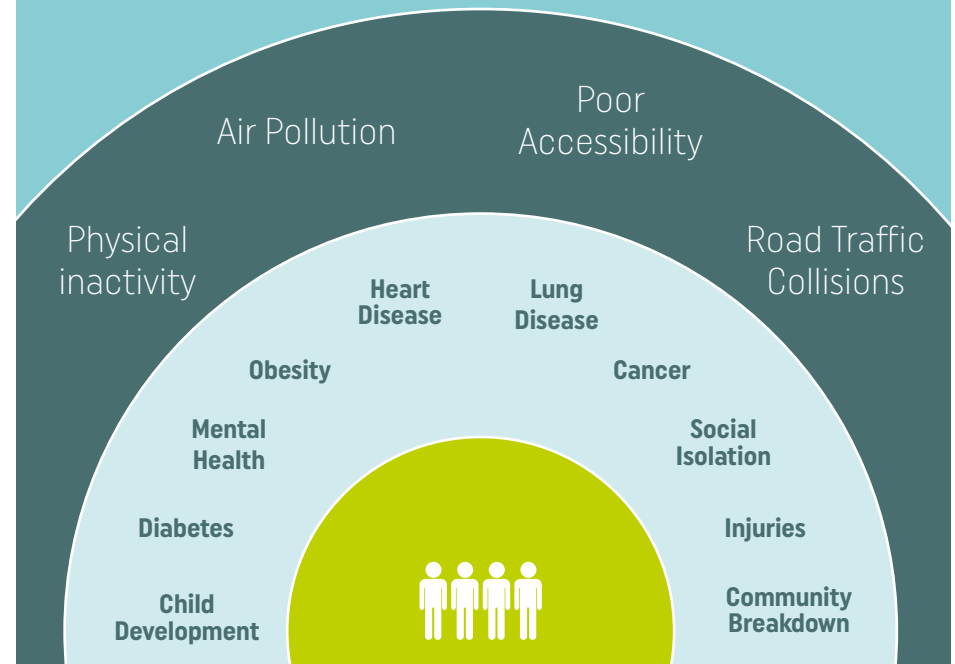
# 26%

**of adults classified as obese**

Up from 15% in 1993, but has remained at a similar level since 2010

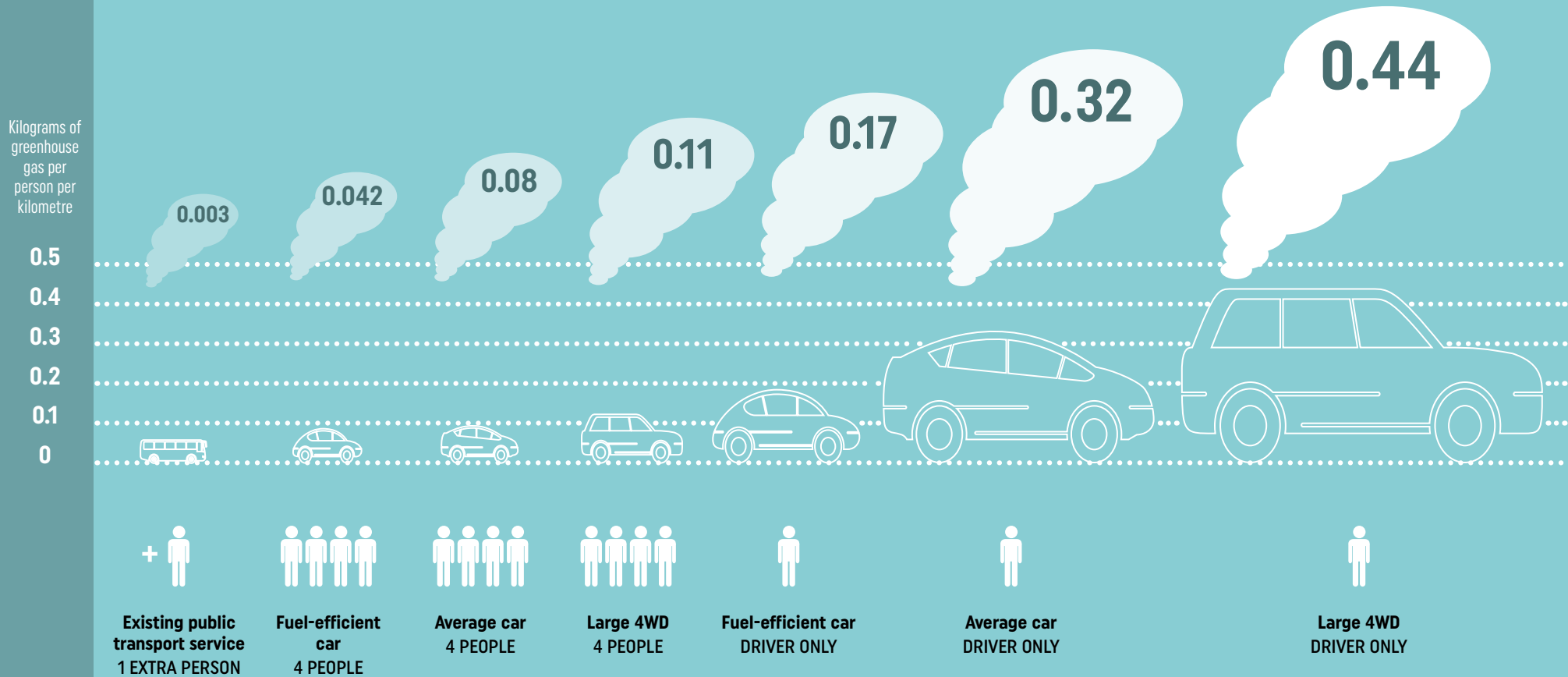
Source: Statistics on Obesity, Physical Activity and Diet England: 2018

# Key adverse links between motorised road transport and health








Source: International Sustainability Institute

# Greenhouse gas emissions from different forms of transport





# Worthing Cycling Network







## Routes

-  Goring–Fishersgate (seafront)
-  Goring– Fishersgate (A2032, A27 & A270)
-  Worthing–Findon Valley
-  Lancing Beach–North Lancing
-  Shoreham–District Boundary

## Secondary Cycle Routes

-  Ferring–Worthing
-  Shoreham–Southwick

## Proposed Walking and Cycling Network

-  Primary Cycle Route
-  Secondary Cycle Route
-  Primary Walking Zone
-  Secondary Walking Zone
-  2km Walking Zone
-  WSCC STP Routes


## Trip Generators

### Employment



2011 Census Workzones - Density of Employment

-  50 + Jobs Per Hectare

### Retail

-  Shopping Areas






### Education

-  Secondary School
-  Further Education

### Services & Amenities

-  Leisure
-  Hospital

## Other

-  Town Centre Boundaries
-  Public Rights of Way
-  Railway Station
-  Development Sites
-  Administrative Boundary





# Worthing Walking Network

## Walking Routes

**311** Lyons Farm-Worthing

**201** & **202** East Worthing-Worthing

## Proposed Walking Network

 Secondary Cycle Route

 Primary Walking Zone

 Secondary Walking Zone

 2km Walking Zone

 WSCC STP Routes

## Trip Generators

### Employment


2011 Census Workzones - Density of Employment

 50 + Jobs Per Hectare

### Retail

 Shopping Areas

### Education

 Secondary School

 Further Education

### Services & Amenities

 Leisure

 Hospital

## Other

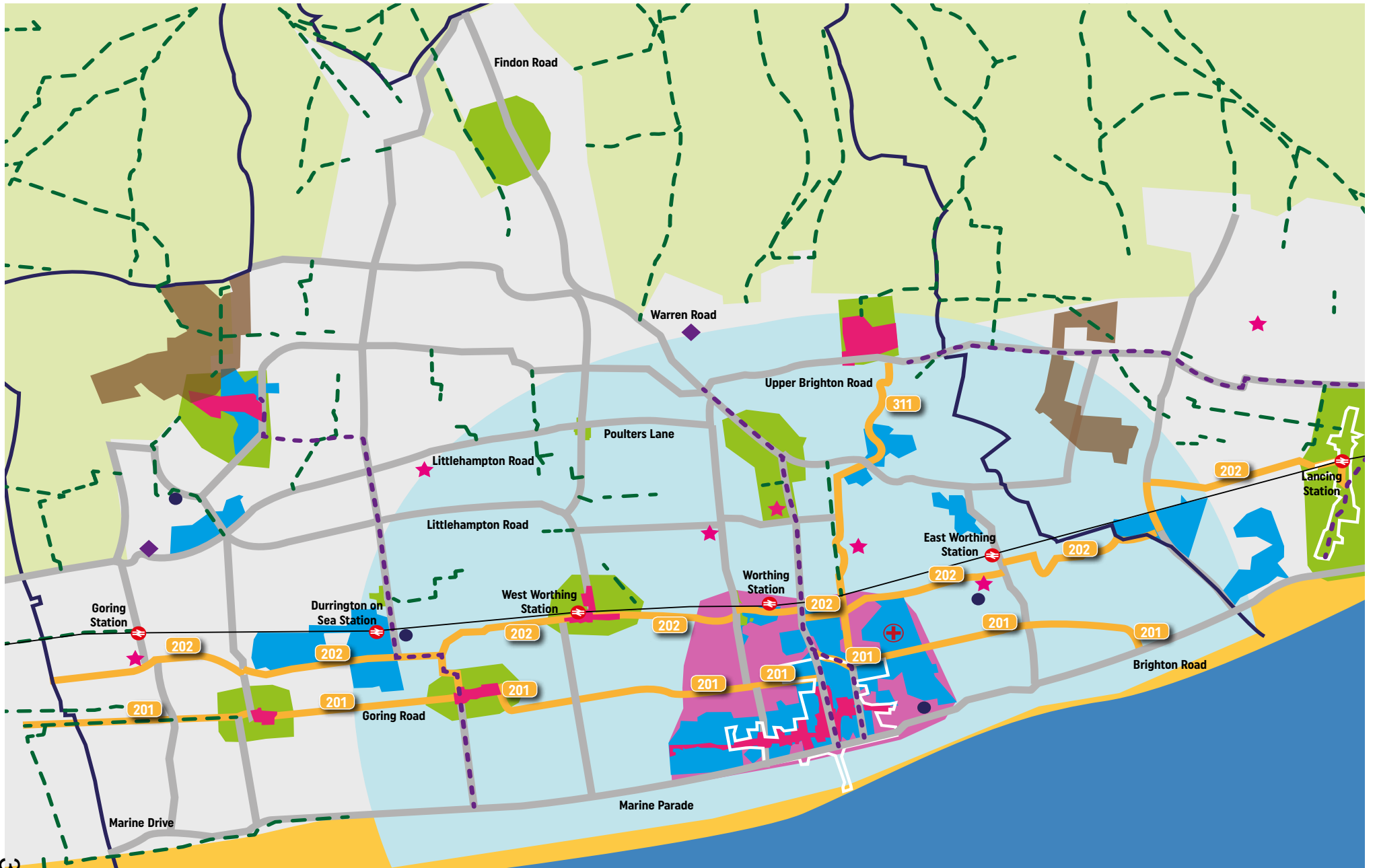
 Town Centre Boundaries

 Public Rights of Way

 Railway Station

 Development Sites

 Administrative Boundary



# Adur Walking & Cycling Network






## Routes

- 200** Goring–Fishersgate (seafront)
- 210** Goring– Fishersgate (A2032, A27 & A270)
- 310** Worthing–Findon Valley
- 320** Lancing A27 to Seafront
- 330** Shoreham–District Boundary

## Secondary Cycle Routes

- 201** Ferring–Worthing
- 202** Shoreham–Southwick
- 211** Roman Road - Dominion Way
- 313** Halewick Lane - A259 Seafront
- 321** Cecil Pashley Way - West Beach Road
- 332** New Barn Road - Middle Road
- 333** Upper Kingston Lane - A259 Seafront
- 334** Mile Oak Road - Watling Road
- 335** Mill Hill
- 336** Stoney Lane
- 336** New Monks Farm


## Proposed Walking and Cycling Network

-  Primary Cycle Route
-  Secondary Cycle Route
-  Primary Walking Zone
-  Secondary Walking Zone
-  2km Walking Zone
-  WSCC STP Routes


## Trip Generators

### Employment



2011 Census Workzones - Density of Employment

-  50 + Jobs Per Hectare

### Retail

-  Shopping Areas






### Education

-  Secondary School
-  Further Education

### Services & Amenities

-  Leisure
-  Hospital

## Other

-  Town Centre Boundaries
-  Public Rights of Way
-  Railway Station
-  Development Sites
-  Administrative Boundary



## Doubling levels of cycling by 2025

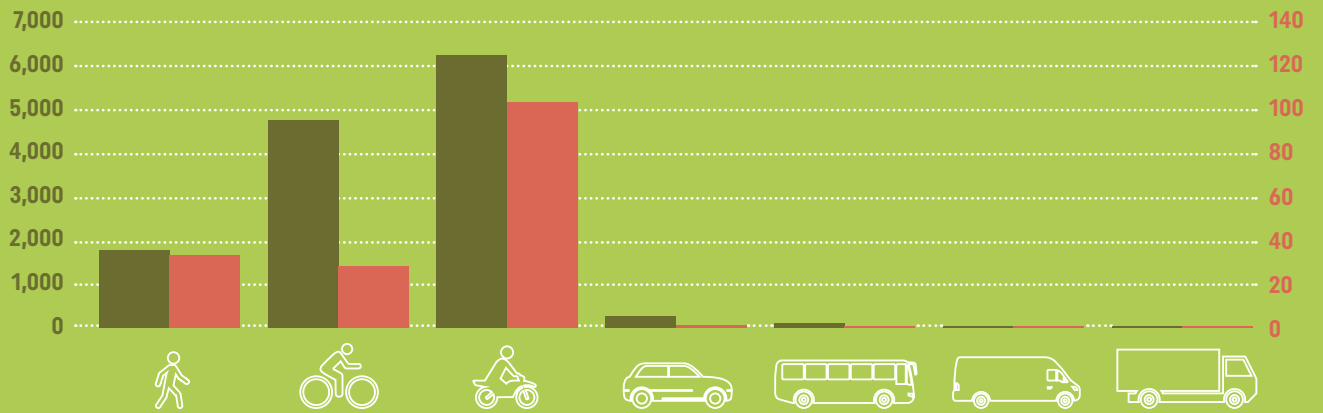
The number of people cycling is currently very low across England, although in areas like Cambridge and Oxford much higher levels are recorded. Prior to the 1950's, miles cycled were high but between the 1950's to the 1970's this fell dramatically and is only now starting to rise again. Levels are a long way off compared to 1940's levels when 15 billion miles were cycled a year compared to 3 billion now.

The number of cycling trips made per person since 2002 hasn't changed, although people that do cycle are cycling further. A very small minority of people in England cycle five times a week: 3.4% but in Adur and Worthing it's even less at 3.2% and 1.5% respectively (NTS 2017). Trips made by the general public, are just 2% by bicycle, 26% on foot, whilst 61% are made by car.

Most people (41%) agree that journeys of less than 2 miles made by car could just as easily be walked (British Social Attitudes Survey). However, whilst 81% of trips under a mile are made by walking, this drops to 30% for trips between 1 and 2 miles; and for trips between 2-5 miles, car and van trips make up the majority share at 60%. (NTS 2017)

Casualty rate per billion passenger miles

Fatality rate per billion passenger miles



## Reducing each year the rate of cyclists killed or injured on English roads

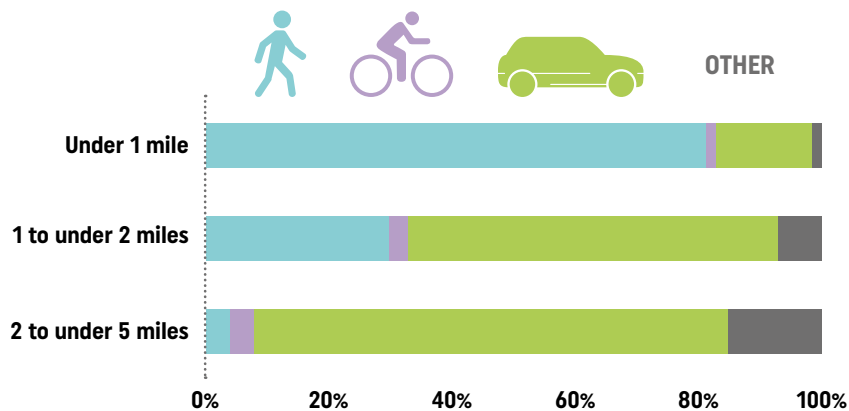
Pedestrians and cyclists are much more vulnerable on the road than people in cars. It's crucial the roads are made safer for cyclists and pedestrians so people feel confident and safe to use these methods of travelling. Per billion vehicle miles, 1,011 pedal cyclists are killed or seriously injured, in comparison to 26 car drivers. In West

Sussex between 2010-14 on average there were 65 cyclists reported killed or seriously injured each year. Most serious accidents involving cyclists in collisions happen at, or near a road junction, with T-junctions being most common and roundabouts being particularly dangerous for cyclists. The severity of injuries suffered by cyclists increases with the speed limit: riders are more likely to suffer serious or fatal injuries on higher speed roads

### MODAL SHARE



Source: English 2019 National Travel Survey



### Reversing the decline in walking activity

Across England, walking is slowly on the increase. In 2017, the average number of walking stages and the average miles travelled per person per year increased since 2012/13 (2017 NTS). However, only about a third of people walk at least 10 minutes five times a week. In England this is 32%, in West Sussex 33.4%, in Adur 35.5% and in Worthing 36.6%. There has been a significant decrease in West Sussex residents that walked for 10 mins, five times per week, this is down from 46.9% in 2012/13.

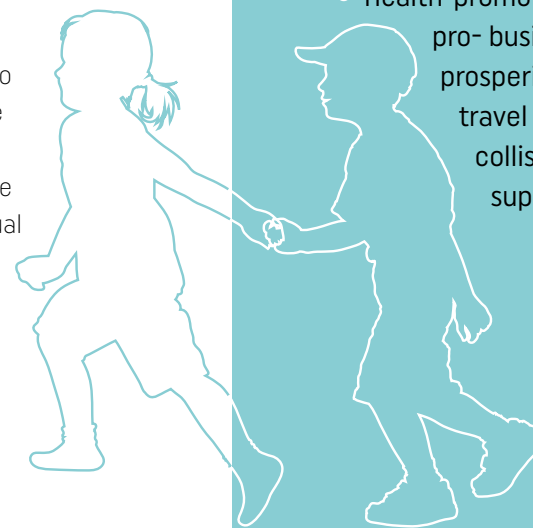
### Increasing the percentage of children aged 5-10 who usually walk to school.

The number of children walking to primary school is at the lowest figure ever. This is despite a small increase in walking trips for all ages. In the 1970s, 70% of primary school children walked to school, but now only 50% of pupils usually do so. Such a decline impacts on children's health, air

quality, traffic congestion and road safety. The proportion of primary school children walking to school in 2017 is the same as it was in 2002 (51%); but the proportion of secondary school children walking to school has decreased from 2002 levels (45%) down to 35% (2017 NTS). Local statistics are not available.

### Transport and health impacts

Walking and cycling are good for our physical and mental health. Switching more journeys to active travel will improve health, quality of life and the environment, and local productivity, while reducing costs to the public purse. These are substantial 'win-wins' that benefit individual people and the community as a whole.



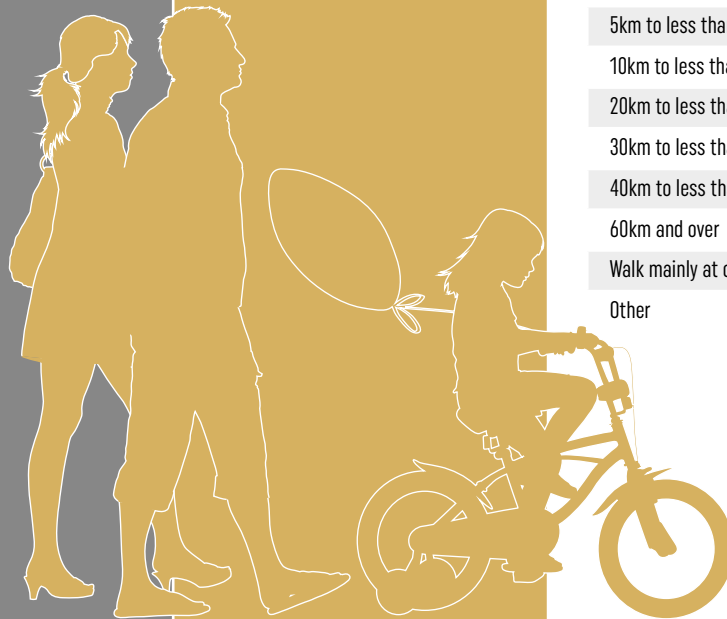
## Some key messages from Public Health England on the benefits of Active Travel

- Physical inactivity directly contributes to 1 in 6 deaths in the UK and costs £7.4 billion a year to business and wider society
- Growth in road transport has been a major factor in reducing levels of physical activity and increasing obesity
- Building walking or cycling into daily routines are the most effective ways to increase physical activity
- Short car trips (under 5 miles) are a prime area for switching to active travel and to public transport
- Health-promoting transport systems are pro- business and support economic prosperity. They enable optimal travel to work with less congestion, collisions, pollution, and they support a healthier workforce

# Adur & Worthing

This is the first Joint Local Cycling and Walking Infrastructure Plan (LCWIP) for Adur and Worthing Councils and it supports the development of safe routes for cycling and walking and will increase the uptake of active and sustainable travel modes throughout Adur and Worthing.

As part of its Public Health Strategy 2018 - 2021 which sets out five priorities for action. Priority 2 seeks to contribute to improved environmental sustainability. The Councils have a key role in improving environmental resilience in Adur and Worthing through developing sustainable transport opportunities, creating the opportunities and networks for communities to walk and cycle safely, managing local air quality, using innovation, planning and design and supporting the network of environmental community groups in our areas.



**The vision underpinning this LCWIP is:**

**To create a place where walking and cycling becomes the preferred way of moving around Adur and Worthing.**

## The Covid-19 impact

The current Covid-19 crisis will undoubtedly significantly change patterns of work with many people working closer to or from home once it has passed. However, it may be some time before a clear picture of the level of change emerges. Despite this, existing data from the 2011 census suggests that prior to the crisis there was significant potential to increase walking and cycling to work, particularly in Worthing where 48% had a work journey of 5km or less compared to 35% in England and 33.2% in West Sussex overall. The figure for Adur is 33.5%.

Table 2 below shows the figures for all work journeys and distances.

Length of Journeys	Adur District	Shoreham -by-Sea	Worthing Borough	West Sussex	South East	England
Less than 2km	16.6%	17.4%	24.9%	17.7%	16.6%	16.6%
2km to less than 5km	16.9%	12.7%	23.1%	15.5%	16.2%	18.4%
5km to less than 10km	20.2%	24.7%	6.8%	13.1%	14.2%	17.3%
10km to less than 20km	12.3%	9.9%	10.9%	14.5%	13.7%	15.3%
20km to less than 30km	3.8%	3.8%	5.6%	5.9%	7.1%	5.7%
30km to less than 40km	3.8%	4.6%	2.5%	3.1%	3.7%	2.6%
40km to less than 60km	1.3%	1.4%	2.2%	5.2%	4.0%	2.3%
60km and over	4.4%	5.7%	4.6%	4.0%	4.0%	3.1%
Walk mainly at or from home	10.2%	12.4%	10.4%	12.2%	11.8%	10.3%
Other	10.4%	12.1%	9.0%	8.9%	8.9%	8.5%



## Air Quality

Issues of poor air quality within Adur and Worthing are primarily a result of traffic emissions. In Adur, two Air Quality Management Areas (AQMAs) have been declared at Shoreham High Street and Old Shoreham Road, Southwick. The Brighton (Portslade) AQMA borders the district boundary. Adur has an Air Quality Action Plan (2007) (under review). In Worthing, there is one AQMA which encompasses Offington Corner (A27/A24 junction), Grove Lodge and Lyons Farm (A27 Upper Brighton Road). Worthing has an Air Quality Action Plan (2015) (due for review in 2020). Both Councils use the Sussex Air Quality and Emissions Mitigation Guidance 2019 to assist with assessing and mitigating the air quality impacts of new local development.

A new Sussex-air project has been funded for 2020/21 to expand the previous work with primary schools close to AQMAs to encompass additional primary schools and extend the work to some secondary schools across Sussex. AWC also works with West Sussex County Council Inter Authority Air Quality Group to improve air quality whilst promoting behaviour change.

Measured levels of nitrogen dioxide (NO<sub>2</sub>) fell during 2019, although a single monitoring site close to Grove Lodge roundabout continued to exceed the 40 µg/m<sup>3</sup> annual mean objective for NO<sub>2</sub> in 2019. No monitoring sites in Adur exceeded the annual mean objective in 2019. Due to continued reductions in NO<sub>2</sub> levels at Southwick, AWC plans to revoke the Southwick AQMA. Monitoring of particulates in both Adur (PM<sub>10</sub>) and Worthing (PM<sub>2.5</sub>) show the relevant objectives currently being met.

## Carbon Emissions

Adur and Worthing Councils are committed to work towards becoming a Carbon Neutral council by 2030. The Councils have also committed to the UK100 Cities pledge to achieve 100% clean energy across Adur and Worthing by 2050. Emissions from transport will be calculated under the Carbon Reduction Plan and monitored annually. The declaration states: "Actions will include virtually eliminating carbon emissions from council energy and transport use through almost entirely ceasing fossil fuel use", with a "shift to electric vehicles".

Carbon emissions in Adur and Worthing have been decreasing since government monitoring began in 2005. Between 2005 and 2017, per capita annual emissions have reduced from 5.9 to 3.6 tonnes CO<sub>2</sub> in Adur and 5.6 to 3.1 tonnes CO<sub>2</sub> in Worthing. Whilst this is good news, looking in greater detail, domestic and industrial/commercial emissions have been steadily falling, but transport emissions are now higher than in 2012. As transport emissions make up over one third of carbon emissions from Adur and Worthing, reducing them is crucial in the effort to become carbon neutral.

The Covid19 crisis has seen reduced levels of NO<sub>x</sub> air pollution and carbon emissions and it remains to be seen what the longer term outcome for both will be once the crisis had passed. However, maintaining the reductions that have undoubtedly occurred is another strong reason for ensuring that the measures in the LCWIP are implemented as quickly as possible.

## West Sussex County Council

As the Highway Authority the County Council is a critical stakeholder responsible for the majority of the roads in the area.

The West Sussex Transport Plan 2011- 026 provides strategic direction for transport within Worthing and Adur, focusing on promoting economic growth; tackling climate change; providing access to services; employment and housing; and improving safety, security and health. The Plan seeks to ensure that all new development within West Sussex supports and contributes to; increasing the use of sustainable modes of transport ('smarter choices'). Enabling more people to walk, cycle or use public transport will help to reduce costs associated with traffic congestion as well as creating healthier, inclusive and attractive places to live and work.

The West Sussex Walking and Cycling Strategy (2016-2026) includes over 300 potential new routes that were suggested by local stakeholders. These can be divided into four categories:

**Inter-community utility cycle routes**

**Inter-community leisure cycle routes**

**Urban cycle improvements**

**Walking-only schemes**

The County Council has stated it will prioritise investment in inter-community utility cycle routes and urban cycle improvements. With the advent of LCWIPs the County Council has undertaken to focus on routes that connect places and to use the LCWIP process to develop business cases for such routes. This will complement the work of the district and borough councils, who are focussing on routes within their local areas. In addition, the South Downs National Park Authority is looking at routes that connect into the Park. Once the LCWIP work has been completed the County Council will review the potential routes listed in the West Sussex Walking & Strategy and reprioritise these as appropriate.

In addition, the County Council has already started to investigate improvements to walking and cycling facilities in Adur and Worthing through Area Sustainable Transport Package (STP) feasibility studies and Road Space Audits. These aim to support planned development and economic growth. The County Council and AWC are working together to ensure this work dovetails with LCWIP development. Routes that are being explored under the STP work are identified on the proposed primary and secondary cycling routes later in this document.

## South Downs National Park

South Downs National Park Authority (SDNPA) published their Cycling and Walking Strategy 2017- 2024 with an ambition that:

- The National Park is home to a network of largely traffic free routes providing opportunities for a range of users of differing abilities and ages, who are using the network for recreation and daily utility journeys.
- The network is easily reached from all communities within and near to the National Park and is well connected to public transport.
- Visitors and residents enjoy excellent cycling and walking recreational facilities and information throughout the National Park on trails, at visitor attractions, amenities and accommodation providers.

The Vision Map of Strategic Routes and Promoted Trails identifies two strategic routes linking the National Park with Adur & Worthing:

- Worthing to Washington, along the A24 corridor
- Downs Link, Shoreham to Steyning
- Mill Hill, Shoreham to ???



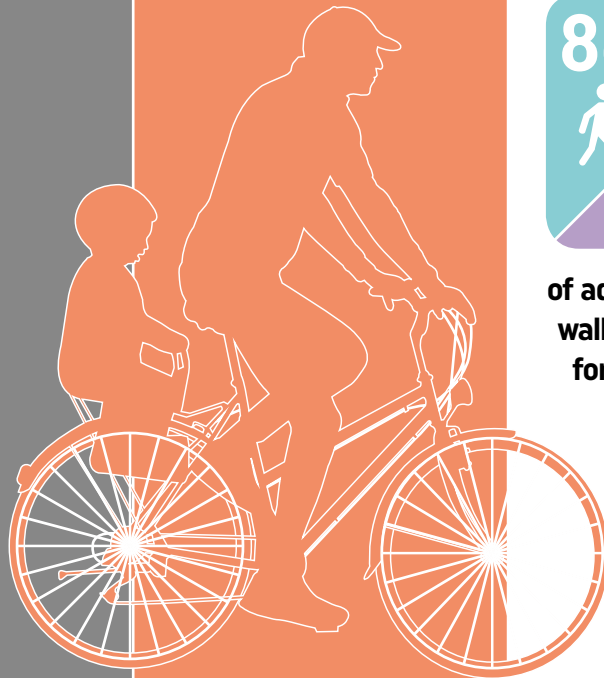
**89%**  
of all local  
people asked  
support  
improving the  
cycling network

# Worthing Borough

Worthing is one of the largest towns in West Sussex bordering Adur District to the east and Arun District to the north and west. Some of the northern parts of Worthing Borough are within the SDNP, including Cissbury Ring. Worthing is a compact town and the Built-up Area takes up over 2,282 hectares of the borough's geographical area (3,369 ha). The population of Worthing Borough was 110,025 in 2018.

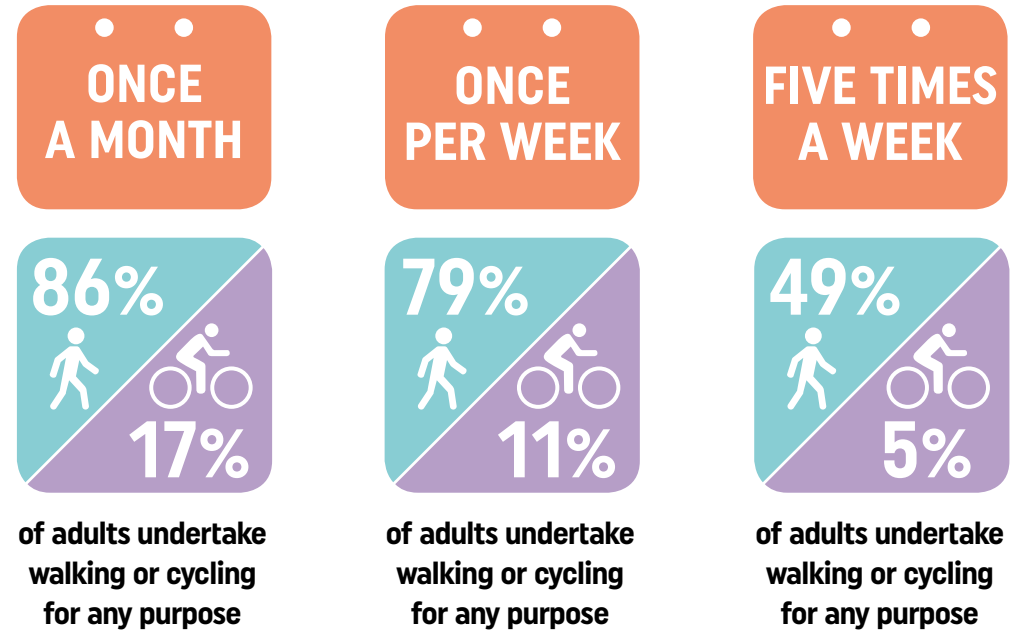
The vision underpinning this LCWIP is:

To create a place where walking and cycling becomes the preferred way of moving around Adur and Worthing.



## Cycling & Walking in Worthing

Department for Transport Statistics for 2016/17 reveals that within the borough of Worthing:



These figures are **higher than the West Sussex average**

Worthing has the **highest walking and cycling statistics** for these measures out of the all Districts and Boroughs in West Sussex

National Cycle Network (NCN) Route 2 runs through Sussex from Worthing to Rye. Brighton to Hastings via Polegate is a part of the Downs and Weald Cycle Route. Worthing to Chichester is still under development. In Worthing NCN2 uses a shared route with pedestrians along the promenade, which currently ends at George V Avenue in West Worthing.

There is also a cycle route from Worthing railway station to Findon Valley in the north, which is on a shared path north of the A27, but largely an on-road signed route to the south towards the town centre. There are sections of shared use path along the A2032 Littlehampton Road to the west of the Borough, however these do not provide a continuous route towards central Worthing. There are additional largely on-road signed cycle routes from Goring Road in the west and Sompting to the north east, which link to the town centre.

There is a pedestrian zone in the centre of Worthing as well as footways that extend across most of the local road network including the A27. This provides users with access on foot across the urban area and to towns and villages in the near vicinity as well as into the SDNP. Pedestrians also share the beachfront promenade with cyclists (Worthing Local Plan Transport Assessment, 2018).

The current provision of pedestrian and cycling facilities across the town are unable to support and maintain sustainable travel. Much of the network is disjointed and suffers from inadequate signing, unsafe crossing points and poor surfacing. However, the NCN2 cycle route along the seafront is the most popular cycle route in West Sussex, with a weekday average of over 637 cyclists recorded near to Brooklands Park in 2018, indicating that there is great potential to grow active travel in the Borough.

**81%**  
of all local  
people asked  
would cycle  
more if routes  
were made  
safer and easier



## Planning Policy Context

The Worthing Core Strategy, adopted 2011, recognises that car ownership in Worthing is slightly higher than the national average and, like most urban environments, the town is characterised by areas of heavy road congestion, especially during morning and evening peaks. This is especially prevalent around the northern edge of the town, where the A27 provides Worthing's only long distance through route. The A24 provides the main road link into the town from the north. The A259 coast road that connects Worthing to centres at Lancing and Shoreham-by-Sea to the east and Littlehampton to the west, also experiences significant peak time congestion.

Strategic Objective 7 of the Core Strategy seeks to:

**"Improve accessibility and to ensure that a sustainable transport network is provided that is integrated with new development and promotes a modal shift towards more sustainable modes of transport."**

The Core Strategy seeks to deliver sustainable transport through Policy 19: Sustainable Travel to improve walking and cycling networks to create sustainable links between the town centre and the suburbs.

Worthing Borough Council is developing a new Local Plan for Worthing, targeted for adoption by summer 2021. The draft sets out to improve connectivity and promote a more integrated and sustainable transport network as well as facilitate improved opportunities for active travel. To achieve this, the Local Plan seeks to locate and design development and supporting infrastructure to minimise the need to travel by car and promote sustainable travel, to:

- **Provide** an integrated, safe and sustainable transport system to improve air quality, reduce congestion & promote active travel. Strategic Objective 20
- **Promote** the creation of strong, vibrant and healthy communities and seek a reduction in health inequalities through the enhancement and accessibility of safe active travel routes. Policy CP7 Healthy Communities
- **Promote** opportunities for active transport and accessible and well-connected walking, cycling and public transport; ensure potential impacts of development on transport networks are addressed; and to reduce poor air quality. Policy CP24 Transport

It is currently estimated that approximately 4,000 additional dwellings and 100,000m<sup>2</sup> employment sites will be built by 2033. Given the need to mitigate the transport impacts arising from the level of growth, it is vital that a functional and sustainable transport system is in place.

The Worthing Infrastructure Delivery Plan (IDP) identifies infrastructure requirements needed to support future growth which includes walking and cycling. The IDP is a live document and will be updated in tandem with the preparation of the Worthing Local Plan. The IDP and this LCWIP will complement each other.

To inform and support the development of the new Worthing Local Plan, the Council commissioned the Worthing Local Plan Transport Assessment which demonstrates the traffic implications of potential new land use development and identifies an associated package of transport improvements.

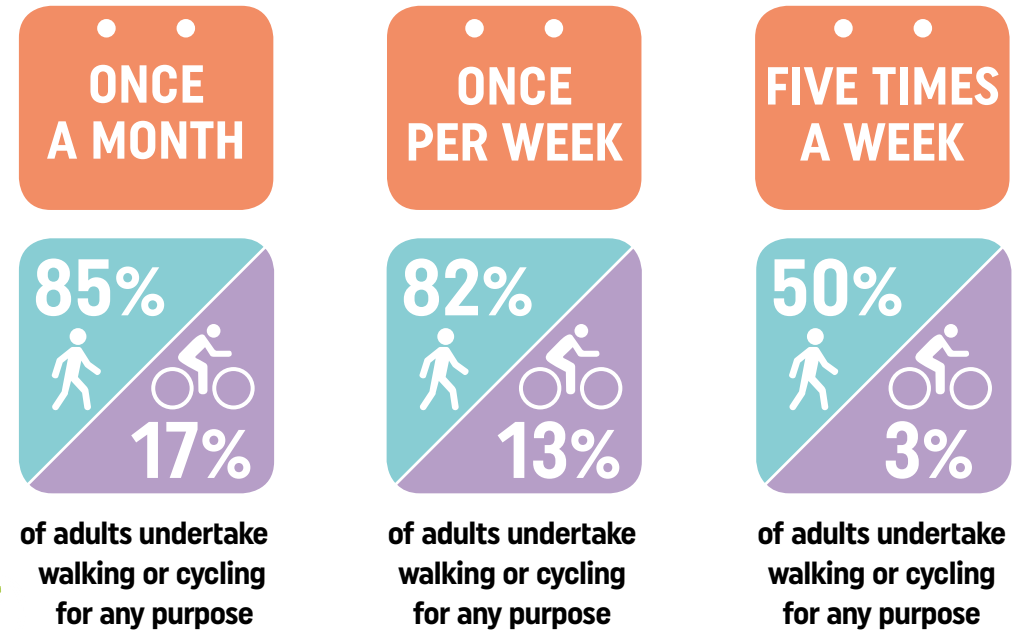
# Adur District

Adur District covers Shoreham-by-Sea, Southwick, Fishergate, Lancing and Sompting. It is located on the south coast between the Sussex Downs to the north and the English Channel to the south. It borders Worthing to the west and Brighton and Hove to the east. Over half of Adur District (53%) lies within the National Park boundary, although the population in this area is very low.



## Cycling and Walking in Adur

Department for Transport Statistics for 2016/17 reveals that within the district of Adur:



The cycle infrastructure in the district includes National Cycle Network (NCN) Route 2. Improvements to a section of the NCN2 route through the District are being developed under the Sustainable Transport Package (STP) work by WSCC. The recently constructed Adur Ferry Bridge, provides a new shared pedestrian and cycle crossing, that links Shoreham with Shoreham Beach and which forms part of NCN 2.



## These figures are **higher than the West Sussex average**

NCN Route 223, which is also known as the 'Downs Link', a 37 mile bridleway, runs along the River Adur from Shoreham (mostly traffic free) to Guildford. There are other unconnected sections of cycle facilities in Adur, for example on Upper Shoreham Road between Buckingham Road and Eastern Avenue, and at the Upper Shoreham Road Holmbush Roundabout.

The Monarch's Way long distance path passes through Adur District connecting Hove with Shoreham Harbour, following NCN2 along Basin Road South. Signage along the final stretch of the route is non-existent, and improvements could be made to the route in this area. There are many footpaths/public rights of way leading from the urban parts of Adur into the countryside to the north.

The main local transport route running east – west (the A259) is a poor environment for pedestrians and cyclists. The road is busy, noisy and dusty with HGV and minerals / waste uses along the frontage and being characterised by poor public amenity, although it is subject to redevelopment proposals including STP improvements to the NCN2 cycle facilities. The A270 (Old Shoreham Road) is an alternative route but this also blighted by high volumes of traffic, an Air Quality Management Area (AQMA) and an unwelcoming environment.

### Planning Policy Context

The Adur Local Plan adopted in 2017, is a strategy for development in Adur (excluding the SDNP) up to 2032. One of the key issues identified is the need to address road congestion and related air and noise pollution whilst improving the existing transport network and

facilitating the development of sustainable transport measures. Roads particularly affected include the A27, A259 and the A270. This, along with anticipated future development, could worsen congestion and lead to poorer air quality by 2032, especially in the AQMAs, unless measures are taken to mitigate these impacts and encourage modal shift. Objective 9 of the Adur Local Plan is:

**"To improve connectivity within and to Adur's communities as well as to Brighton and Worthing, achieve more sustainable travel patterns and reduce the need to use the private car through public transport services and infrastructure, demand management measures, and new and enhanced cycle and footpaths."**

Adur Local Plan's policies seek to promote opportunities for active transport and accessible and well-connected walking, cycling and public transport; ensure potential impacts of development on transport networks are addressed; and to reduce poor air quality.

Over the period of the Local Plan to 2032 it is anticipated that over 3,700 dwellings will be delivered along with over 40,000 m<sup>2</sup> of employment land.

The Adur Infrastructure Delivery Plan (IDP) identifies infrastructure requirements including for walking and cycling needed to support future growth identified in the Adur Local Plan. This LCWIP will also link up with the IDP. The Adur Local Plan was also informed by the Adur Local Plan and Shoreham Harbour Transport Study 2013, the Report Addendum 2014 and Second Addendum 2016.

## Shoreham Harbour

Adur District Council is working with its partners (Brighton & Hove City Council; West Sussex County Council; Shoreham Port Authority) on a joint project to regenerate Shoreham Harbour and surrounding areas. The Joint Area Action Plan (JAAP) was adopted in 2019. Objective 5 of the JAAP states:

**"To improve connections and promote sustainable transport choices through ensuring new developments are well served by high quality, integrated and interconnected networks, improved pedestrian, cycling and public transport routes and reducing demand for travel by private car in innovative ways."**

Sustainable transport is supported in a range of policies in the JAAP which itself is also supported by the Shoreham Harbour Transport Strategy (2016).



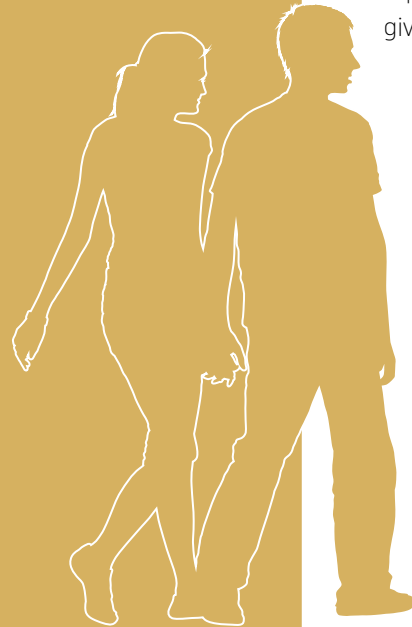
**85%**  
of all local  
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## Case Studies

In addition to the Government's Cycling and Walking Investment Strategy, a number of local authorities and devolved administrations have published their own strategies for increasing levels of walking and cycling and some of these are summarised below, together with a few practical examples.



### London Cycling Design Standards

The Mayor of London has set out his vision for cycling and his aim to make London a 'cyclised' city. Building high quality infrastructure to transform the experience of cycling in our city and to get more people cycling is one of several components in making this happen. This means delivering to consistently higher standards across London, learning from the design of successful, well used cycling infrastructure and improving substantially on what has been done before. It means planning for growth in cycling and making better, safer streets and places for all.

The six core design outcomes, which together describe what good design for cycling should achieve, are: Safety, Directness, Comfort, Coherence, Attractiveness and Adaptability.

Adaptability is a measure in the Cycling Level of Service assessment matrix, with scores given against the following factors:

- Public Transport Integration
- Flexibility
- Growth enabled

The key point here is that provision must not only match existing demand, but must also allow for large increases in cycling.



## Greater Manchester: Made to Move

The goal in Manchester is to double and then double again cycling in Greater Manchester and make walking the natural choice for as many short trips as possible. The intention is to do this by putting people first, creating world class streets for walking, building one of the world's best cycle networks, and creating a genuine culture of cycling and walking. According to the 2011 Census, the proportion of commuters who cycled to work in Greater Manchester was 2.2%.

To make the vision a reality, the aim is to create dedicated networks for walking and cycling. This means building segregated cycling routes on main roads and through junctions supported by traffic-calmed cycling routes. It also means improving the quality of the public realm and better wayfinding to make walking short journeys much easier.



## The key actions being undertaken are:

- Publish a detailed, Greater Manchester- wide walking and cycling infrastructure plan in collaboration with districts.
- Establish a ring-fenced, 10 year, £1.5 billion infrastructure fund, starting with a short term Active Streets Fund to kick-start delivery for walking and cycling. With over 700 miles of main corridors connecting across Greater Manchester, this is the scale of network being aimed for.
- Develop a new, total highway design guide and sign up to the Global Street Design Guide.
- Deliver temporary street improvements to trial new schemes for local communities.
- Ensure all upcoming public realm and infrastructure investments, alongside all related policy programmes, have walking and cycling integrated at the development stage.
- Develop a mechanism to capture and share the value of future health benefits derived from changing how we move.
- Work with industry to find alternatives to heavy freight and reduce excess lorry and van travel in urban areas.

## Cycling Action Plan for Scotland

A shared national vision for a 10% modal share of everyday journeys by bike is being targeted, with a related clear aspiration for reduction in car use, especially for short journeys, by both national and local government. A long term increase in sustained funding is required, with year-on-year increases over time towards a 10% allocation of national and council transport budgets as Edinburgh is achieving. The primary investment focus is on enabling cycling through changing the physical environment for short journeys to enable anyone to cycle.

There is commitment to a shared vision of 10% of everyday journeys by 2020 by bike, and positively promoting modal shift away from vehicle journeys which will over time reduce car use for local trips.

At its meeting on 9 February 2012, Edinburgh City Council committed to spend 5% of its 2012/13 transport budgets (capital and revenue) on projects to encourage cycling as a mode of transport in the city, and that this proportion should increase by 1% annually. This funding would be used to support the delivery of the Active Travel Action Plan (ATAP). In 2010, the Council approved its ATAP, which seeks to build on the high level of walking in Edinburgh and the growing role of cycling. It set targets of 10% of all trips and 15% of journeys to work by bike by 2020. These targets are incorporated in the Local Transport Strategy.

## South West City Way, Glasgow

From 2014 to 2016, the estimated number of cycling trips on the route of the South West City Way increased by 70%, from 115,450 trips by bike in 2014 to 195,800 in 2016. In 2016, cycling trips made up 22% of all estimated trips on the route. An estimated 43.5% of journeys made on the South West City Way in 2016 were journeys to or from work.



## Old Shoreham Road, Hove, Sussex

Closer to home, Brighton & Hove City Council reallocated road space on Old Shoreham Road in 2012 and introduced "hybrid" cycle lanes, with low-level kerbs separating bicycles from motor vehicles and from the footway. The improvements also included:

- Full segregation for cyclists from motor vehicles, achieved by providing a low kerb edge
- Improvements to side road junctions to make crossing the road easier for pedestrians and people with mobility problems.
- Shared areas for cyclists and pedestrians at bus stops.
- A new zebra crossing across Old Shoreham Road at Chanctonbury Road.



# Bike Life

Sustrans 2017 Bike Life report is the UK's biggest assessment of cycling in seven major cities: Belfast, Bristol, Edinburgh, Birmingham, Cardiff, Greater Manchester and Newcastle.

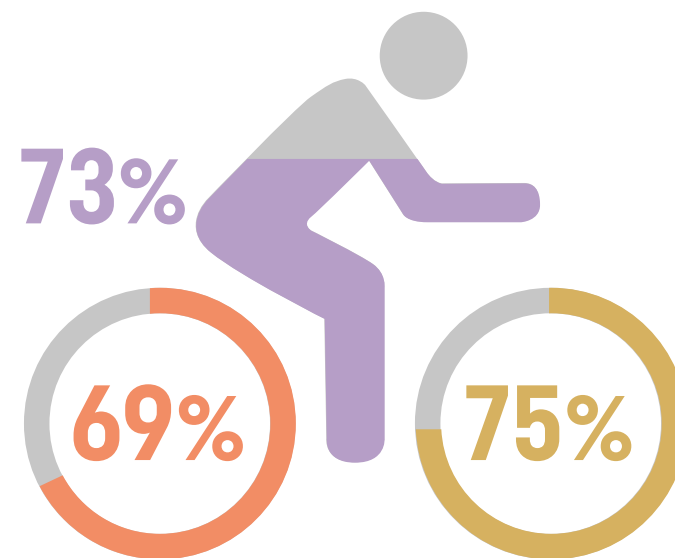
Bike Life is inspired by the Copenhagen Bicycle Account and is an analysis of city cycling development including infrastructure, travel behaviour, satisfaction, the impact of cycling and new initiatives. The information in the report comes from local cycling data, modelling and a representative survey of over 1,100 residents in each city conducted by ICM Unlimited, social research experts. There is widespread public support for creating dedicated space for cycling.

**64% of residents would cycle more if roadside cycle routes were created, physically seperated from traffic**



**78% of people support building more protected roadside cycle lanes, even when this could mean less space for other road traffic, including 74% of residents who do not ride a bike**

**73% of residents think investing in more space for walking and cycling or buses is the best way to keep their city moving rather than more space for cars**



**69% think more cycling would make their city a better place to live and work**

**75% of people would like to see more money spent on cycling in their city**

# Liveable Cities and Towns

Sustrans believes that dedicated high quality walking and cycling routes are only part of the overall picture and it is important to regard all public highways as public space and not solely movement corridors for motor vehicles. With this in mind, Sustrans offer the following general principles when designing liveable cities and towns.

1

Ensure that every child who can has the opportunity and confidence to walk and cycle safely to school using high quality walking and cycling routes.



2

Support schools, workplaces and local communities to make walking and cycling the easiest and most attractive option for everybody who can to get around.



3

Create '20 minute neighbourhoods' – places where people can meet most of their everyday needs within a 20-minute walk of their home.



4

Radically reduce the volume and speed of vehicles on main roads, across city and town centres and local high streets – creating places where motorised transport is guest.



5

Remove the through-traffic from our residential areas – creating social streets where walking has priority.



6

Ensure every town and city is served by a dense network of protected cycle routes across urban areas, complemented by off- road routes and routes on quiet streets, as well as walkable routes to and within urban areas. Routes should be attractive, fully accessible, and make people feel safe and secure.

7

Support work to ensure that appealing, comprehensive, affordable and innovative public transport options are available for all, and integrated with walking and cycling.





8

Green our urban areas and ensure everyone can easily access high quality green spaces and green corridors that are good for and connect us to nature.

9

Embrace the potential of cargo bikes to replace vans and cars in the transportation of goods, services and people, whilst removing the negative impacts of freight in the urban environment.

10

Give everyone the opportunity to take up cycling by providing cycles, including electric and adapted, improving cycle parking, and expanding public cycle scheme provision, inclusiveness and integration.

11

Use evidence, insight and stories to make a compelling case for change and win hearts and minds.

12

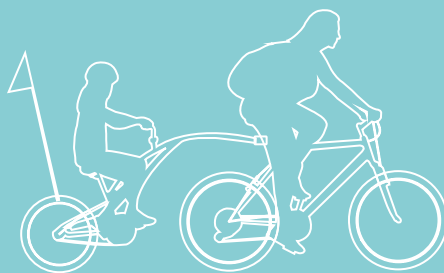
Encourage a new public debate on motorised transport use – a citizens' assembly which considers the radical and immediate intervention needed to reduce unnecessary journeys by motor vehicles, fairly.

13

Ensure the real cost of motorised transport and its impact on current inequality and future generations is recognised in cross-departmental government decision making, and investment in sustainable and active travel is prioritised.

14

Support diversity in transport and planning, so that decision makers are better representative of the communities that they serve. This is key to making walking and cycling attractive and inclusive activities.



A low traffic neighbourhood is the term used to describe an area-based approach to traffic management to support walking and cycling. They work best when applied an entire urban area or traffic cell (the area between mains roads and natural boundaries). This is because traffic is best managed across an area and doing something on a road by road basis will often just move the problem.

In a Low Traffic Neighbourhood a range of measures are introduced to make it more difficult for motor traffic to travel through an area. Features include one-way streets, banned turns and features called modal filters where roads are closed to motor traffic (at one end or in the middle) removing the ability of non-local traffic to drive along a street.

Access to all addresses by motor vehicle is still possible and deliveries and servicing can still take place. Only the ability for motor traffic to travel through residential area is removed. This removes popular short cuts for car drivers sometimes known as rat-runs. The removal of non-local traffic allows streets to be redesigned and spaces to be repurposed to people and greening. People can enjoy the streets in which they live, socialise, plant new spaces and children can play out.

The removal of through motor traffic reduces local speeds and volumes which in turn improves safety, enabling more active and sustainable travel, and increase the sense of place and community. This benefits local air quality, public health, social inclusion and mobility, and a wide range of other social, environmental and economic factors.

Whilst there are lots of streets in the UK that have been closed to through traffic the introduction of area-wide low traffic neighbourhoods in the UK is rare.

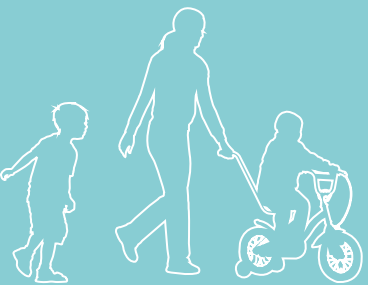
In Europe, the introduction of low traffic neighbourhood type measures is commonplace even in smaller towns and villages.

Once bypassed towns are filtered to prevent through traffic traveling through meaning local journeys are normally walked or cycled.

The most well-known low traffic neighbourhood project in the UK is the Mini-Holland programme in Waltham Forest. The award-winning programme includes 6 low traffic neighbourhoods introduced across Leyton, Leytonstone and Walthamstow, as part of a £27 million programme to make the borough a great place to walk and cycle.

In the region of 8 square kms of the borough has been included in the programme to date, with streets turned from busy through routes into quiet places to live, spend time and play. Over 50 streets have been closed to through traffic including local high streets that have been repurposed as part pedestrianised places for people.

Large parts of the adjoining towns are now quiet residential areas free of through traffic. Areas of planting, street trees and places for people have been added to local streets. Streets around schools are closed to traffic meaning school children walk, cycle or scoot to school and issues associated with the school run being driven are mitigated.



Concerns were raised that putting through traffic back onto main roads would cause congestion. As with other places that have introduced similar schemes this did not materialise.

In Walthamstow Village overall motor traffic levels fall by over 50% inside the low traffic neighbourhood area and by 16% including the main roads. Motor traffic levels have subsequently reduced on other main roads as other area schemes have been completed.

Concerns around businesses losing trade have not been realised either with businesses located in the calmed areas thriving.

However, the aims associated with mode shift and increases in walking and cycling have been realised.

A study by the University of Westminster found that people living in the Walthamstow Village area walked and cycled more than those who didn't live in the area by a significant 42 minutes a week (32 mins walking and 9 mins cycling) on average.

A study by the Kings College Air Quality Research Group found that 50,000 less homes were exposed to NO levels that exceeded EU levels and 5 year old children were likely to live on average 9 weeks longer due to increased levels of activity and improved air quality.

Many London boroughs are now working in implementing similar projects as part of the Liveable Neighbourhood programme. Further north proposals have been developed for 27

modal filters for Levenshulme in greater Manchester, part of Chris Boardman's Bee Network. More recently the government has specifically mentioned Low Traffic Neighbourhoods as a mechanism to support the aspired increase in walking and cycling as part of the countries' recovery from the impact of Covid-19.

In Lambeth, the Council is already accelerating its programme of low traffic neighbourhoods in response to the need for more space for people to walk and cycle safely. Transport for London have also included low traffic neighbourhoods as one of the options London boroughs can consider, to provide more space for walking and cycling trips as part of their Streetspace for London response to the global pandemic.

Low traffic neighbourhoods are best developed and delivered in partnership with the local community. This means expert local knowledge is used to form proposals that provide the right conditions for active travel and the local ownership of streets and spaces. Popular approaches include using on-line engagement platforms and co-design sessions with the community to take ideas and issues and turn them into robust proposals that are welcomed additions to the local streetscene.

This local ownership of proposals translates into community involvement in maintaining greenspaces, new community links and importantly increased levels of walking and cycling and reduced local car use.



# Methodology

Sustrans was commissioned by AWC in December 2018 to support the development of a Local Cycling and Walking Infrastructure Plan (LCWIP). The scope of the work was limited to utility trips to work, education and shopping of up to 5km. It does not include consideration of leisure trips outside the urban areas.

Sustrans approach was to review all existing identified schemes and proposals in each of the towns and to plot these on an Earthlight GIS platform. This followed with identification of gaps in the network with support from local stakeholders and surveying potential routes on foot and bicycle. The methodology adopted was informed by the Design Guidance published as part of the Active Travel (Wales) Act 2013, the London Cycling Design Standards (first published 2005, latest update 2016) guidance on developing a coherent cycle network and the LCWIP Technical Guidance (published 2017).

## Sustrans role is to:

- **Identify new and improved walking and cycling routes for prioritisation**
- **Align with key Council policies and programmes that support local economic growth, improvements to health and well-being and the environment**
- **Engage key local stakeholders**



## LCWIP Technical Guidance

### Under the guidance, the key outputs of LCWIPs are:

- a network plan for walking and cycling which identifies preferred routes and core zones for further development
- a prioritised programme of infrastructure improvements for future investment
- a report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network

This report addresses the first and third outputs, but further work will be needed for the second output.

### The LCWIP process has six stages as set out below:

#### 1. *Determining Scope*

An initial meeting was held with key stakeholders identified by AWC to establish the geographical extent of the LCWIP, and arrangements for governing and preparing the plan.

#### 2. *Gathering Information*

Identify existing patterns of walking and cycling and potential new journeys. Review existing conditions and identify barriers to cycling and walking. Review related transport and land use policies and programmes.

#### 3. *Network Planning for Cycling*

Identify origin and destination points and cycle flows. Convert flows into a network of routes and determine the type of improvements required.

#### 4. *Network Planning for Walking*

Identify key trip generators, core walking zones and routes, audit existing provision and determine the type of improvements required.

#### 5. *Prioritising Improvements*

Prioritise improvements to develop a phased programme for future investment.

## 6. Integration and Application

Integrate outputs into local planning and transport policies, strategies, and delivery plans.

Stage 1 was determined by AWC who will lead on Stages 5 and 6 together with West Sussex County Council. Sustrans is responsible for Stages 2, 3 & 4.

## Gathering Information

Comprehensive information and data sources were provided by AWC, which was augmented by publically available datasets from the 2011 Census (e.g. population and employment), DfT Traffic Counts, Road Traffic Accidents, schools, public amenities and previous consultation plans exploring existing and new networks. Review and analysis of the data was undertaken using a bespoke online map created on Sustrans Earthlight platform. The main trip generators were identified and an initial network mapped out to link residential areas with these locations.

A stakeholder workshop was held at an early stage of the process (30 January 2019) to test Sustrans assumptions and to gather useful information from local people. They were asked to identify barriers to walking and cycling, including crossing points of the main barriers (roads, railways, rivers), which form the nodes in the network. Large blank maps were provided for people to draw on, as well as background maps on the local transport network with information on trip generators from the Sustrans GIS database.

The outcomes from this workshop are summarised in the barriers to movement map, which shows existing crossings of the A27, the railway line and River Adur, which are the main barriers in the area. Traffic counts from the DfT have been used to show the major roads in the area, which will need separate provision for walking and cycling due to the high traffic flows.

These crossing points determine the shape of the network to a significant extent, but no new crossings of the railway and the River Adur have been identified at this stage. Crossings of the A27 have been considered by Highways England and WSCC. In particular, the three crossings of the River Adur influence the west-east movement between Sompting, Lancing and Shoreham.

## Existing walking and cycling network

The main existing routes comprise National Cycle Network (NCN) Route 2 along the seafront between West Worthing and Hove and the Downs Link (NCN Route 223) on the former railway line between Steyning and Shoreham. Aside from some sections of shared path in the Durrington and Findon Valley areas, there are also some poorer quality routes in Worthing, which comprise narrow advisory cycle lanes on busy streets such as the A259 Goring Road, or the signed routes linking Findon Valley and Worthing station, and Sompting and Worthing town centre, on quieter roads.

There is an extensive Rights of Way network, particularly in the South Downs National Park away from the urban areas. The urban public footpaths do not comprise a comprehensive walking network, although they will be locally useful for trips on foot. With the exception of the Ilex Way public bridleway at Goring, the urban Rights of Way have limited value for horse riding and cycling.

## Suggested walking and cycling network

Sustrans was supplied with a number of datasets indicating potential walking and cycling routes, which provided a useful starting point for our network design. This includes a number of routes plotted by local residents as part of a consultation exercise in 2016 managed by the County Council with support from Sustrans and our Route Assessment and Transport Evaluation (RATE) tool. This exercise has informed what has been labelled the "West Sussex Network" as shown on the suggested network map. These routes indicate a reasonably dense network in Worthing and Shoreham, but very little in Sompting and Lancing.

A further dataset of routes supplied by AWC from the Adur & Worthing Walking and Cycling Action Group overlaps strongly with the first dataset, but shows a comprehensive dense network across the whole urban area. This was derived from an earlier consultation exercise with local residents and community groups and has been labelled as the "Walking and Cycling Action Group Suggested Network".

## Trip generators

An important starting point in designing a walking and cycling network is to determine the likely origin and destination points for everyday trips to work, school, shopping and leisure. The two trip generators maps in the following pages give a visual indication of these destinations, including: employment areas, secondary schools, shopping areas, hospitals, leisure or sports centres. Future development sites give an indication of potential future transport demand.

There is a significant concentration of trip generators in both town centres, especially retail and employment, but there are also large employment sites at West Durrington, Goring, Broadwater and South Lancing. Secondary schools are dispersed across the whole area, but with some concentration in central Worthing. Leisure and sports centres are also dispersed across the whole area.

Population densities are generally higher in central areas and more dispersed further out, which suggests that short trips are likely to be concentrated in these central areas. However, all residential areas are within 5km of most destinations, providing a strong argument in favour of a comprehensive walking and cycling network across the whole urban area.

## Propensity to Cycle data

The cycle commute map for Worthing based on census 2011 flow data indicates that Worthing town centre is an important destination, with flows radiating to all parts of the town. The coastal cycle route appears to be well used and there is a strong flow between West Durrington and the town centre. The existing 2011 cycle flows in Adur are much lower and it is difficult to draw any conclusions from this data. It should be noted that commuting is only 14% of all trips nationally.

The school travel map for Worthing shows strong flows in the vicinity of the secondary schools in the central area and weaker but significant flows throughout the urban area, mostly away from the town centre. The Census 2011 school travel map for Adur indicates a number of existing flows that could form the basis of a network, albeit at lower demand levels than for Worthing. It should be noted that education and escort to education is only 13% of all trips nationally.

We have also analysed the short car trips under 5km for journeys to work, on the basis that these might reveal the potential for modal shift towards walking and cycling. These show strong flows into the two town centres, but also significant flows within the main urban areas of Worthing, Sompting & Lancing and Shoreham. Flows between these three areas are much weaker, probably reflecting the greater actual road distances involved. This map suggests that there is good potential for modal shift across the whole urban area.

Commuting, education and escort education trips only account for 27% of all trips in England, so there is a danger that too much weight is given to these types of trip, because the data is readily available from the Census 2011. Shopping accounts for 18% of all trips and leisure 22% so arguably we should focus on these trips, but unfortunately there is limited data available. The full breakdown from the National Travel Survey of English residents published in July 2019 is shown in the table below:

Journey purpose	Annual trips	Percent
Commuting	188	14.16%
Business	43	3.27%
Education	94	7.04%
Escort education	80	6.00%
Shopping	245	18.42%
Other escort	116	8.76%
Personal business	130	9.75%
Visit friends at private home	127	9.58%
Visit friends elsewhere	70	5.26%
Sport / entertainment	99	7.48%
Holiday / day trip	61	4.57%
Other including just walk	76	5.71%
All	1,329	

## Network planning for cycling

There is a wealth of information to consider when planning a cycle network for Adur and Worthing, as described above. Our approach was to work through all the data, switching layers on and off within our GIS mapping system to test the emerging network. The sequence below reflects the series of maps on the following pages:

LCWIP ref	Map ref	Analysis	Recommendations
5.40	Barriers to movement	Crossing points and major roads	New crossings if required
4.4	Existing walking and cycling network	Quality, value for local journeys	Improvements if required
4.5	Suggested walking and cycling network	Value for local journeys	Add or remove routes if required
5.9	Trip generators	Map all important origins and destinations	Ensure the network swerves all major destinations
4.8	Propensity to Cycle Tool (cycle commute, cycle to school and short car trips)	Existing trips and modelled increases	Design network to accommodate the major flows
5.23	Proposed walking and cycling network	Test against core design outcomes	Improvements if required

The proposed network largely coincides with the "West Sussex Network" and the "Walking and Cycling Action Group Suggested Network", but is a less dense network than either of these datasets. We have taken the advice in para. 5.21 of the LCWIP Technical Guidance that "it will take time to develop a network with a tight density, and wider mesh widths of up to 1000m would be expected within the initial phases of the network's development". Further routes can be added at a later stage to create a denser network, but our advice is to start with fewer routes and implement them to a high standard. The proposed network is denser within the central areas of both Districts, closer to the ideal density of 400m between routes.

The primary routes are judged to be the most popular and strategic routes, linking residential areas with the key trip generators. Secondary routes can be locally important but are less strategic as they fill the gaps in the primary network. Some sections of secondary routes may have higher flows than parts of the primary routes, so the distinction between primary and secondary is not a reliable guide to investment priorities.

The proposed network has been visually tested against the Propensity to Cycle data and there is a high degree of correlation between the two networks, with all the major employment sites and secondary schools served by the proposed network as shown on the map. The proposed network also serves the main shopping areas, hospitals, leisure or sports centres and development sites.

The Route Selection Tool has been used to assess Route 201 between Ferring and Worthing town centre as an example of the use of this tool, which is part of the LCWIP technical guidance.

Trip generators and key constraints have been identified for each route and summarised in a table before the proposed network maps. Some of these constraints may not be possible to resolve, so alternative routes may need to be considered.

## Network planning for walking

We have assumed that the trip generators for walking are the same as those for cycling, albeit that shorter distances will be involved (less than 2km). The proposed cycle network provides a suitable framework for walking trips, although it is recognised that a much finer-grained network is required for walking since most streets have footways. When the cycle network is designed, it will be vital to ensure that people on foot do not have a reduced level of service, for example no existing footways to be converted to shared use without widening. All crossings on the cycle network must accommodate people on foot and on bikes.

We have identified primary and secondary walking zones, with the two town centres as the primary zones. The secondary zones are based on local shopping centre locations as defined by the local authority. The LCWIP Technical Guidance (para 6.15) suggests that core walking zones should have a minimum diameter of 400m, so we have extended the zones out from the boundaries given by the local authority to account for this. Key walking routes should extend up to a 2km radius from the core walking zones, as shown by the buffer on the map. As a first approximation, we have assumed that the cycle network within this 2km radius will comprise the key walking routes.

The main gateways into Worthing and Shoreham town centres have been identified and these are described in the following pages. All walking routes within the core walking zone should be audited, but that is beyond the scope of this report.

All other key walking routes should also be audited and three routes have been chosen to demonstrate the process of using the Walking Route Audit Tool. Route 311 links Northbrook Business Park, Downsbrook Middle School, St Andrew's High School for Boys, Worthing town centre and Worthing Hospital, using residential streets and a short length of the B2223. Public footpath 3137 runs parallel to the on-road route and has been assessed separately. Routes 201 and 202 link East Worthing with Worthing town centre.

## Door to door journeys

In addition to planning for local trips on foot and by bike, it is important to ensure that longer distance journeys are made as easy as possible by integrating walking and cycling networks with public transport interchanges.

The concept of the "door-to-door" journey was introduced by the Campaign for Better Transport in 2011, leading to the publication of a Government door to door strategy in 2013. The emphasis is on access to public transport interchanges at both ends of the journey – perhaps walking or cycling from home to the train station, then picking up a hire bike to the final destination.

The government strategy focuses on four areas:

- Accurate, accessible and reliable information about the different transport options for their journeys;
- Convenient and affordable tickets, for an entire journey;
- Regular and straightforward connections at all stages of the journey and between different modes of transport
- Safe, comfortable transport facilities.

As most public transport journeys involve a mode change, interchange between these is very important. Users do not want to have to go out of their way to access the next mode. It also needs to be clearly signed, passengers often have short connection times so need reassurance they will be able to locate their next waiting time within their time frame.

Larger interchanges, such as train station to bus station, should also have facilities appropriate to usage. If there is shelter from the elements, a safe place to wait and possibly additional facilities such as a coffee shop then wait times can seem shorter than they actually are. It is also very useful to provide real-time information at interchanges.

Where users are not taking a motorised form of transport to access or exit their next mode of transport then interchange is still as important. Cycling facilities needs to be safe and secure and in an accessible place for changing modes quickly. This is the same for bike hire facilities. Walking and cycling routes need to be well signed giving distances and potentially times to key destinations. Provision for taxis, good pedestrian access and, where appropriate car parking, also need to be made.

## Implementation

The inclusion of a route in the network plan is no guarantee that it will be implemented. While we have made every effort to ensure that our proposals are practical, it has to be recognised that there are competing demands for highway space and further feasibility and detailed design work will be necessary. In some cases, this may mean that a route is moved to an alternative parallel alignment.

It should be noted that this report is not a feasibility study, but a high level assessment, and all proposals would need to be subject to further feasibility work, then detailed design development and consultation in due course. We recognise that there are other competing demands for road space, including cars, parking, buses, taxis and parking. Proposed road space reallocations for walking and cycling will need to carefully consider implications across all modes, although the ultimate aim must be to reduce the dominance of motor vehicles, thereby easing congestion.

If schemes are to be progressed, they will need to be prioritised for inclusion in delivery programmes alongside other proposals, with schemes subject to the appropriate level of business case development.

Key constraints for each of the proposed LCWIP routes are listed in a table that precedes the two proposed network maps for Worthing and Adur. Start and end points, length of route and trip generator are also listed.



## Propensity to Cycle Scenarios

The aim of the PCT is to inform planning and investment decisions for cycling infrastructure by showing the existing and potential distribution of commuter cycle trips and therefore inform which investment locations could represent best value for money. PCT uses two key inputs:

- Census 2011 Origin and Destination commuting data (O-D data)
- Cycle Streets routing

The model estimates cycling potential adjusted for journey distance and hilliness as well as predicting the likely distribution of those trips using the Cycle Streets routing application.

The model can be applied to consider different scenarios such as: Gender Equality, where women cycle as frequently as men; Go Dutch, if cycling levels were the same as in the Netherlands; and, Government Target, where cycling levels meet the target for current government's aim for cycling.

There are a number of limitations to this model which should be considered especially when making decisions based on the patterns shown. These limitations include the data only showing travel to work and school trips, therefore only 27% of all journeys. Travel to shopping and for leisure is not included. The data also misses out the minor stages of multi-stage commuter trips so cycle journeys to train stations and bus stops are not represented. Lastly the distribution of journeys is a prediction of the likely route taken based on the Cycle Streets routing algorithm and not the actual routes being used.

It is worth noting that whilst the model builds an assessment of cycling propensity, it does not segment potential users, or provide any insight into people on foot. Although this model does provide planners with an overview to identify areas for appropriate investment for cycling trips to work, it does not provide further information on those potential cyclists and their personal attributes and behaviours to help design the most effective interventions.

The first map shows current levels of cycling to work, which are above average in Worthing. The second map shows the Government Target scenario, which indicates a modest increase in commuter cycling trips.

The third map shows the "Go Dutch" scenario, which indicates that a significant proportion of commuter trips could be made by bike.

While the Government Target scenario models relatively modest increases in cycle commuting, the Go Dutch scenario is an ambitious vision for what cycling in England and Wales could look like. People in the Netherlands make 28.4% of trips by bicycle, fifteen times higher than the figure of 1.6% in England and Wales, where cycling is skewed towards younger men. By contrast in the Netherlands cycling remains common into older age, and women are in fact slightly more likely to cycle than men. Whereas the cycle mode share is 'only' six times higher in the Netherlands than in England for men in their thirties, it is over 20 times higher for women in their thirties or men in their seventies.

The Go Dutch scenario represents what would happen if English and Welsh people were as likely as Dutch people to cycle a trip of a given distance and level of hilliness. This scenario thereby captures the proportion of commuters that would be expected to cycle if all areas of England and Wales had the same infrastructure and cycling culture as the Netherlands.

PCT is an open source transport planning system, part funded by the Department for Transport. It was designed to assist transport planners and policy makers to prioritise investments and interventions to promote cycling. More information is available from the PCT website: [www.pct.bike/m/?r=west-sussex](http://www.pct.bike/m/?r=west-sussex)

We have created a series of maps based on data available on the PCT website, which are displayed on the following pages:

- Commuter and school travel area data for West Sussex, based on the Census 2011, Government target and Go Dutch scenarios
- Commuter route data for Worthing and for Adur, based on the three scenarios
- School route data for Worthing and for Adur, based on the three scenarios
- Commuter short car trips based on Census 2011 data

## Worthing existing barriers & crossings

### DfT Traffic 2016 Traffic Counts

Total Vehicle Average Daily Flow (AADF)

- ◆ 0-5000
- ◆ 0-5000 - 10,000
- ◆ 10,000 +

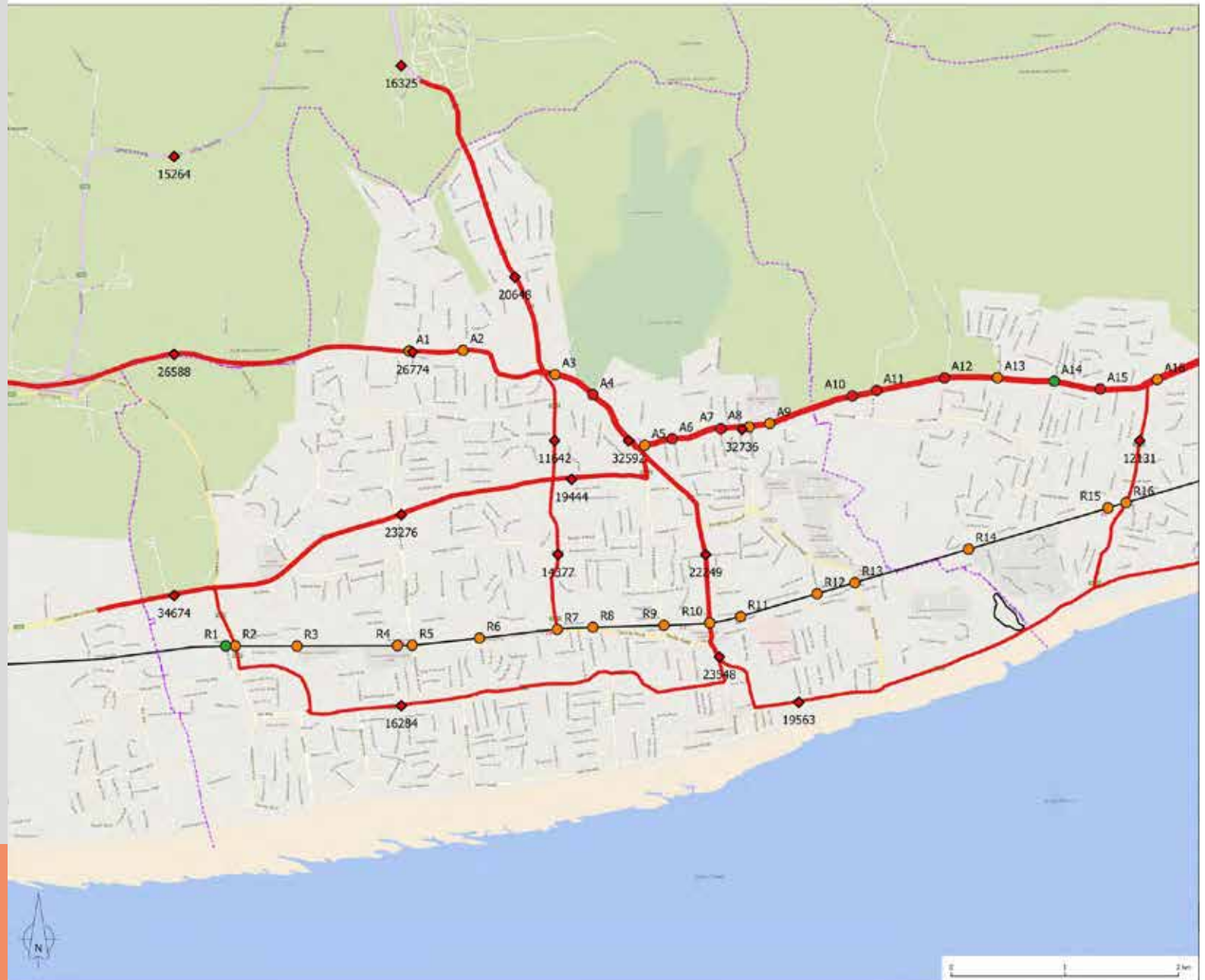
### Road Barriers

Traffic Volumes

- 10,000 - 20,000
- 20,000 - 30,000
- 30,000 - 40,000
- 40,000 +

Barrier Crossing Point Quality Rating

- Green
- Amber
- Red
- 10,000 - 20,000
- - - 10,000 - 20,000



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Ordnance Survey 100024321 & 100018824"

# Adur existing barriers & crossings

## DfT Traffic 2016 Traffic Counts

Total Vehicle Average Daily Flow (AADF)

- ◆ 0-5000
- ◆ 0-5000 - 10,000
- ◆ 10,000 +

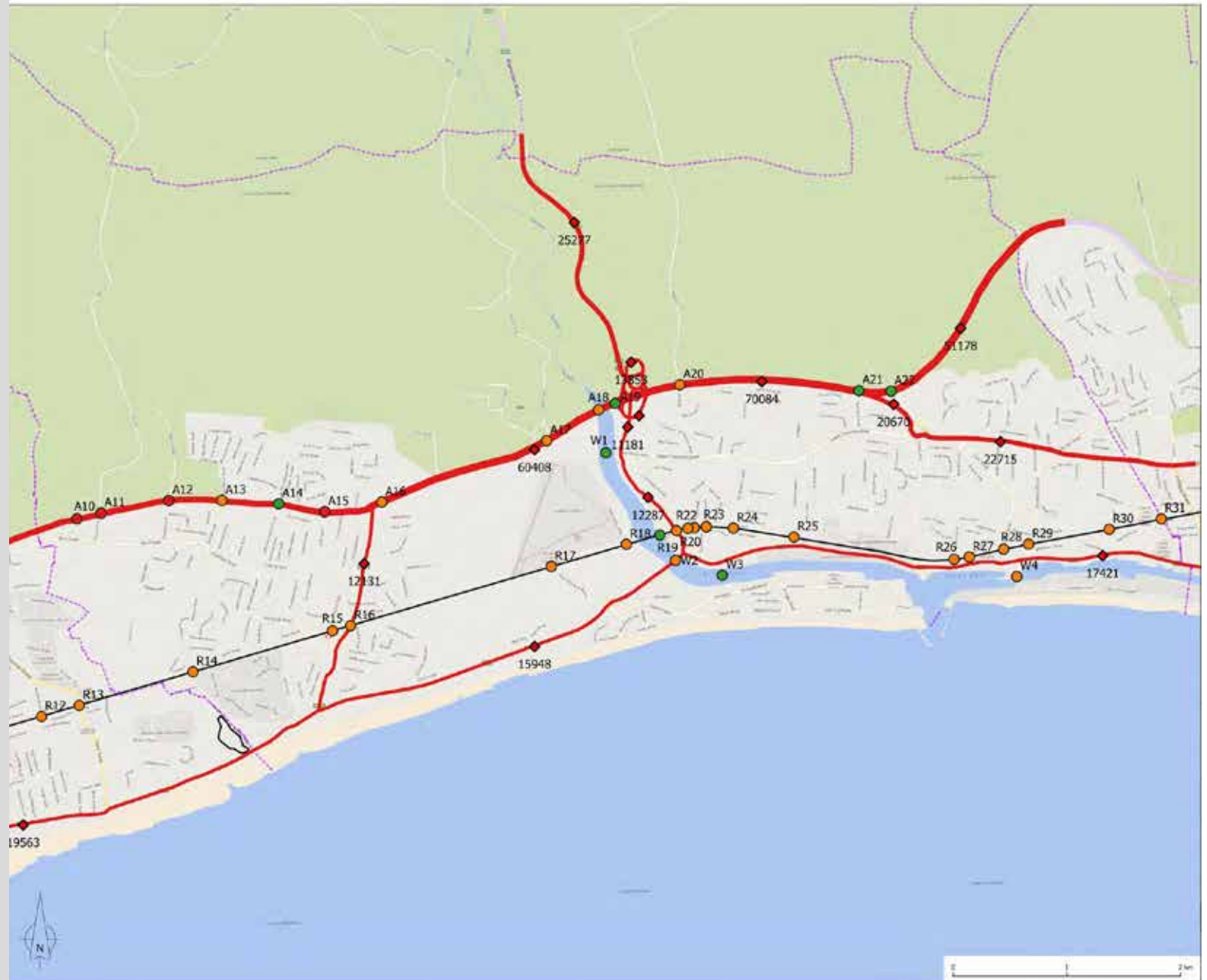
## Road Barriers

Traffic Volumes

- 10,000 - 20,000
- 20,000 - 30,000
- 30,000 - 40,000
- 40,000 +

Barrier Crossing Point Quality Rating

- Green
- Amber
- Red
- 10,000 - 20,000
- - - 10,000 - 20,000



# Barriers to movement

Many of the crossing points of three barriers (A27, railway and River Adur) were identified by stakeholders in the January 2019 workshop and we have added some from A27 studies and some from our own investigation.

## Barriers to Movement

**Crossings are classified according to a simple "traffic light" system, where...**

**Green** = good quality crossing

**Amber** = existing crossing, improvements needed

**Red** = new crossing needed

The tables opposite describe each crossing and lists recommendations for improvement. It is unlikely that all crossings will be needed where they are close together. Further feasibility assessment is necessary to understand the key constraints, including impact on traffic flows on the A27.



## Crossings of the A27

Ref	Class	Route	Existing	Recommendations
A1	Amber	302	Staggered signal crossing	Upgrade to Toucan and improve links
A2	Amber	n/a	Single stage Pelican	Upgrade to Toucan and improve links
A3	Amber	310	Single stage Pelican	Upgrade to Toucan and improve links
A4	Red	n/a	None	New crossing to link with brideway
A5	Amber	210	Staggered signal crossing	Upgrade to Toucan
A6	Red	210	Uncontrolled crossing	Install signal crossing
A7	Red	210	Uncontrolled crossing	Install signal crossing
A8	Amber	210	Staggered signal crossing	Improve crossing with larger waiting areas
A9	Amber	311	Staggered signal crossing	Improve crossing with larger waiting areas
A10	Red	n/a	None	New crossing for public footpath
A11	Red	n/a	None	New crossing at Church Lane
A12	Red	n/a	None	New crossing at Dankton Lane
A13	Amber	313	Staggered signal crossing	Improve crossing with cycle provision
A14	Green	n/a	Footbridge with ramps	n/a
A15	Red	n/a	Uncontrolled crossing	New crossing at West Lane
A16	Amber	210	Staggered Puffin crossing	Improve links north of crossing
A17	Amber	210	Two stage Pelican	Improve links on both sides
A18	Amber	n/a	Bridge over footpath	Improve surface
A19	Green	330	Bridge over Downs Link	n/a
A20	Amber	n/a	Bridge under minor road	n/a
A21	Green	332	Bridge under brideway	n/a
A22	Green	n/a	Bridge under restricted byway	n/a

## Crossings of the River Adur

Ref	Class	Route	Existing	Recommendations
W1	Green	210	Old Shoreham Bridge	n/a
W2	Amber	202	Norfolk Bridge	Potential for segregated cycle paths
W3	Green	200	Adur Ferry Bridge	n/a
W4	Amber	202	Shoreham Harbour Lock	Improve walk and cycle provision

## Crossings of the railway

Ref	Class	Route	Existing	Recommendations
R1	Green	300	Level crossing	n/a
R2	Amber	n/a	Bridge under A259	Potential for segregated cycle paths
R3	Amber	301	Subway	Improve cycle provision on approaches
R4	Amber	n/a	Stepped footbridge	n/a
R5	Amber	302	Level crossing	Improve cycle provision
R6	Amber	n/a	Ramped footbridge with shallow steps	Improve signage and cycle provision
R7	Amber	303	Level crossing	n/a
R8	Amber	n/a	Stepped footbridge	Improve signage and cycle provision
R9	Amber	304	Level crossing	Improve walk and cycle provision
R10	Amber	310	Bridge under A24	Install segregated cycle paths
R11	Amber	311	Narrow subway, cyclists dismount	Improve links on both sides
R12	Amber	n/a	Ramped footbridge	Improve signage and cycle provision
R13	Amber	312	Bridge over Western Road	Potential for segregated cycle paths
R14	Amber	313	Bridge under B2223	n/a
R15	Amber	202	Level crossing	Improve cycle provision
R16	Amber	320	Bridge under A2025	Install segregated cycle paths
R17	Amber	321	Bridge over New Salts Farm Road	Improve cycle provision
R18	Amber	202	Viaduct over footpath and access track	Improve cycle provision
R19	Green	330	Viaduct over riverside path	n/a
R20	Amber	n/a	Bridge over A283	Improve cycle provision and access to riverside
R21	Amber	n/a	Bridge over Victoria Road	n/a
R22	Amber	n/a	Narrow bridge over West Street	Traffic management in wider area
R23	Amber	n/a	Bridge over Southdown Road	n/a
R24	Amber	331	Level crossing	n/a
R25	Amber	n/a	Level crossing	Improve walk and cycle provision
R26	Amber	333	Bridge over Kingston Lane	n/a
R27	Amber	n/a	Narrow bridge over Victoria Road	Traffic management in wider area
R28	Amber	202	Narrow bridge over Grange Road	n/a
R29	Amber	n/a	Bridge over B2167	n/a
R30	Amber	n/a	Stepped footbridge	Improve signage and cycle provision
R31	Amber	n/a	Stepped footbridge	n/a

## Existing walking & cycling network

- Traffic Free
- Proposed NCN Route
- Public Rights of Way
- Administrative Boundary
- On-Road
- Local Cycle Network
- R Railway Station



## Suggested walking & cycling network

— West Sussex Network

— Walking & Cycling Action Group Suggested Network



# Worthing trip generators and local attractors




## Employment

2011 Census Workzones  
Density of Employment (Jobs per Hectare)

-  20-50
-  50 +


## Population

2011 Census Population Density  
(People per Hectare)


-  0-50
-  50-100
-  100+

## Trip Generators


Retail

-  Shopping Areas




Services

-  Hospital

Leisure



-  Leisure or Sports Centre

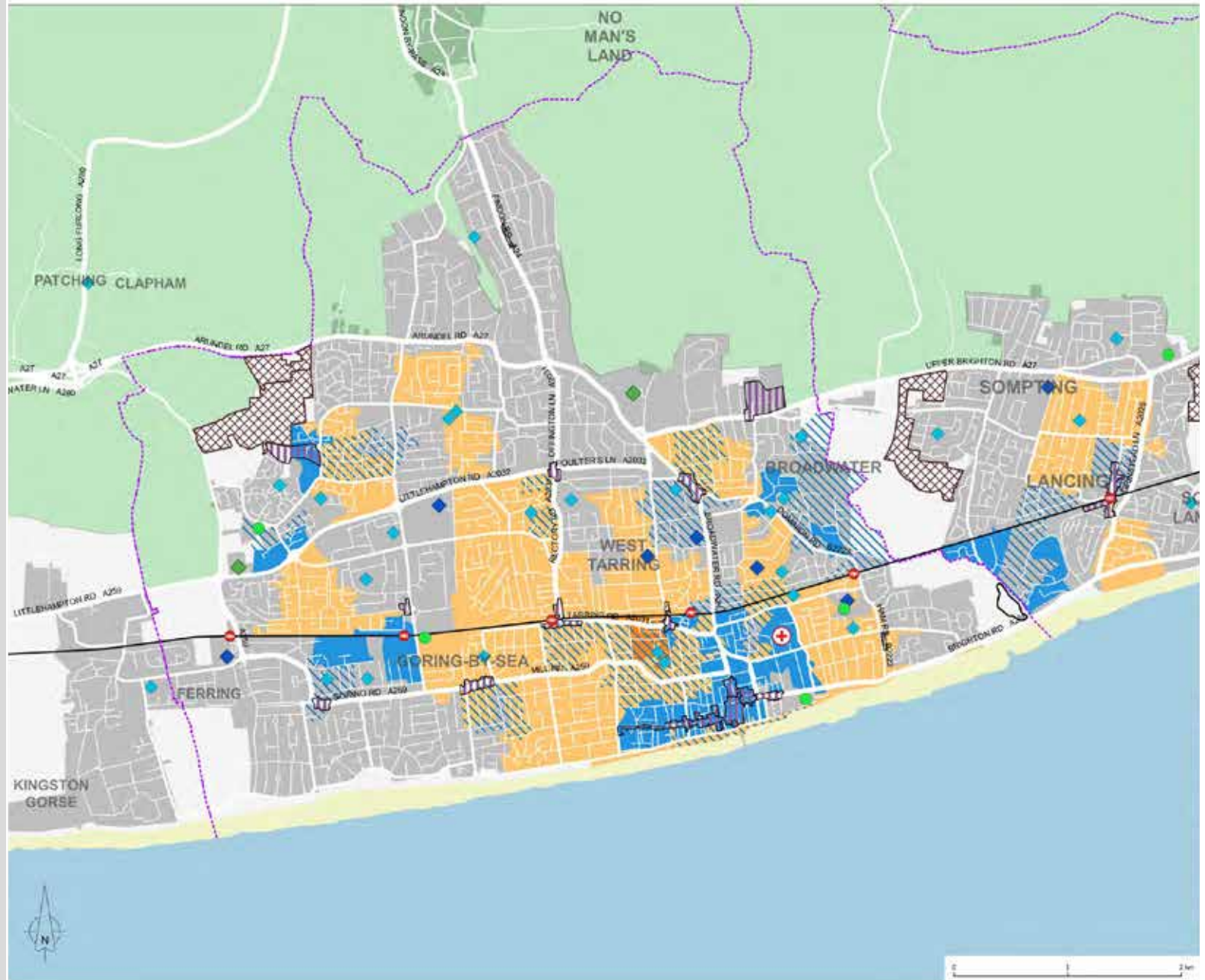
Schools

-  Primary School
-  Secondary School
-  Further Education

-  Future Development Sites

## Other

-  Administrative Boundary
-  South Downs National Park





# Adur trip generators and local attractors

## Employment

2011 Census Workzones

Density of Employment (Jobs per Hectare)

 20-50

 50 +

## Population

2011 Census Population Density

(People per Hectare)


 0-50

 50-100


 100+

## Trip Generators


Retail

 Shopping Areas


Services


 Hospital


Leisure

 Leisure or Sports Centre

Schools

 Primary School


 Secondary School

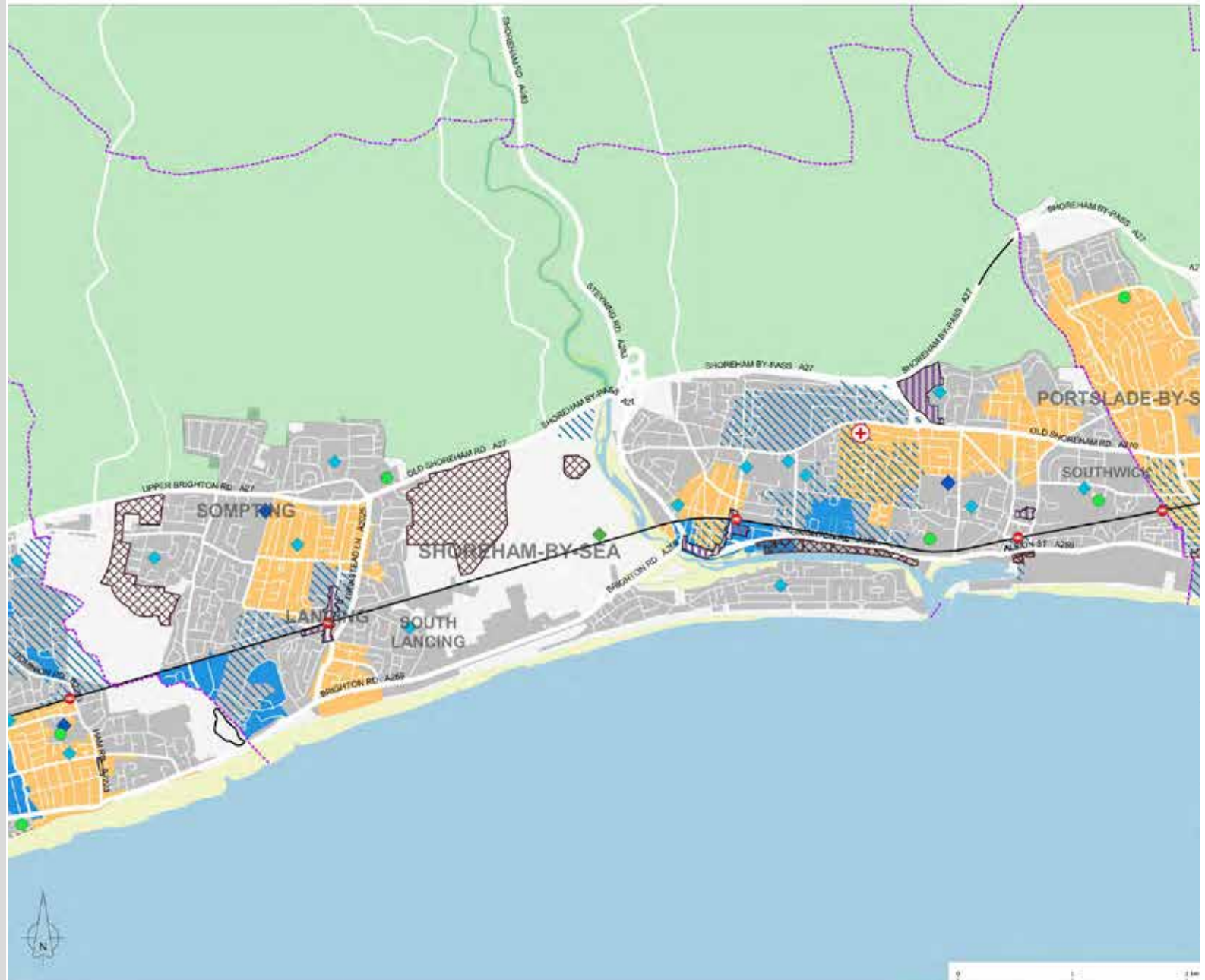
 Further Education

 Future Development Sites

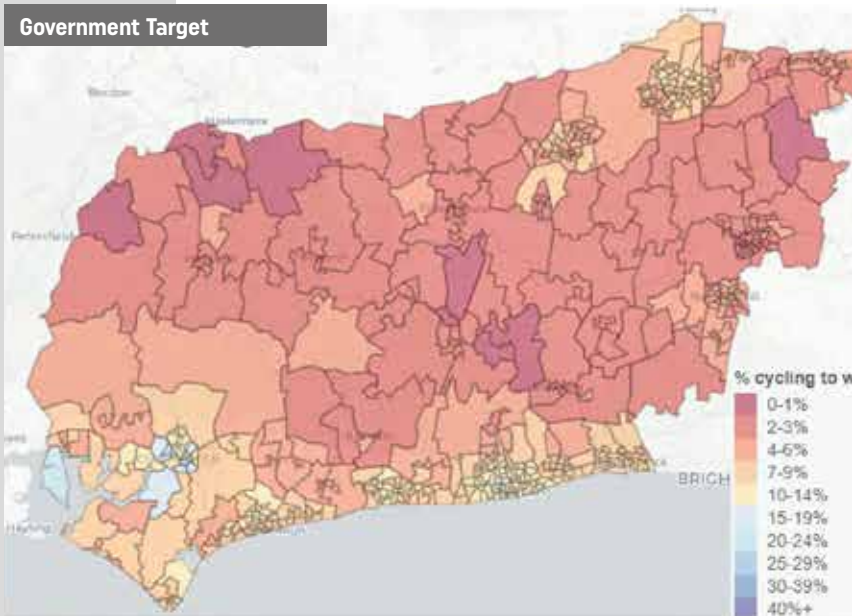
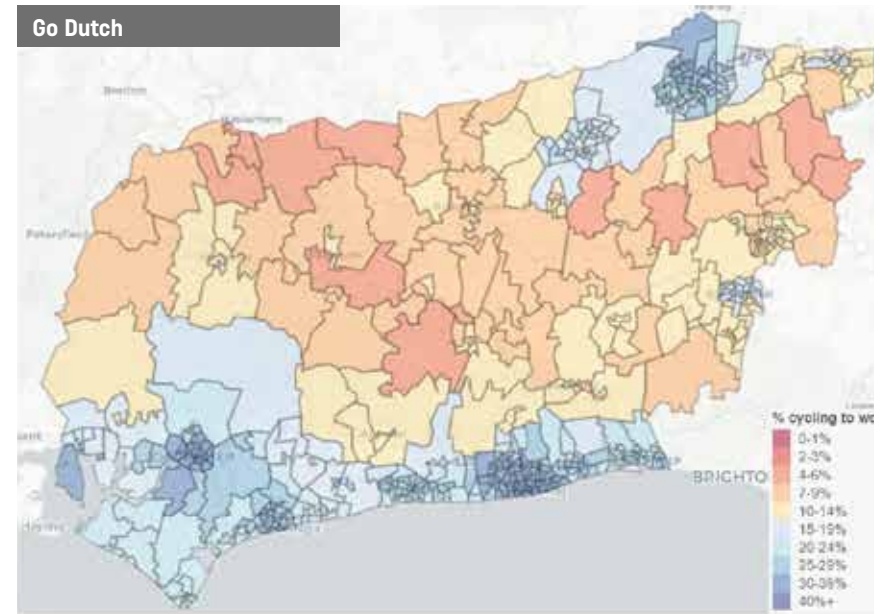
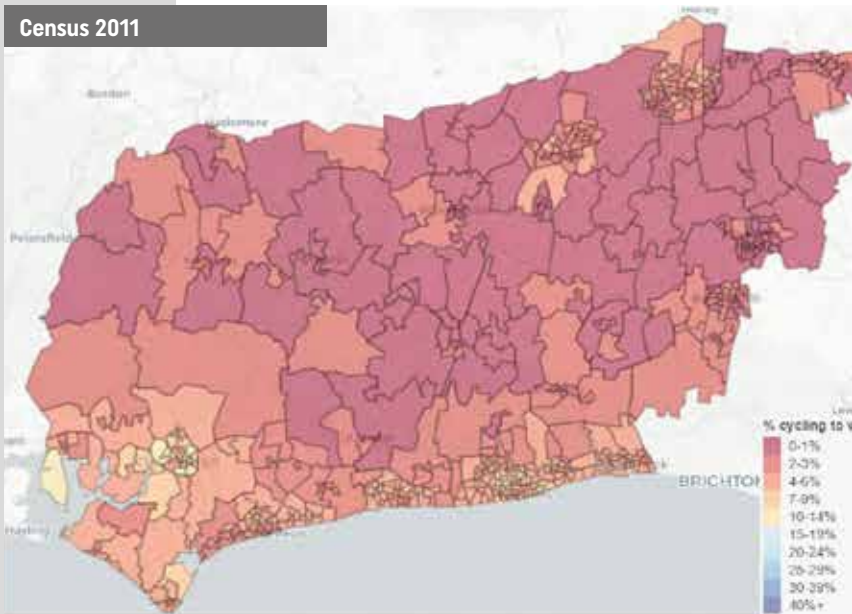
## Other

 Administrative Boundary

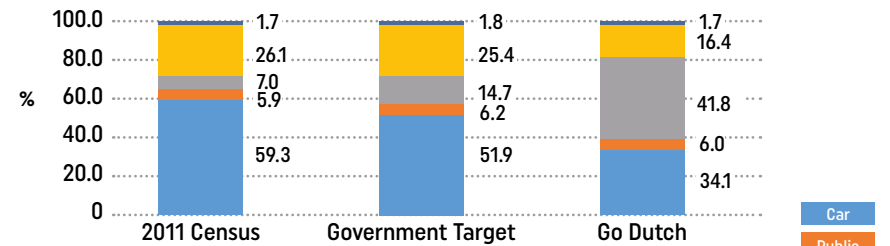
 South Downs National Park



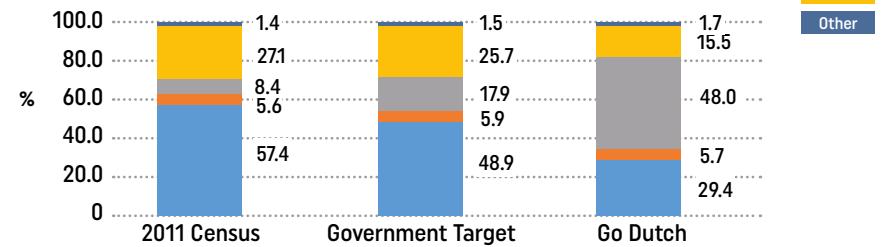
PCT Commute Data



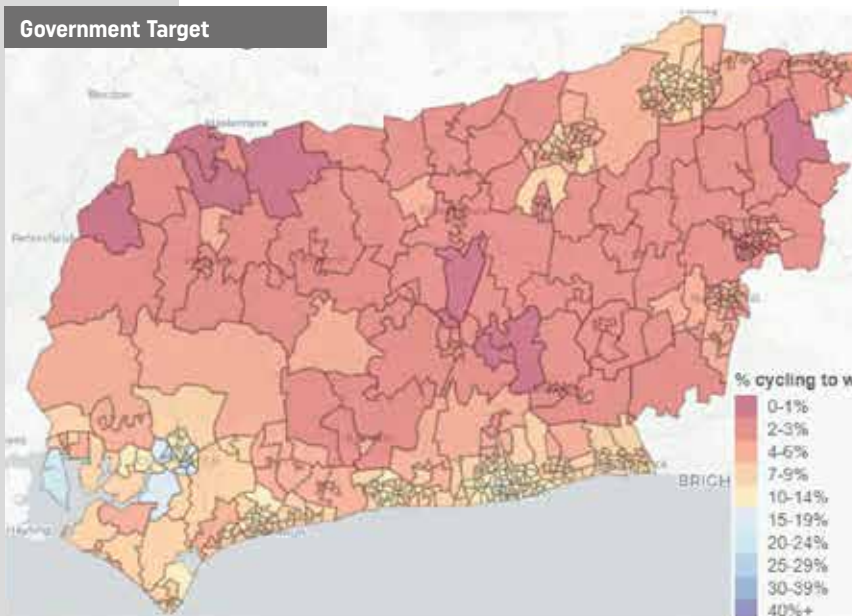
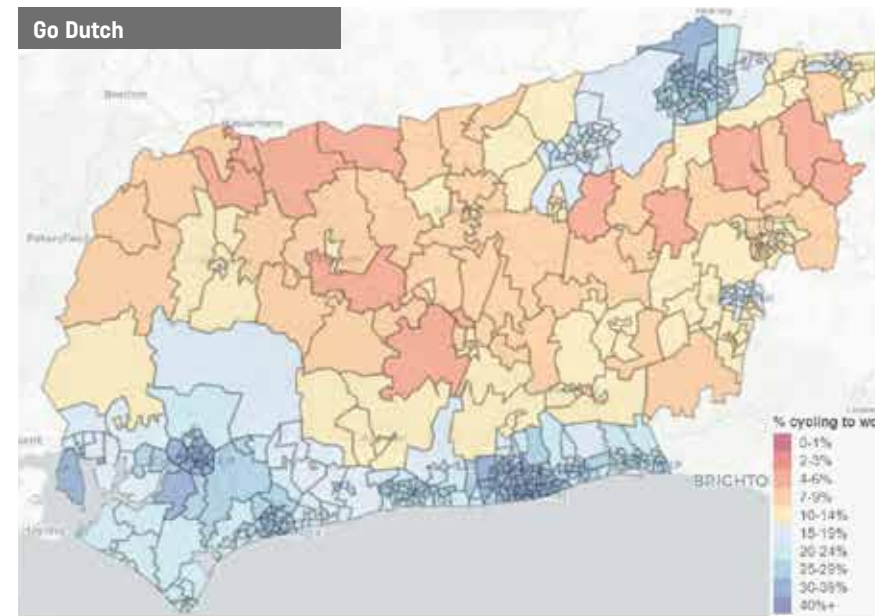
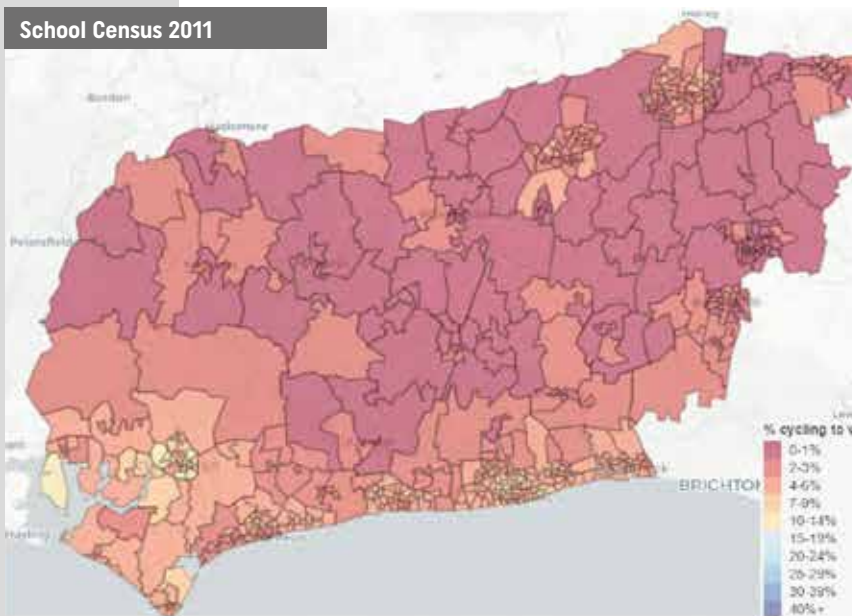
**Modal Split Commute Trips Within Adur Borough**



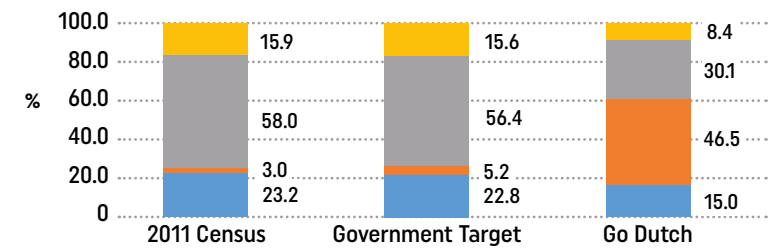
**Modal Split Commute Trips Within Worthing Borough**



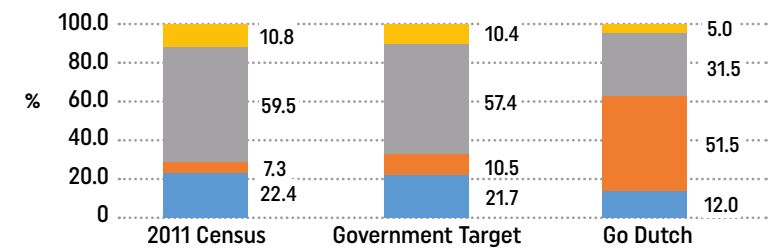
# PCT School Data



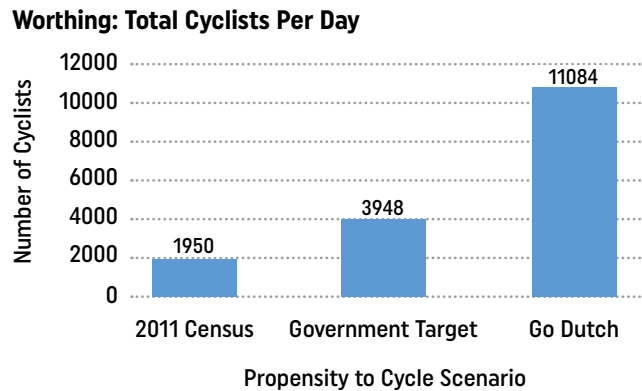
## Adur Borough School Trips



## Worthing Borough School Trips



# Worthing PCT Commute Data



These maps of cycling routes to work are derived from Census 2011 data, so do not reflect any recent changes in employment sites. If the local priority is enabling more people to cycle to work, then these travel patterns are a useful guide to routes where investment is needed. However, it must be remembered that commuting is only 14% of all trips.

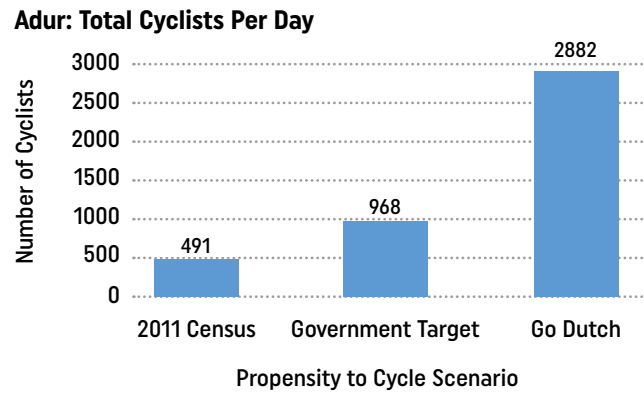
In Worthing, there is clearly huge potential for increasing cycle trips to work. The Government target would see a doubling of trips, while the Go Dutch scenario suggests that cycling could increase more than five-fold.

# Adur PCT Commute Data

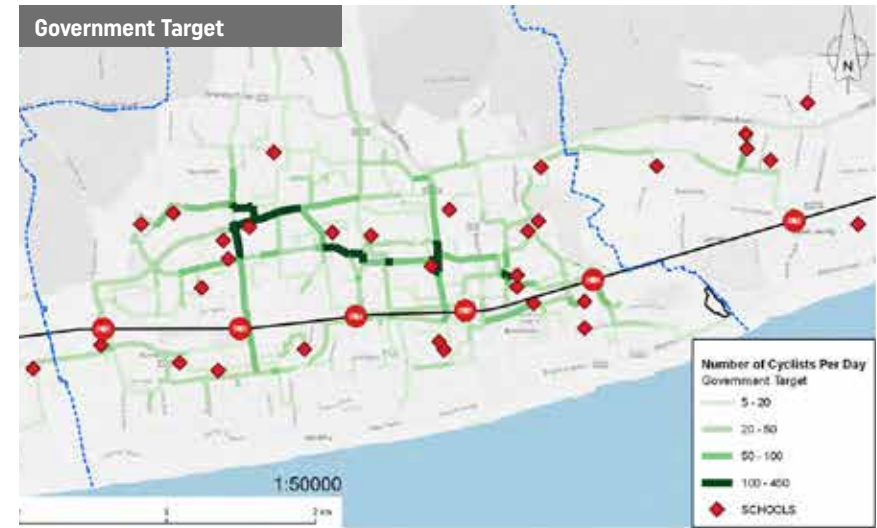


In Adur, there are fewer commuting trips overall, which reflects the smaller population and longer journey distances to work. The Government target would see a doubling of trips, while the Go Dutch scenario suggests that cycling could increase nearly six-fold.

The NCN2 shared path at Brooklands Park is the busiest recorded stretch of cycle route in West Sussex. It is possible that the PCT tool is under-representing cycle flows in Adur, although most trips along the seafront may not be for commuting.



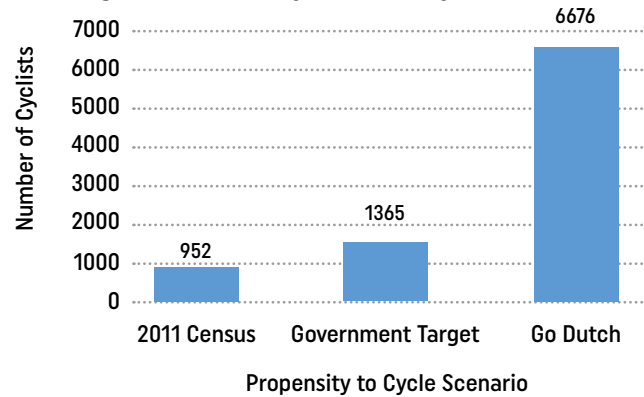
## Worthing PCT School Data



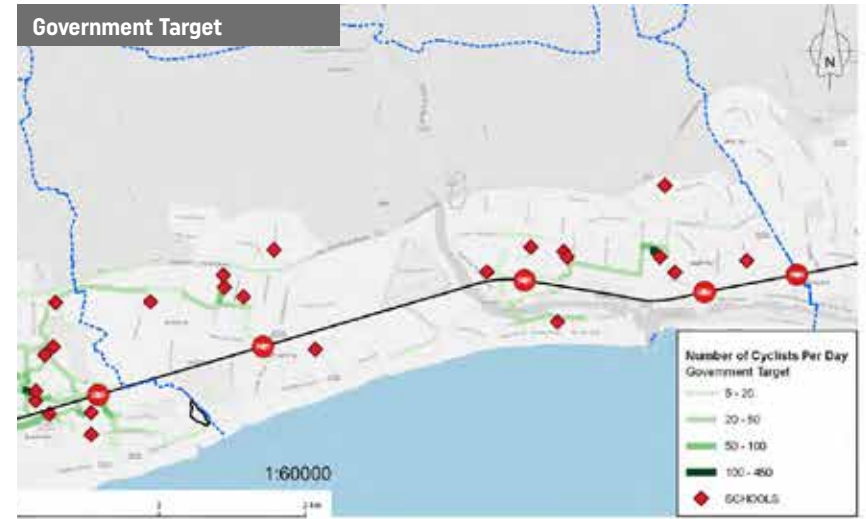
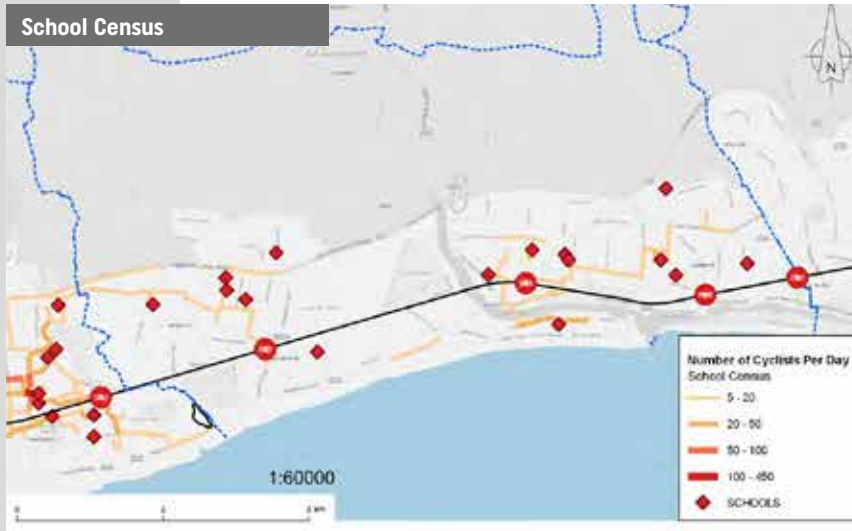
These maps of cycling routes to school are derived from School Census 2010/11 data, so do not reflect any recent changes in school sites or catchment areas. If the local priority is enabling more students to cycle to school, then these travel patterns are a useful guide to routes where investment is needed. However, it must be remembered that education and escort to education is only 13% of all trips.

In Worthing, the Government target would see a modest increase of 43% in cycling to school, while the Go Dutch scenario suggests that cycling could increase to seven times 2010/11 levels.

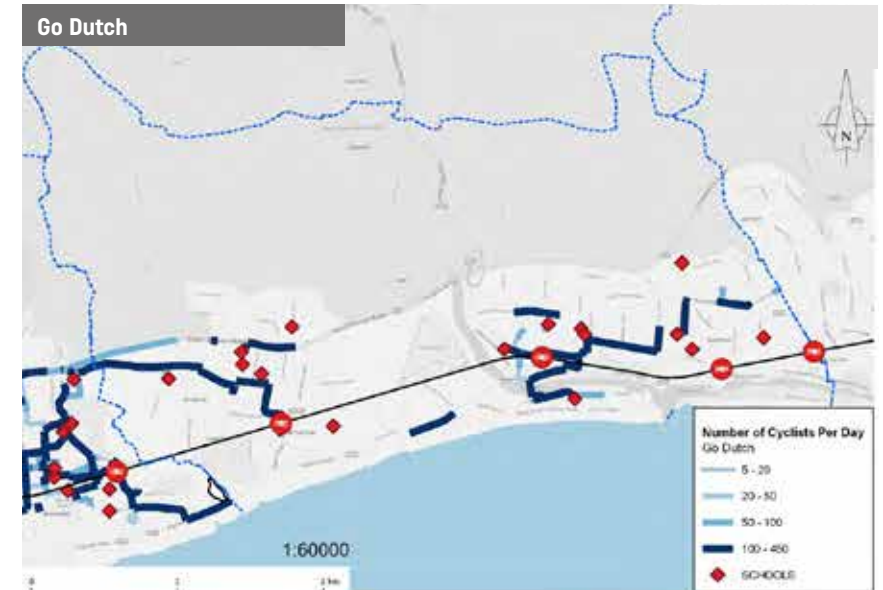
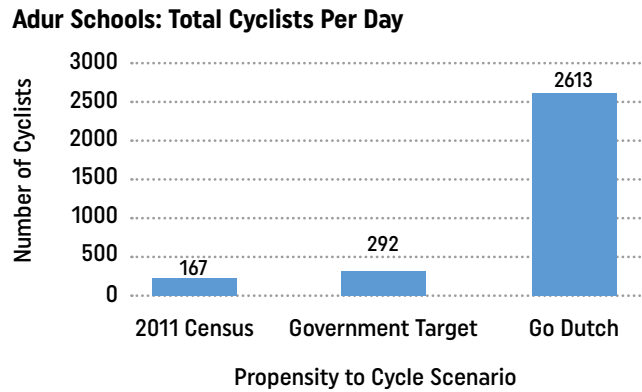
**Worthing Schools: Total Cyclists Per Day**



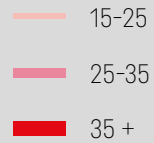
# Adur PCT School Data



In Adur, the number of cycling trips to school in 2010/11 was much lower than in Worthing, even after allowing for the smaller population. The Government target would see a modest increase of 75% in cycling to school from low levels, while the Go Dutch scenario suggests that cycling could increase to over 11 times 2010/11 levels.



## Adur & Worthing 2011 Census Commuters by Car (Journeys Under 5km)



### Employment

Density of Employment (Jobs per Hectare)



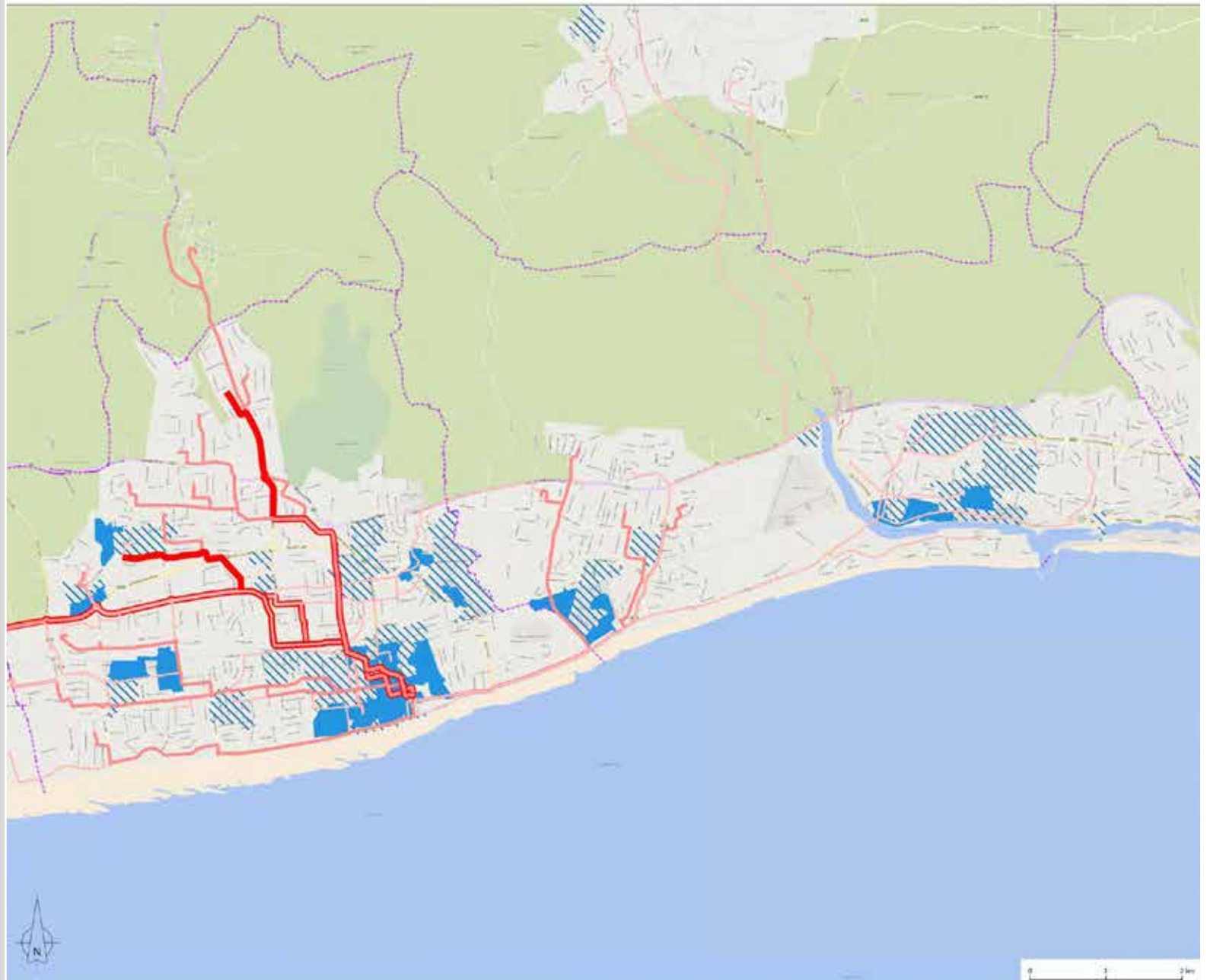
### Other

Administrative Boundary

One weakness of the PCT cycle commute model is that it is based on existing trips by bike and will tend to emphasize those routes that are already being used. The target market for new cycle trips is people currently driving short distances to work. This map shows the car trips under 5km from the Census 2011 travel to work data, mapped to the best available roads.

Unsurprisingly, many of the same corridors are indicated for car trips as they are for cycle trips, with some notable exceptions. For example, the A24 from Findon Valley to Worthing town

**Text cut required**





## Summary of proposed cycle routes with key constraints

Route	Class	Km	Start Point	End Point	Trip Generators	Key Constraints
200	Primary	16.9	Marine Dr j/w Amberley Dr	A259 Fishersgate Terr j/w Brambledean Rd	Seafront, Worthing town centre, Splashpoint, Shoreham town centre, Southwick local centre, development sites	Goring Greensward (Village Green), width of seafront path, A259 Brighton Rd highway width
201	Secondary	7.8	Sea Lane Ferring	Brougham Rd j/w A259 Brighton Rd	Goring local centre, Goring Rd shops, Our Lady of Sion School, Worthing town centre, Worthing Hospital, East Worthing local centre	A259 Richmond Rd and Lyndhurst Rd highway width
202 West	Secondary	9.6	Goring Way j/w Singleton Crescent	South St j/w A2025 Grinstead Lane	Chatsmore High School, Durrington employment zone, West Worthing local centre, Worthing town centre, railway stations, Worthing Hospital, Davison High School, Lancing local centre	A2031 Tarring Rd/Teville Rd highway width, on-St parking and trees in footway, access to allotment site, Western Rd rail bridge
202 East	Secondary	6.9	Cecil Pashley Way j/w New Salts Farm Rd	Basin Rd South at District boundary	Shoreham Airport, Shoreham town centre, railway stations, Shoreham Academy, Southwick local centre	Private land at Shoreham Airport, A259 Norfolk Bridge highway width, Middle Rd highway width
203	Secondary	4.2	Palatine Rd j/w A2032 Littlehampton Rd	Georgia Avenue j/w Beaumont Rd	West Durrington employment zone, Worthing High School, Bohunt School, St Andrew's High School	Residential Rds highway widths and on-St parking, crossing of A24
210	Primary	17.7	A259 j/w Ferring Lane	A270 Old Shoreham Rd j/w Applesham Way	Northbrook College, West Durrington employment zone, Durrington High School, Worthing College, Lyons Farm retail and business park, Sompting local centre, Robert Woodard Academy, New Monks Farm, Lancing College, Southlands Hospital, Holmbush retail park	Capacity at key junctions, A2032 Poulter's Lane highway width, Broadwater Village Green, A27 Upper Brighton Rd highway width
211	Secondary	6.3	Romany Rd j/w Yeoman Rd	Harrison Rd j/w Dominion Wy	West Durrington retail and business parks, Worthing College, BRdwater local centre, BRdwater business park	Residential Rds highway widths, trees in verge
212	Secondary	2.2	A27 at Arun boundary	A27/A24 junction at Offington Corner	Worthing College	A27 Arundel Rd highway width
300	Secondary	3	Titnore Lane j/w Titnore Way	Aldsworth Avenue j/w Marine Drive	West Durrington development, Northbrook College, Chatsmore High School	A2032 Goring Crossways crossing, highway widths
301	Secondary	3.3	Titnore Way j/w Titnore Lane	Sea Lane j/w Marine Drive	West Durrington development, West Durrington employment zone, Goring local centre, Goring railway station, Seafront	Railway subway
302	Secondary	6.5	Bost Hill j/w A24 Findon Rd	George V Avenue j/w West Parade	Durrington employment zone, Goring Rd shops, Worthing Leisure Centre, development sites, Durrington railway station, Seafront	Residential Rds highway widths
303	Secondary	3.7	A2031 Offington Lane j/w A27 and A24	Grand Avenue j/w West Parade	West Worthing local centre, West Worthing railway station, Seafront	Highway widths, capacity at Thomas A Beckett junction
304	Secondary	2.6	South Farm Rd j/w A2032 Poulter's Lane	West Buildings j/w Marine Parade	Worthing High School, Our Lady of Sion School, Worthing town centre, Worthing railway station, Seafront	Highway widths, Broadwater Village Green, West Buildings one-way St
310	Primary	6.1	A24 Findon Rd j/w Bost Hill	South St j/w Marine Parade	Findon local centre, Worthing College, BRdwater local centre, Northbrook College, Worthing High School, Worthing railway station, Worthing town centre, Teville Gate development site, Seafront	A24 Warren Rd highway width, A24 Broadwater shops highway width and parking, capacity at key junctions

## Summary of proposed cycle routes with key constraints continued

Route	Class	Km	Start Point	End Point	Trip Generators	Key Constraints
311	Secondary	3	Morland Avenue j/w Upper Brighton Rd	The Steyne j/w Marine Parade	Lyons Farm retail and business park, BRdwater business park, St Andrew's High School, Worthing Hospital, Worthing town centre, Seafront	B2223 Dominion Rd crossing, narrow railway subway, A259 High St highway width
312	Secondary	3.1	Loose Lane j/w West St	B2223 Ham Rd j/w A259 Brighton Rd	West Sompting Strategic Allocation, BRdwater business park, Davison High School, East Worthing local centre, East Worthing railway station, Seafront	Private farm land and West Sompting development, B2223 Ham Rd highway width
313	Secondary	3.1	Halewick Lane j/w Howard Rd	Western Rd j/w A259 Brighton Rd	Sompting local centre, Lancing business park, Brooklands Park, Seafront	Western Rd highway width, A259 Brighton Rd crossing
320	Primary	2	Grinstead Lane j/w A27 Old Shoreham Rd	The Perch on Lancing Seafront	New Monks Farm, Lancing local centre, Lancing railway station, Seafront	A2025 South St highway width
321	Secondary	2.7	Cecil Pashley Way j/w Old Shoreham Rd	Kings Crescent j/w West Beach Rd	Shoreham Airport, Seafront	Private land at Shoreham Airport, A259 Brighton Rd crossing
330	Primary	4.4	Disused Cement Works	A259 High St j/w East St	Downs Link, Shoreham town centre	A259 High St highway width, crossing of A283 at Ropetackle
331	Secondary	1	The Drive j/w Downside	Buckingham Rd j/w Rosslyn Rd	Shoreham town centre, Shoreham railway station	Highway widths
332	Secondary	1	New Barn Rd j/w A27 bridge	Hammy Ln j/w Middle Rd	Southlands Hospital	Highway widths
333	Secondary	1.6	Upper Kingston Lane j/w Hawkins Crescent	Kingston Lane j/w A259 Brighton Rd	Shoreham Academy	A270 Old Shoreham Rd crossing, highway widths
334	Secondary	1.6	Mile Oak Rd j/w Ridgeway	Watling Rd j/w Park Lane	Southwick local centre, Southwick railway station	B2167 Watling Rd highway width



**85%**

of all local people  
asked support  
proposed primary  
& secondary  
walking zones

# Glossary of terms

## Advanced Stop Line (ASL)



A second stop line at traffic signals for cycles, ahead of the stop line for motor traffic, with a waiting area marked with a cycle symbol and extending across some or all of the traffic lanes. Some ASLs are accessed by a cycle lane.

## Bus gate



An entry point across a road where only buses (and possibly cycles and/or taxis) are allowed through. It can be enforced by signs, lifting bollards and/or cameras.

## Continuous footway



A way of providing priority for people walking over turning vehicles at side roads by continuing the footway surface across the junction, providing strong visual priority to pedestrians. A 'continuous cycleway' can be added in a similar way for a cycle lane or track.

## Contraflow cycling



Where cycles are allowed to travel in both directions on streets that are one-way for motor traffic. It can be implemented using lane markings and signing (with or without some form of physical protection), or by using signing only at the entrance to the contraflow section.

## Footway (pavement)



A part of the highway for sole use of people walking. Where a footway runs alongside a road, it is commonly referred to as a pavement (see 'Shared use').

## Floating bus stop (bus stop bypass)



A way to continue a cycle lane or track behind a bus stop so that cycles do not have to interact with buses. May be at the same level as the footway, or kerbed, and some have zebra crossings for bus passengers to cross the cycle area.

## Light segregation



The use of intermittently placed objects, such as bollards, posts or a low kerb, to separate and protect a cycle facility (usually a mandatory cycle lane) from motor traffic.



### Cycle bypass



A form of physical separation for cycles enabling them to avoid a restriction for other road users such as traffic signals and chicanes.

### Cycle lane - advisory



A dashed white line marking out a strip along the carriageway intended for cycles. Motor vehicles should not enter the lane unless it is unavoidable but are not legally prohibited from doing so.

### Cycle lane - mandatory



A solid white line marking out a strip along the carriageway for the exclusive use of cycles (usually full time but may be limited hours only). Motor vehicles are legally prohibited from driving in the lane.

### Cycle parking



Formal provision for locking cycles, ranging from hoops ('Sheffield stands') to lockers and compounds. Cycle parking should be fit-for-purpose, secure and well located, and allow all types of cycles to be parked.

### Dropped kerb



A feature to allow people walking to avoid the need to step up or down, usually at formal crossings. Must be flush so that wheelchair and pushchair users have easy level access.

### Foot/cycle bridge



A bridge crossing any road or other barrier for use by pedestrians, possibly shared with cycles. May be ramped and should not be stepped only to allow inclusive use.

### Liveable neighbourhood



An area of streets (usually mostly residential) where through motor traffic is removed or reduced and calmed to provide a better, more liveable neighbourhood to support walking, cycling, play and community use.

### Modal filter (road closure)



A permanent or part-time road closure for motor traffic with access for pedestrians and cycles. It may be enforced by physical measures or signs only (and in London only by cameras).

### Narrowing



Physical narrowing of the carriageway on one or both sides to shorten pedestrian crossing distances, with dropped kerbs or flush raised table and tactile paving.

### Parallel crossing



A crossing similar to a zebra crossing, which can be used by cycles as well as pedestrians. May be on a raised table.

### Parklet



A small landscaped area with features such as planting, seating or other public realm features, usually located in place of a former car parking space .

### Pedestrian/cycle refuge or island



A physical island in the carriageway to support pedestrian (and sometimes) cycle crossing movements, as well as cycle right turns. May be on a raised table. Should be wide enough to accommodate all users.

# Glossary of terms continued

## Pelican crossing



A signal controlled crossing for pedestrian use only. May be on a raised table.

## Public realm improvements



Measures which improve the look and feel of an area, including improvements like tree planting, seating, art and other features to make public spaces more attractive.

## Raised table



A raised section of the carriageway, used to slow traffic and make it easier for pedestrians to cross.

## School Street



Section of street outside a school with restricted access during school pick-up and drop-off times, enforced by bollards, signs or (in London only) cameras.

## Side road zebra markings



Zebra markings across the mouth of a side road junction without Belisha beacons. These are not yet legal – if approved they will formalise and strengthen pedestrian priority that already exists in Highway code rule 170.

## Single stage crossing



A crossing point where pedestrians and/or cycles are able to cross a road or junction in one movement without having to wait on a refuge island.

## Tactile paving



Paving that helps people with visual impairments to understand the street environment by using changes in texture or colour.

## Toucan crossing



A signal controlled crossing that can be used by both pedestrians and cycles. May be on a raised table.

### Segregated cycle track



A cycle facility, physically separated from areas used by motor vehicles and pedestrians. It may be next to, or completely away from the carriageway.

### Separation



A physical feature separating space used by cycles and pedestrians on a traffic-free path, such as a kerb, white line or surfacing in different colours or materials.

### Shared use path



A path which is shared by pedestrians and cycles but where motor traffic is not permitted. It can include footways alongside carriageways as well as routes completely away from roads, like in parks.

### Side road treatment



Features which slow traffic turning in or out of a side road and enable easier pedestrian movement across the junction head. May include narrowing, tightening of corners and/or a raised table.

### Traffic calming



Features which physically or psychologically slow traffic such as speed humps.

### Underpass / subway



A crossing under a road or other barrier for use by pedestrians, possibly shared with cycles or with an adjacent section for cycling. Usually ramped and should not be stepped only to allow inclusive use.

### Wayfinding



Over-arching term for measures to help people orient themselves and navigate from place to place. Includes directions signs both off and on a carriageway / path, surface markings, maps and any other information to assist pedestrians and cyclists with route planning.

### Zebra crossing



Pedestrian only crossing with Zebra markings and Belisha beacons. May be on a raised table.







## APPENDIX 2

### Adur & Worthing LCWIP – analysis of responses - initial outputs

Consultation responses are still being analysed due to the high volume of comments received. Initial outputs are as follows:

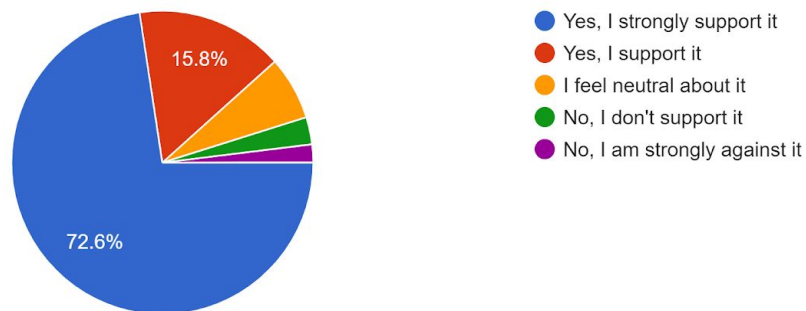
- Over 350 responses were received under the LCWIP consultation - an incredibly positive response
- 88% supported the principle of improving cycling infrastructure
- 84% supported the principle of improving walking zones
- There were 191 comments on how cycle routes could be improved
- There were 77 comments on how walking zones could be improved
- Many of these related to opposition to the route through Chesswood Allotments (route 202) and Ilex Way (route 201)

### Online Portal

There were 312 questionnaire responses from individuals via the online portal. The following charts illustrate responses to some of the key questions:

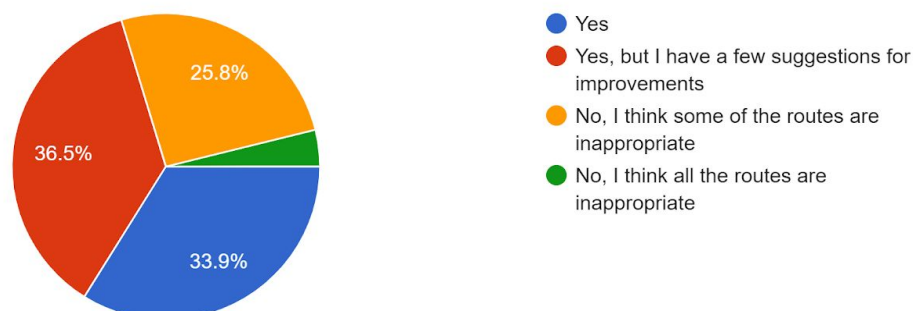
Do you support the principle of improving the cycle network?

310 responses



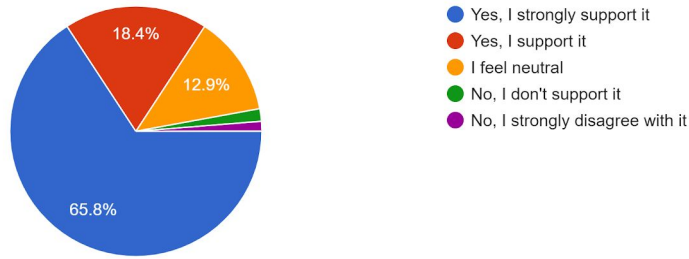
Are you happy with the primary and secondary cycling routes that have been outlined in this plan?

310 responses



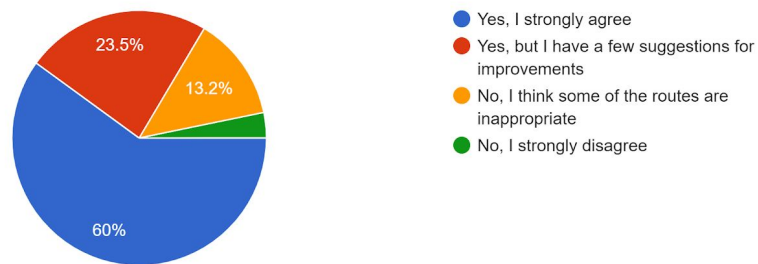
Do you support the principle of identifying and improving walking zones?

310 responses



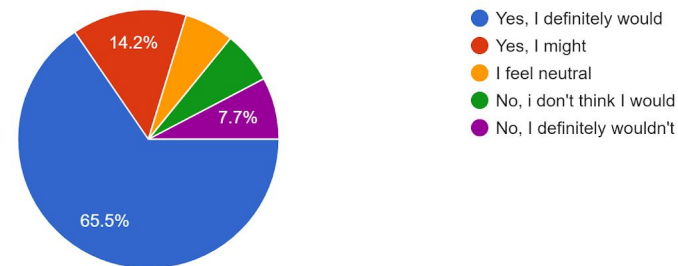
Do you agree with the primary and secondary walking zones that have been identified in this plan?

310 responses



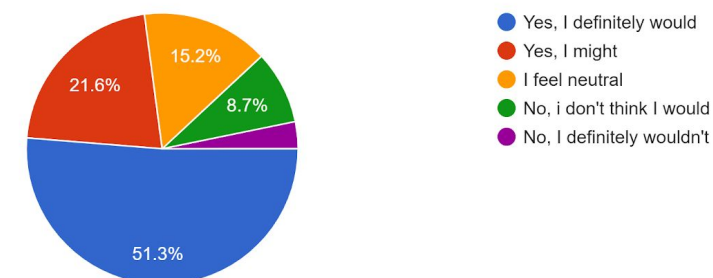
If cycling infrastructure was improved and made safer and easier, would you cycle more?

310 responses



If walking infrastructure was improved and made safer and easier, would you walk more?

310 responses



**Question: Cycling routes**

***“Please outline the changes you would like to see – where possible please use route numbers shown on the plans for reference. Where available please include a justification / evidence for your suggestion (500 words max)”***

**Analysis of comments:**

<b>Response topics</b>	<b>Description</b>	<b>No. of comments</b>
Specific safety issue	Safety issues at specific sites will be raised	<b>20</b>
Specific issue (allotments)	Comment regarding the proposals for cycle and pedestrian access through allotments	<b>31</b>
Specific issue (Greensward/Ilex)	Comment regarding proposals for the Greensward and Ilex	<b>29</b>
Additional route suggestion (may not specify)	Comments suggesting either specific routes not included in the LCWIP or more general unspecific suggestion e.g. for an area	<b>37</b>
Route design suggestion/issue (or query with LCWIP primary/secondary designation)	Comments about design issues with proposed primary or secondary routes or questions over the designation of those routes	<b>44</b>
Route connectivity issue	Issues over design of proposed routes and how they connect to each other or to key destinations	<b>6</b>
Surfacing/maintenance issue	Request for better surfacing or maintenance, may or may not be site specific	<b>11</b>
Lighting	Request for lighting of route/routes	<b>1</b>
Access issue (includes suggested closure or change of permissions on paths etc.)	A mix of requests over improved access for walkers and cyclists and restrictions in access for motor vehicle users.	<b>7</b>
Against shared use	Comments broadly opposing use of shared use paths	<b>8</b>
Control/management issue (includes policing)	Comments requesting better policing and management of paths and routes, e.g. control of dogs, cycle speeds, car parking etc.	<b>5</b>

Non cycle specific measures	Requests for improvements such as 20 mph zones and traffic calming that are not cycle specific	<b>4</b>
Clarity of draft LCWIP document	Questions over the clarity and content of the draft LCWIP document	<b>4</b>
Cycle parking	Request for improved cycle parking. Very few in this section of comments as this is covered in a different question	<b>3</b>
Generalised comments	Comments that were very unspecific and while not negative did not inform the discussion	<b>3</b>
Other, mainly opposed views	A catch all category for the less constructive and supportive comments. One or two comments may not be strictly negative or unsupportive	<b>11</b>

#### Question: Cycling - top 3 routes

***‘There are a number of routes on this plan, both primary and secondary. Please can you identify the top THREE routes (or sections of route) that you consider should be a priority for improvement?’***

Of the around 180 responses that indicated support for specific routes, the following table shows the level of support for different routes.

#### Support for different routes - favourites shown in red

	1 <sup>st</sup> preference	2 <sup>nd</sup> preference	3 <sup>rd</sup> preference	TOTAL
<b>200</b>	<b>72</b>	<b>34</b>	<b>20</b>	<b>126</b>
201	8	6	7	21
<b>202</b>	<b>33</b>	<b>24</b>	<b>26</b>	<b>83</b>
203	0	2	2	4
<b>210</b>	<b>24</b>	<b>36</b>	<b>20</b>	<b>80</b>
211	2	3	0	5
213	1	0	0	1
300	1	2	1	4

301	1	1	1	3
302	3	3	0	6
303	0	1	0	1
304	1	3	1	5
<b>310</b>	<b>22</b>	<b>19</b>	<b>5</b>	<b>46</b>
311	1	5	3	9
313	2	2	0	4
320	1	3	7	11
330	2	2	9	13
331	1	5	2	8
332	0	1	0	1
333	0	1	2	3
334	0	2	0	2

Combining the three preferences, there is a clear indication of support for the following routes as the top four priorities:

- Route 200 Seafront route. Marine Drive Goring, j/w Amberley Drive to A259 Fishersgate Terrace j/w Brambledean Road.
- Route 202 Goring Way, Worthing to Basin Road South at Adur District boundary
- Route 210 Goring–Fishersgate. A259 j/w Ferring Lane A270 to Old Shoreham Road j/w Applesham Way.
- Route 310 A24 Findon Road j/w Bost Hill to South Street j/w Marine Parade

**Question:**

***“What else could make cycling easier and safer in Adur and Worthing?”***

The chart below shows the level of support for each answer. *Answers in order of greatest renumber of responses.*

Response topics	Description	Number of respondents that selected this
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Cycle parking a. Racks b. Secure parking c. Both racks & secure	Respondents chose: Racks 43 Secure parking 65 Racks & secure parking 75	<b>183</b>
Signage	Any form of signage either on posts etc. or painted on carriageway etc.	<b>166</b>
Cycle campaigns and education	This was broadly interpreted by respondents to mean positive campaigns to encourage more cycling, and educational campaigns aimed at drivers and non-cyclists to bring better behaviour towards cyclists and a minority of respondents who wanted campaigns aimed at cyclist to make them behave better.	<b>126</b>
Motor vehicle restrictions and enforcement	Anything that translated as restrictions on motor vehicles and enforcement. E.g. filtered permeability, motor traffic free zones, tackling pavement parking, traffic calming and lower speed limits. Enforcement against close passing	<b>39</b>
Infrastructure	Anything that translated into a request for a form of infrastructure	<b>37</b>
Cycle enforcement and anti-cycling measures	This is a mix of enforcement of cycle lighting, anti-social cycling and other more draconian suggestions such as banning cycling from roads etc.	<b>16</b>
Maintenance	Of surface, cycle infrastructure, street furniture, cycle racks etc.	<b>9</b>
Remove shared paths	While there were a few requests for more sharing of pavements (recorded as infrastructure) there were more against the use of shared use paths	<b>5</b>
Lighting	Lighting	<b>3</b>
Cycle training	A small mix from Bikeability to tests etc.	<b>2</b>
Bike carriage on public transport	As stated (e.g. facilities on trains)	<b>1</b>

**Question: Walking zones**

***“Please outline the changes you would like to see – where possible please identify which zone you are referring to. Where available please include a justification / evidence for your suggestion (500 words max)”***

Answers in order of greatest renumber of responses

<b>Topics 4</b>	<b>Description</b>	<b>Number of respondents that selected this</b>
Route or core zone suggestions (may not be specific)	There are a number of requests to enlarge core zones and also more generally over how they were designated	<b>17</b>
Allotments	A number restated their opposition to access through the allotments	<b>12</b>
Against shared use	As stated	<b>7</b>
Specific safety or design improvements	Safety and design issues at specific sites	<b>5</b>
General improvements to walking environment	Quite wide and general comments e.g. “The areas should be safe and pollution free.”	<b>5</b>
Clarity of draft LCWIP	Negative comments about the clarity and format of the Draft LCWIP.	<b>3</b>
Other comments	Comments that while not necessarily negative are nonetheless unconstructive	<b>3</b>
Environmental enhancement	Requests to make the walking environment nicer with planting etc.	<b>2</b>
More pedestrian priority	As stated	<b>2</b>
Pavement parking ban	As stated	<b>2</b>
Access restrictions	For motor vehicles	<b>2</b>
Motor traffic reduction	As stated	<b>2</b>
Control and/or management	To manage shrubbery in private gardens encroaching on paths. To control of speeding cyclists & mobility scooters on prom	<b>2</b>
Maintenance issues	As stated	<b>1</b>

Lighting	As stated	1
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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 7

Key Decision: Yes

Ward(s) Affected: All

## **Collaboration with WSCC on Procurement of a Countywide Electric Vehicle Charging Points Network**

**Report by the Director for Digital & Resources**

### **Executive Summary**

#### **1. Purpose**

- 1.1. 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.
- 1.2. The Strategy sets 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. This aim is to provide renewable energy charging primarily for those residents who do not have access to off road parking and would be unable to switch to EV without public charging.
- 1.3. Adur & Worthing Councils, along with the other Districts and Boroughs across West Sussex, have been invited to collaborate with WSCC in 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.
- 1.4. The WSCC EV network solution will 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.

- 1.5. Subject to Member approval, Adur & Worthing Councils (A&WCs) participation in the procurement of an EV network will 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.

## **2. Recommendations**

- 2.1. It is recommended that the Joint Strategic Committee agrees to:
  - 2.1.1. note 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
  - 2.1.2. To delegate to the Director for Digital and Resources in consultation with the Leaders, the authority 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 the Worthing and Adur Districts and to enter into a contractual arrangement with the preferred concessionaire as a result of the WSCC procurement process and;
  - 2.1.3. Delegate to the Director for Digital and Resources in consultation with the Leaders, the authority 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.

### 3. Context

- 3.1. Transport contributes to over a third of the carbon emission across Adur & Worthing. Encouraging residents to switch to low emissions vehicles is one of the key ways to reduce these emissions.
- 3.2. Emissions from transport also impact on air quality. Air pollution hotspots have required the establishment of three Air Quality Management Areas across Adur and Worthing, all declared due to high Nitrogen Dioxide emissions primarily from transport.
- 3.3. Under the Automated and Electric Vehicles Act 2019, the Government plans to ban new petrol and diesel cars by 2040, and the Office for Low Emission Vehicles aims for all vehicles to be low emission by 2050.
- 3.4. There has been a steady increase in electric car sales in the UK and with it a predicted sharp increase in demand for public charge points, however, EV ownership remains impractical for 30% of households, who do not have access to off road parking.
- 3.5. One of the main barriers to increased take-up of low emissions vehicles is the lack of charging infrastructure. The 2019 WSCC resident's survey on EVs received 1339 responses of which 57% stated the lack of public charging is preventing them from switching to EV. The proposed WSCC EV network aims to address this, securing a well dispersed, publicly accessible charging network both on and off street.
- 3.6. In December 2019, West Sussex adopted the West Sussex EV Strategy, which states: *Our vision for the County is that when residents travel by car and small van they choose ultra-low emission vehicles, and travel in a carbon neutral way.* The Strategy has three aims:
  - 3.6.1. *At least 70% of all new cars in the county to be electric by 2030;*
  - 3.6.2. *There is sufficient charging infrastructure in place to support the vehicles predicted to be reliant on public infrastructure to charge; and*
  - 3.6.3. *To ensure a renewable energy source for all charging points on County Council land or highway.*
- 3.7. To incentivise uptake of EVs, WSCC is also exploring different charging mechanisms for controlled parking zones, including differential charges for residential parking permits for low emission vehicles.

- 3.8. The modelling work carried out by WSCC estimates that to achieve their 70% target across West Sussex there will need to be 3,305 public charging points by 2025, and 7,346 by 2030.
- 3.9. To deliver the Strategy, WSCC will be procuring a concession contract to install a network of EV charge points across the county. With the option to extend, the 7 year concession contract will be delivered entirely by the preferred supplier, who will be responsible for joint planning, funding, building, marketing and operating the publicly accessible EV charge point (EVCP) network across West Sussex. The contract will also provide an on-going 24/7 service (including the management of payments and support), maintenance and repair to ensure the network is fully operational at all times. The contract will be made available to community landowners across the County in addition to Districts and Boroughs (eg. Parish Councils, Community Hall Charities). All are invited to be partners to the concession contract. The ambitions for the contract is set out in WSCC's aspiration document, attached at Appendix 1.
- 3.10. Adur & Worthing Councils have committed to *shift to sustainable transport and improve air quality through increasing the availability of EV charging infrastructure throughout Adur and Worthing (Platforms for Our Places at commitment 3.7, and under SustainableAW 'Sustainable Transport' theme)*. Through the Climate Emergency declaration and the UK100 Cities Pledge, the councils have committed to reduce carbon emissions across Adur and Worthing.
- 3.11. The Councils' Air Quality Action Plans also contain commitments to increase EV charging points across Adur & Worthing and to promote EV's in order to reduce air pollution from vehicles run on combustion engines.

#### **4. West Sussex EV Solution**

- 4.1. WSCC proposes a countywide EV network solution under a no cost model for installing off-street charge points on community owned land; and on-street on Highways land. The network is focused on providing charging infrastructure for residents that do not have off-street parking suitable for home charging. Early engagement with potential commercial partners indicated that a concession contract would provide the best mechanism to achieve the objectives of the WSCC EV Strategy.
- 4.2. WSCC plans to commence procuring in July 2020 a commercial partner to assist with planning a network of charge points across the County, and then to install and operate the network. It has started dialogue with District and

Borough Councils to form a partnership and work with the commercial partner. The overall aim is to have one network provider delivering a cohesive network across the County.

- 4.3. By installing at scale it will be possible to take a 'Portfolio Approach' to the network, with a mixture of commercially attractive sites as well as those that are less viable. Any council (district / borough / parish) or community land owner will be able to access the contract when awarded.
- 4.4. Collaboration with the County Council would be formalised via an Inter Authority Agreement.
- 4.5. As a minimum all energy to deliver the service to customers will be sourced from 100% renewable energy backed by REGO certificates, delivering zero carbon charging.

## **5. Next steps**

- 5.1. The County Council has drafted an Inter Authority Agreement for all parties wishing to work collaboratively including securing a commercial partner. This will be finalised and signed by the participating Districts and Boroughs.
- 5.2. WSCC will develop the contract, consulting with District and Borough representatives. WSCC then intends to issue the Invitation to Tender on 1st July and award the contract mid October 2020.
- 5.3. Once a commercial partner has been secured the potential sites across the County will be reviewed by the contractor. This will include County Council land and any public sector organisations that join the partnership. Much of the first year will focus on collating the sites into a network and to survey the sites to determine which ones can be connected to the electricity grid. The latter will be carried out by the commercial partner. There is potential for some District and Borough Council sites to have EVCPs installed in the early phases of the project possibly as soon as late 2020.
- 5.4. A draft list of potential sites on Adur District and Worthing Borough Council for EVCPs has been developed (see Appendix 2). Not all of the car parks will be suitable for charge points. For example, with some car parks the cost of the grid connection will be prohibitive. A finalised list will need to be provided to WSCC for inclusion with the tender documents. Leased sites that may be suitable subject to agreements with the tenants will also be added.

## **6. Issues for consideration**

- 6.1. Given the recognised need to increase the number of EVCPs available to Adur and Worthing residents, the council has the option of either working with WSCC on the county-wide network through the concession contract or finding resources and/or funding to deliver a bespoke network separately.
- 6.2. To date, Adur & Worthing Councils have installed EVCPs at 4 sites:
- 6.2.1. High Street multi storey car park;
  - 6.2.2. Brooklands Western Road surface car park;
  - 6.2.3. Pond Lane surface car park, and
  - 6.2.4. Lancing Manor surface car park, Lancing Leisure Centre.
- 6.3. **Advantages of partnering with WSCC on their EV Network Solution through a Concession Contract:**
- 6.3.1. Financial risks to A&WC are minimal;
  - 6.3.2. Procurement will be managed by WSCC, reducing demand on A&WC resources;
  - 6.3.3. A relatively prompt roll out: WSCC intends to award the contract in Autumn 2020, the first charge points could be installed during the same financial year.
  - 6.3.4. EVCP installers will be attracted to the scale of the opportunity whereas A&WC's previous small scale approach has shown not to attract market interest;
  - 6.3.5. Aside from possible legal costs associated with leasing our land to the service provider, there are no significant upfront costs for the council;
  - 6.3.6. A concession charge point operator across a wide area is generally more incentivised, leading to a better end-user service;
  - 6.3.7. The supplier will be required to source renewable energy to guarantee maximum reductions in carbon emissions;
  - 6.3.8. A&WCs may receive a modest income. It is anticipated that all partners will gain a small revenue stream from the installation of the charge points. It is proposed that this will be achieved by including a small increase in the price per kWh charged to the consumer. The total return achieved from the portfolio of EVCPs will be distributed amongst the partners in proportion to the number of EVCP sockets on their land, after a proportion of the income generated has been retained by WSCC to fund the management, and potential further development, of the contract;
  - 6.3.9. At the end of the contract, the supplier will be responsible for removing the charge points, and make good the land at their own cost. The

councils will retain ownership of the underground electrical connections and cables, valuable for future networks;

- 6.3.10. The concessionaire takes the maintenance and technical costs and risk as they are responsible for maintaining, updating and refreshing the equipment and software, future proofing the network;
- 6.3.11. The WSCC portfolio approach means that Adur and Worthing's less viable sites are more likely to receive EVCP installations as well as the more viable ones, ensuring a more even spread across the area; and
- 6.3.12. The scheme will improve and expand significantly provision of electric vehicle charging infrastructure across the borough to meet existing and future demand and encourage the shift away from petrol and diesel vehicles.

#### 6.4. **Disadvantages of partnering with WSCC on their EV Network Solution through a Concession Contract:**

- 6.4.1. Potentially reduced income compared to full ownership; and
- 6.4.2. Potentially less control over EVCP sites.

- 6.5 Given the greater advantages provided by partnering with WSCC on their EV countywide Concession Contract, it is recommended that Adur District Council and Worthing Borough Council proceed to work with the County on their EV network solution.

### 7. **Engagement and Communication**

- 7.1. WSCC have been working since early 2019 with A&WC officers from Sustainability, and Environmental Health on their proposed network approach.
- 7.2. In April 2020 WSCC presented to a wide group of key Officers and Heads of Service, including Sustainability, Procurement, Legal, Finance, Parking Services, Environmental Health and Estates.
- 7.3. A&WC Legal Team has reviewed and input to the Inter Authority Agreement. Procurement and other officers have reviewed and input to the draft Aspiration Document; Tender Specification and Tender Method Statement Questions. A&WC Legal team will review and input to the draft contract once drawn up by WSCC Legal Department.
- 7.4. AWC Officers have contributed to a list of potential EVCP sites to help shape the network. The draft list is attached at Appendix 2. The sites have been reviewed by Parking, Estates, and other departments, and further consultation

will be carried out before this list is finalised and submitted to WSCC for inclusion in the contract.

- 7.5. A Project Board will be established by WSCC which will be responsible for the strategic direction and supervision of the Project, within any policies and instructions of each Authority. The Board will comprise representatives of each Authority; and be chaired by the Lead Authority Representative (WSCC).

## **8. Financial Implications**

- 8.1. The installation of the charge points will be via a concession contract and will be delivered entirely by the preferred supplier. As such there is no requirement for the Councils to provide any capital funding. There will be no maintenance cost liabilities for the Councils, as the installation, operation and maintenance is the liability of the service provider.
- 8.2. All resources to deliver and manage the partnership contract can be met from within existing resources. The concession contract will return some revenue from the successful utilisation of the charge points but it is not expected to be significant.
- 8.3. Each LA partner will set their own strategy for charging rates for EVCP users, and it will be expected that partners will manage this element separate to the pricing structure for vehicle charging.
- 8.4. All councils will be expected to enter bids for grants for the On-Street Residential Charging Scheme from The Office for Low Emission Vehicles (OLEV). The supplier will provide to the councils the necessary information in the correct format to submit a bid.

## **9. Legal Implications**

- 9.1. If applying for grant funding for the On-Street Residential Charging Scheme from The Office for Low Emission Vehicles (OLEV) the Councils must ensure that they comply with any relevant grant funding terms and conditions when spending any allocated funds and procure a supplier for this purpose in accordance with its Contract Standing Orders and Public Contract Regulations 2015.
- 9.2. In enabling WSCC to procure for the Concessionaire to install the EV units on its behalf, the Councils must ensure that the procurement is compliant with the Public Concession Regulations 2016 as well as their own Contract



Standing Orders. West Sussex County Council has confirmed its intention to carry out a fully compliant OJEU procedure to procure for the contractor in compliance with the Public Concession Regulations 2016.

- 9.3. Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 9.4. Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 9.5. s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 9.6. Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.
- 9.7. In granting leases for the location of the EV Pods to be installed by the Concessionaire, the Councils must have regard to Section 123 Local Government Act 1972 which places an obligation on local authorities to dispose of land for best consideration, which is not limited to the monetary purchase price, but may include other elements in the transaction, provided those have a quantifiable commercial or monetary value.

### **Background Papers**

- [WSSC adopted Electric Vehicle Strategy](#)
- [Report to JSC 03.12.2019: Platforms for Our Places: Going Further](#)
- [Report to JSC 03.12.19 SustainableAW](#)
- [Air Quality Action Plans](#)

### **Officer Contact Details:-**

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## Sustainability & Risk Assessment

### 1. Economic

- Availability of EV Charging Infrastructure is crucial for local communities to transition to low carbon transport, and for Adur and Worthing to remain attractive to visitors, businesses and their staff as the UK transitions to the electrification of transport.

### 2. Social

#### 2.1 Social Value

- WSCC's portfolio approach aims to facilitate delivery of EVCPs across all areas of the county, servicing all communities, rather than just those which will get the highest usage and deliver the greatest returns.

#### 2.2 Equality Issues

- Although EVs currently cost more to buy than a petrol or diesel car, research predicts that EVs will achieve cost parity with conventional vehicles in the UK as early as 2021.
- 

#### 2.3 Community Safety Issues (Section 17)

- Matter considered and no issues identified.

#### 2.4 Human Rights Issues

- Matter considered and no issues identified.

### 3. Environmental

- The transition to electric vehicles is a key strand in the shift to cleaner air and low carbon transport.

### 4. Governance

- Adur & Worthing Councils' have committed to *shift to sustainable transport and improve air quality through increasing the availability of EV charging infrastructure throughout Adur and Worthing (Platforms for Our Places at commitment 3.7, and under SustainableAW 'Sustainable Transport' theme)*. Through the Climate Emergency declaration and the UK100 Cities Pledge, the councils have committed to reduce carbon emissions across Adur and Worthing.

## APPENDIX 1

### **WEST SUSSEX EV NETWORK Aspiration Document**

*(Developed by WSCC for inclusion in the tender documentation)*

#### **Leading the way to realise high ambitions**

*West Sussex County Council is ambitious about EV, recognising that it presents a way to help residents travel in a carbon neutral way. The Council want to see a 70% EV uptake across the county by 2030.*

*To meet demand on this scale, we estimate that across West Sussex will need up to 3,169 fast, and 136 rapid chargers by 2025, and 7,027 fast and 319 rapid chargers by 2030.*

*Although, we do not anticipate that all of these chargers will need to be delivered via our solution, and that the private market will deliver a proportion of these charges, we want to be actively leading the way, with residents seeing a rapid role out of chargers early in our relationship with our partner supplier.*

*We want the West Sussex Network to be seen as a class leader, that has played a proactive role in enabling residents to make the switch to EV.*

#### **What we want to see**

*One consistent, affordable, easy to use, reliable, widely accessible and recognisable charging network across the county, providing renewable energy charging.*

*Charger locations will reflect our aspirations around sustainable transport solutions.*

*Chargers will be found on street, in public sector car parks, and on community assets county wide, providing charging primarily for those residents who do not have access to off road parking, and would be unable to switch to EV without public charging.*

#### **No Drive? No Problem!**

*We know that West Sussex residents would prefer to charge their car at or near their homes. We also know that 30% of households do not have access to off road parking and will find it hard to make the switch to EV.*

*Providing chargers for these people is our number one priority. We want switching to EV an easy and real possibility for any West Sussex resident, whether you have a drive or not.*

*Based in residential areas, either at nearby hubs or on-street, chargers will provide a reliable and accessible local charging opportunity, in locations that won't require additional or unnecessary journeys to access.*

*As a primary charging source, we want to be able to replicate, as closely as possible, the cost and opportunities presented by charging at home.*

#### **West Sussex: A Range Anxiety Free Zone**

*We want all West Residents to be able to travel through out the county without worrying that they will run out of charge.*

*With chargers located on strategic routes any EV users will be able to get to where they need to go.*

#### **Right for West Sussex: A Portfolio Based Approach**

*We recognise that not all locations where EV is asked for and needed will be commercially viable, but that some sites have the potential to really fly.*

*We want all possible sites to be considered in the round, and we want to see a balanced portfolio of sites being delivered right from the start, with more profitable sites supporting less profitable.*

*An experience that is synonymous with affordability, quality, and reliability.*

*Residents are key to success and should be at the heart of the solution.*

*We want customers to be confident they understand what they are paying for, that the chargers will work when they need them, and they are supported when something isn't as it should be.*

### **Clear consistent pricing**

*We know that EV users want transparency when it comes to pricing structures. We want our network to be clear and easy to understand, so that customers know what they will pay to charge their car before they plug in.*

*They will understand the different charging options available to them, be able to make an informed choice as to their route to charge and know the prices for these will not change wherever they are in the county.*

### **Easy to Access**

*Customers will have a choice of options for accessing the chargers, and be able to decide which works for them.*

*We know that not all West Sussex residents are comfortable with app technology, so options must include RFID cards and Pay as you go as well as an app.*

### **High Profile**

*West Sussex residents will know about current chargers and future plans and how to shape them.*

### **Future Proofed**

*We want to see a network that is fit for the future and is limited against redundancy.*

*Although we understand that EV charging is a rapidly evolving technology, but we want to see chargers that last, that can stand the test of the time, without the need for rapid turnover, and disruption for customers.*

*When chargers are installed, we want them to be part of a planned growth programme so that if or when an upgrade is required, this is limited to above ground kit and more disruptive below ground works are not necessary.*

### **Innovation**

*With new technology comes new opportunities. We want West Sussex residents to benefit from new developments and evolutions in EV Charging, and want to see a network that provides the best available service.*

**APPENDIX 2**

**ADUR & WORTHING COUNCILS  
POTENTIAL SITE LIST FOR WSCC EV CHARGING INFRASTRUCTURE CONTRACT**

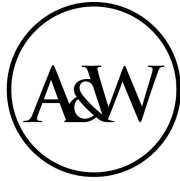
	Name	Location	Number of spaces	Existing EVCPs	Owned by
<b>WORTHING Car Parks</b>	High St MSCP (Guildbourne Shopping Centre)	High St, Worthing BN11 1NY	619	2 x 7kW Type 2 sockets. Pod Point	WBC
	Buckingham MSCP	10 Buckingham Road, Worthing BN11 1TH	259		WBC
	Lyndhurst Road CP (East & West)	Lyndhurst Road, Worthing BN11 2DG	203		WBC
	Beach House East CP	Brighton Road, Worthing BN11 2EN	27		WBC
	Beach House West CP	Brighton Road, Worthing BN11 2EN	94		WBC
	Worthing Civic Car Park	Stoke Abbott Rd, Worthing, BN11 1HE	New MSCP?		WBC
	Brooklands Western Road	Western Road, Lancing, West Sussex BN15 8RR	126	2 x 3kW, Type 2 sockets, Pod Point	WBC
	Brighton Road East CP	Brighton Road West Brighton Road Worthing BN11 2HP	18		WBC
	Brighton Road West CP	Brighton Road Worthing BN11 2HP	42		WBC
	Goring Road	Mulberry Gardens, Worthing, BN12 4NU	40		WBC

	Queen Street	Queen Street, Worthing, BN14 7BE			WBC
	Sea Lane	Sea Lane, Worthing, BN12 4HR	66		WBC
	Durrington Station	BN12 6BT	23		WBC
	Montague Centre	Liverpool Gardens, Worthing, BN11 1YJ	130		WBC
<b>ADUR Car Parks</b>	Pond Road	North Street, Shoreham, BN43 5DJ	85	2 x 7kW Type 2 sockets. Pod Point	ADC
	Tarmount Lane	Tarmount Lane, Shoreham BN43 6RQ	71		ADC
	Riverside	Ferry Road, BN43 5RU	47		ADC
	Southwick Square	16 Southwick Street, Southwick BN42 4FB	85		ADC
	Old Fort	2 Forthaven, Shoreham BN43 5HY	34		ADC
	Middle Street	Middle Street, Shoreham BN43 5DP	21		ADC
	North Farm Road	North Farm Road, Lancing BN15 9TD	64		ADC
	Littlecroft	Queensway, Lancing, BN15 9AY	26		ADC
	Beach Green	Beach Green, Shoreham, BN43 5YA	135		ADC
	Southwick Beach	BN41 1WD	105		ADC

Opportunity type	Name	Location	Number of spaces	Existing EVCPs	Owned by
<b>Car Parks leased to third parties</b>	Worthing Leisure Centre	Shaftesbury Ave, Worthing BN12 4ET	241		WBC
	Wadurs Swimming Pool	Kingston Broadway, Shoreham-by-Sea BN43 6TE			ADC
	Southwick Leisure Centre	Old Barn Way, Southwick, Brighton BN42 4NT			ADC
	Impulse Leisure Centre	Manor Rd, Lancing BN15 0PH		1 x rapid, 50kW, CHAdeMO, CCS, Type 2, SWARCO	ADC
	Sompting Parish Hall	West St, Sompting, Lancing BN15 0BE			
	Field Place	The Blvd, Worthing BN13 1NP			
<b>Parks</b>	Highdown Gardens	Highdown Rise, Littlehampton Rd, Goring-by-Sea BN12 6FB			
	Palatine Park	114 Palatine Rd, Goring-by-Sea, Worthing BN12 6JN			
<b>Recreation/ Sports Grounds</b>	Fishersgate Recreation Ground/ Eastbrook Manor	West Rd, Fishersgate, Portslade, Brighton BN41 1QH			
	Northbrook Recreation Ground	41 Romany Rd, Worthing BN13 3QS			
	Adur Recreation Ground	Brighton Rd, Shoreham-by-Sea, West Sussex BN43 5LT			
<b>Community Buildings</b>	Southwick Community Centre	Southwick Community Association, 24 Southwick Street, Southwick, BN42 4TE			
<b>Others</b>	Worthing Crematorium	Horsham Rd, Findon, West Sussex BN14 0RG			

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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 8

Key Decision: Yes

Ward(s) Affected: All

## Moving Forward with Citizen WiFi

### Report by the Director for Digital & Resources

#### Executive Summary

#### 1. Purpose

- 1.1. This report provides 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 is progressing well and is on schedule with more than 3,000 homes passed to date.
- 1.2. This report is focused on the next stage in the programme which is to provide **free Citizen WiFi** and an “internet of things” (IoT) network. These are key deliverables in Platforms for Our Places and have even greater importance for the post COVID-19 world, where digital connectivity will play a greater part in all our lives. Providing council-run Citizen WiFi to residents and visitors in key public places will put Adur and Worthing in really strong positions 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 have become regional leaders in digital infrastructure and with Citizen Wifi and IoT networks, they will add two new highly valuable layers to the civic digital platform.
- 1.3. The foundation of Citizen WiFi will be a brand new network infrastructure, installed in the new Cityfibre Fibre Exchange, with equipment owned by the Councils. This network, with services run by a newly procured broadband ISP supplier, will open up multiple opportunities for efficiencies in the way

connectivity is delivered in the future to our main buildings, sheltered housing, CCTV, as well as provide Citizen WiFi to public spaces and community centres. Establishing this new network infrastructure, coupled with the 30 year Right to Use of the dark fibre infrastructure to 83 council assets gives the councils a high degree of control over costs, and broad scope to innovate.

- 1.4. As reported in May 2019 to the Joint Strategic Committee, the extended public gigabit programme will see fibre installed at 83 of the councils' assets over the next 2-3 years, with construction work aligned to Cityfibre's fibre to the home programme.
- 1.5. Citizen WiFi access points will run from the new "dark fibre" connections being constructed at council assets, and these fibre points need to be activated or "lit" through the procurement of a network service provider. The provider will install and manage new network equipment and services - acting as the broadband ISP for the network which will also be used for fixed fibre broadband to assets such as sheltered housing, community centres and the councils' corporate buildings, subject to a full network review currently underway. Procurement of the ISP supplier is already well progressed, and the contract will be awarded subject to the approval of the recommendations in this paper by Joint Strategic Committee. This will trigger the installation of new network equipment in the Fibre Exchange and the establishment of "backhaul" connections to the internet.
- 1.6. The Citizen WiFi service itself (the access points and the WiFi managed service) will be separately procured around October 2020, following completion of a **Design Lab** exercise - being undertaken by consultants, funded by grant monies. This will define the user requirements for Citizen WiFi, with research undertaken with retailers, shoppers, visitors, freelancers, the digitally excluded and other user groups. The gigabit project is working closely with the councils' digital team to align their work with councils' network review to ensure the best possible design for our public service network as a whole.
- 1.7. This report outlines and seeks approval for the capital and revenue funding requirements that remain after a number of successful applications for grant funding, raising a total of £2.2m against a total project scheme cost of £3.7m. This has significantly reduced the capital demands on the Councils, from the £2.55m provision agreed by Joint Strategic Committee in May 2019, down to £1.5m.
- 1.8. The report briefly describes a range of potential revenue generating opportunities arising from the councils public connectivity platform. No

assumptions have been made about revenue generation in the financial forecast, meaning the financial model is cautious, with good prospects for further improving the position to that set out in the report.

## **2. Recommendations**

**2.1.** It is recommended that the Joint Strategic Committee:

i) Approves a revised capital budget of £3.7m, the increase is funded through external funding, the revenue consequences of which can be accommodated within the existing budgets.

ii) Notes that a procurement for Citizen Wi-Fi will be undertaken once the design lab (see 1.5) is complete.

iii) Approves a budget of £25k in 2020-21 funded from the inflation budget, which will enable the Councils to exploit opportunities in 20-21 to commence design and pilot testing of Citizen Wi-Fi. This approval would be on the basis that the Councils' return to the Committee in 2021-22 to update on the progress and status of network consolidation to reduce costs, and revenue generating activities that aim to address the revenue impact of Citizen WiFi expansion from 2022-23 onwards.

iv) Approves the release of £300k in the period 2021/22 - 2024/25, noting that this will 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 will enable the contract to progress.

## **3. Context**

**3.1.** In May 2019, Joint Strategic Committee received a report which outlined the opportunity for a substantial extension to the gigabit full fibre scheme which, in phase one, had connected our main buildings through Gigabit West Sussex, the very first project in the UK funded by the DCMS Local Full Fibre Fund.

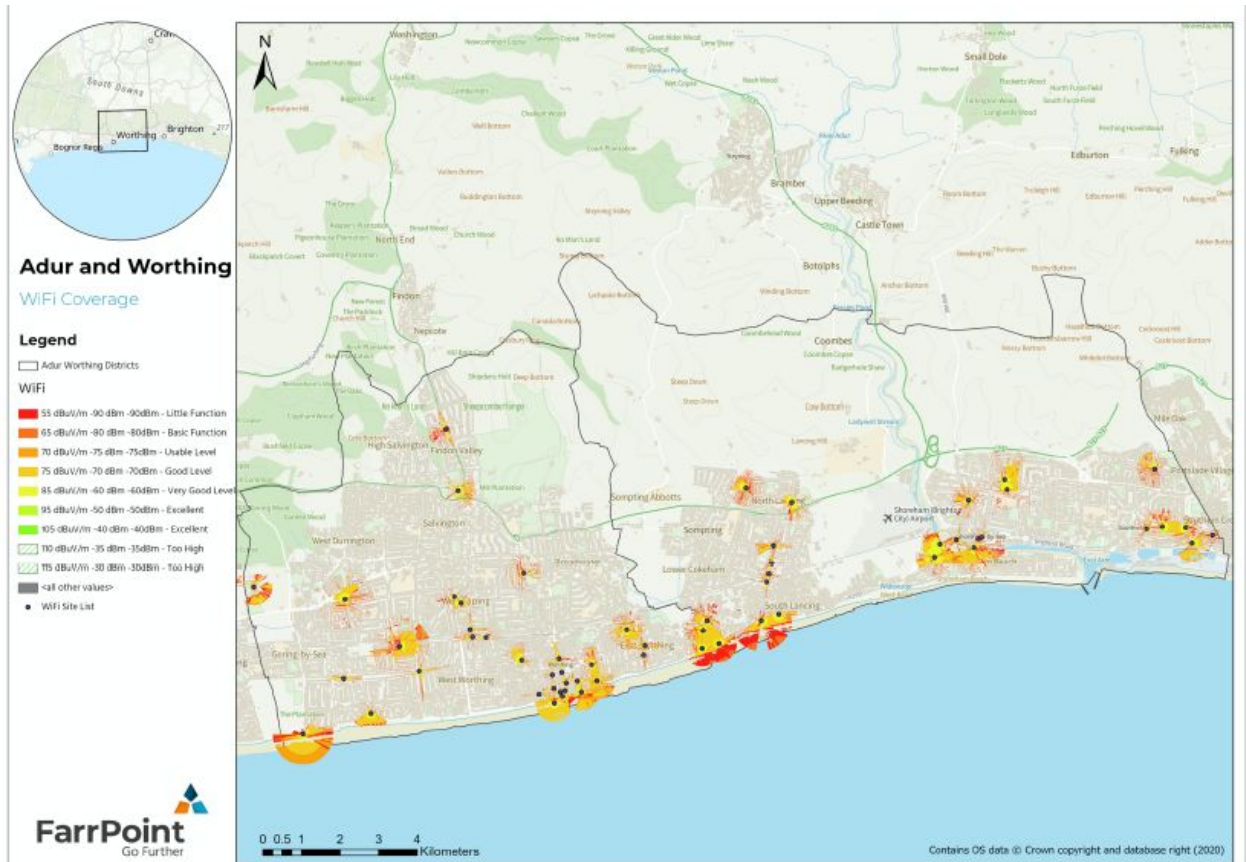
**3.2.** The extension would provide fibre connections to 83 council assets across Adur and Worthing, delivering sufficient fibre in the ground (enough of a footprint) to enable an additional commercial investment of £25m by the supplier Cityfibre, for "Fibre to the Home and Business". The large public sector extension would provide a highly valuable public fibre infrastructure on which to develop multiple additional digital public services for the benefit of the people and businesses of Adur and Worthing.

- 3.3.** At the time, West Sussex Leaders were developing their approach to funding digital infrastructure through the business rate pool, and Joint Strategic Committee were asked to provide a capital budget of £2.55m for the dark fibre project in advance of allocation decisions from the pool. This allowed progress to be made with a view to grant funding being received to meet some of the costs.
- 3.4.** As a result of the forward thinking decision by the Joint Strategic Committee, contracts were signed using the Gigabit West Sussex procurement framework, and progress was quickly made. A site was identified for the Cityfibre Fibre Exchange (network data centre) on council owned land, and subsequently Cityfibre announced a £25m investment in Adur & Worthing with the aim of connecting around 60,000 homes. The company rapidly constructed the data centre and have now dug fibre to 3,000 homes with active services expected to be marketed to residential customers from July/August 2020. The scope and scale of the programme is unprecedented in the south east, and Adur & Worthing Councils are known as regional leaders in digital infrastructure.
- 3.5.** The existing contract with Cityfibre will see the councils' 83 assets connected over the next 2-3 years. These include community centres, CCTV and sheltered housing sites, with capital payment only being due after successful delivery of 90% of sites. There is no separate public sector build programme in order to avoid disruption and cost, and our sites will be connected as the commercial programme passes them.
- 3.6.** As outlined in the May 2019 report at para 3.12, and represented in Platforms for Our Places, the councils' ambition for ultrafast public connectivity has not been limited to installing dark fibre to a large number of public assets. Citizen Wifi and IoT (internet of things) networks are also key services for the future of digital places, and the gigabit project has been undertaking analysis and developing the delivery plan for these as well.
- 3.7.** The Citizen WiFi network aims to provide free ultrafast public WiFi access in our town centres and other public spaces. Beyond the dark fibre connections, the provision of these services will require new broadband network infrastructure to be installed in the new Cityfibre Fibre Exchange, the purchase of public WiFi access point hardware, and the procurement of managed services to include IoT devices and management platform(s).
- 3.8.** Total programme costs have been estimated to enable bids to be made for grant funding. The costs were calculated as follows: £2.25m for dark fibre, £0.25m for project management & consultancy, £0.6m for Citizen Wi-Fi, £0.4m for network equipment and £0.2m for CCTV services.

- 3.9.** In September 2019 a business case was presented to the Local Enterprise Partnership (LEP) for Local Growth Funding (LGF), pitching for 50% of the estimated project costs. In October 2019, Adur and Worthing Councils were awarded 41% of their bid for LGF funding, **resulting in a grant of £676.5k**, to be drawn down by December 2020.
- 3.10.** It has been crucial to understand the right locations for our 83 fibre assets, making sure they provide as many benefits as possible, from fixed connections to community centres, through to Citizen WiFi and also helping plug any gaps in mobile coverage. In November 2019 the Councils engaged Farrpoint (an independent IT & Telecoms Consultancy) for surveys & analysis relating to mobile, Wi-Fi and IoT (Internet of Things) coverage. The key purpose of these activities were to:
- Identify the existing state of mobile coverage across Adur & Worthing
  - Identify the volume & locations of IoT gateways for good IoT coverage
  - Identify the volume of access points needed for external Wi-Fi services
  - Advise on the opportunities to attract 5G mobile network providers
- 3.11.** The surveys and analysis identified 12 mobile not-spot locations (no or poor mobile signal). It also confirmed that a deployment of 9 IoT gateways at specific locations would deliver near-100% IoT coverage across Adur & Worthing. A Wi-Fi access point design was proposed that would deliver external Wi-Fi coverage in primary & secondary shopping areas, parks, and the seafront. This work is now serving as a critical guide in design and procurement activities, and is now being replicated across the whole county area by the West Sussex County Council's digital infrastructure team.

## Farrpoint Analysis: Wi-Fi Coverage Map

Note: the final extent of Citizen WiFi coverage will be determined during the procurement process, staying within the revenue cost budget outlined in this report.



- 3.12.** In February 2020, the West Sussex business rate pool confirmed an allocation of 50% of the dark fibre programme costs, or £1.25m. A further £300k has been identified from the Community Infrastructure Levy (CIL), subject to approval.
- 3.13.** The programme has therefore secured significant grant contributions, totalling £2.22m towards the £3.7m scheme, which includes capital investment in network, WiFi and IoT equipment.
- 3.14.** The remaining capital requirement from Adur & Worthing Councils is now £1.5m, well below the allocation made by the Joint Strategic Committee in May 2019 of £2.55m although this had been anticipated when the 2020/21 revenue budget was set.
- 3.15.** In relation to revenue funding requirements, as a result of the procurement process for the network services provider (the broadband ISP for Citizen WiFi, community centres etc), we have good cost information for that element. The revenue costs for the WiFi service are forecast allocations, and will be firmed

up as a result of the procurement process which will run July-Oct 2020.

- 3.16.** The financial projections include the allocation for Citizen WiFi from 2021/22 (£75k) which was presented to the Joint Strategic Committee in the budget in February 2020. With regard to the costs that will cease as a result of delivering the new infrastructure, more detail is provided in the tables below:

<b>Costs ceasing (confirmed)</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>
Sussex Police CSC	£0	£0	£9.2k	£9.2k	£9.2k
Existing Broadband	£0k	£5k	£13.2k	£13.2k	£13.2k
Corporate public Wi-Fi maintenance	£0k	£5k	£10k	£10k	£10k
Internet Gateway Costs	£0k	£10k	£15k	£15k	£15k
Land Rental Revenue (FEX)	£5k	£5k	£5k	£5k	£5k
WSCC Repayment & Maintenance	£0	£0	£1.2k	£1.2k	£1.2k
<b>TOTAL</b>	<b>£5k</b>	<b>£25k</b>	<b>£53.6k</b>	<b>£53.6k</b>	<b>£53.6k</b>

Further savings are forecast from the opportunities the new infrastructure will provide for network consolidation for the Councils' ICT network, and the following circuits have been identified for removal, subject to the findings of the ICT network review which is underway.

<b>Costs ceasing (subject to ICT network review)</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>
2 x 1Gbit/s Virgin AWS Circuits	£0	£0	£45k	£45k	£45k
1 x 100Mbit/s Voice Circuit	£0k	£0k	£5k	£5k	£5k
1 x 2Mbit/s PSN Circuit	£0k	£12k	£12k	£12k	£12k
<b>TOTAL</b>	<b>£0k</b>	<b>£12k</b>	<b>£62k</b>	<b>£62k</b>	<b>£62k</b>

#### **4. Revenue generating potential**

The financial strategy for the digital infrastructure programme has sought to maximise grant support, and avoid reliance on revenue generation. It will be crucial to the success of Citizen WiFi in particular that trust is established with users and maintained. We want people to see Citizen WiFi as reliable, trustworthy and fast. Our approach to advertising, for example, must be cautious and setting targets for income generation at this stage would be unwise. However, the establishment of a council owned fibre network, Citizen WiFi and an IoT platform has multiple potential uses and there are a number of avenues we will explore as the programme develops:

- Citizen Wi-Fi advertising / sponsorship
- Use for research, innovation and product development
- Citizen Wi-Fi business subscriptions
- Citizen Wi-Fi & IoT (non-personal) movement data
- Asset commercialisation for mobile network operators (4G/5G)
- IoT network commercialisation

## **5. Engagement and Communication**

- 5.1.** In June 2019 face-to-face surveys were carried out to gauge public perception of existing connectivity in Adur and Worthing, and to confirm the level of public interest in a 'free to use' Council Wi-Fi service in shopping areas and public spaces. The survey drew 385 responses, with ~90% saying they would use an ultrafast free Wi-Fi service if it were available.
- 5.2.** In June 2020 the User Experience (UX) Design Lab will be carried out by Ove Arup, a digital agency procured through the gov.uk Digital Marketplace. The UX Design Lab will involve interviews with businesses, citizens, freelancers, and the digitally excluded to identify how a council-owned & controlled Wi-Fi service can deliver social, economic and environmental value. The outputs from the UX Design Lab will inform the Citizen Wi-Fi procurement (hardware & service) to ensure the Citizen Wi-Fi service is aligned with stakeholder and community needs.
- 5.3.** The Gigabit Project drives frequent communication between CityFibre, WSCC Highways, and ward members with regard to dark fibre delivery in specific areas. The FTTH (fibre to the home) delivery is supported by weekly meetings between WSCC Highways, Streetworks, and CityFibre, and the monthly SubGroup meetings run by the Council's has mandatory attendance from CityFibre, Highways, and Streetworks.

## **6. Financial Implications**

- 6.1** The Councils approved a budget of £2.55m in May 2019 for the extension of the digital infrastructure which was to be funded through borrowing although the Councils would endeavour to secure external funding towards the cost of the scheme, thereby reducing the revenue cost to the Councils. At this time the revenue costs associated with the scheme were:



	Original £
Annual debt charges	121,830
Less:	
Current payments for WAN	-11,800
Annual rental for depot space	-5,000
	<hr/>
Maximum net cost to the Councils	105,030 <hr/>

As part of the development of the 2020/21 revenue budget, this was reduced to reflect the award of external funding towards the cost of the scheme.

- 6.2 This capital budget was subsequently revised to £3.3m in March 2020 to reflect the inclusion of public wifi which was funded by external funding.
- 6.3 It is now expected that the scheme will cost £3.733m, however in parallel with this increase the level of external funding has also increased, so the net cost to the Council has changed as follows:

	Original £	Revised budget £	Latest forecast spend £
Cost of extended network	2,500,000	3,300,000	3,733,000
Cost of additional storage	50,000		
	<hr/>		
Total capital spend	2,550,000	3,300,000	3,733,000
Less: External funding			
Business Rate Pool		1,250,000	1,250,000
Growth Fund		676,500	676,500
CIL			300,000
		<hr/>	
Net cost to the Councils	2,550,000	1,373,500	1,506,500 <hr/>

- 6.4 The timescales for delivery have now been clarified. Much of the Council's own resources will now not be needed until later in the project, changing the annual revenue costs associated with the proposed investment. The project is now expected to be delivered and funded over the next four years as follows:

	Total budget	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Capital spend	3,733,000	203,000	1,116,000	231,000	2,183,000
Less: External funding					
Business Rate Pool	1,250,000				1,250,000
Growth Fund	676,500	203,000	473,500		0
CIL	300,000		300,000		0
<b>Borrowing required by Councils</b>	<b>1,506,500</b>	<b>0</b>	<b>342,500</b>	<b>231,000</b>	<b>933,000</b>

The revised revenue implications arising from this project are as follows:

	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£
Borrowing costs	4,280	31,130	81,770	81,770	81,770
Running costs:					
Dark Fibre Operation	0	0	8,000	8,000	8,000
ISP Operating Costs	0	50,400	60,000	60,000	60,000
Wi-Fi & IoT Operating Costs*	25,000	50,000	75,000	75,000	75,000
<b>Total costs</b>	<b>29,280</b>	<b>131,530</b>	<b>224,770</b>	<b>224,770</b>	<b>224,770</b>
Less: Income					
Rental of depot space	5,000	5,000	5,000	5,000	5,000
Contribution from WSCC			1,200	1,200	1,200
<b>Total income</b>	<b>5,000</b>	<b>5,000</b>	<b>6,200</b>	<b>6,200</b>	<b>6,200</b>
<b>Net cost of proposal</b>	<b>24,280</b>	<b>126,530</b>	<b>218,570</b>	<b>218,570</b>	<b>218,570</b>
Less: Confirmed savings					
Sussex Police CSC	0	0	9,200	9,200	9,200
Existing Broadband	0	5,000	13,200	13,200	13,200
Corporate public Wi-Fi maintenance	0	5,000	10,000	10,000	10,000
Internet Gateway Costs	0	10,000	15,000	15,000	15,000
<b>Total savings c/fwd</b>	<b>0</b>	<b>20,000</b>	<b>47,400</b>	<b>47,400</b>	<b>47,400</b>

	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£
<b>Total savings b/fwd</b>	<b>0</b>	<b>20,000</b>	<b>47,400</b>	<b>47,400</b>	<b>47,400</b>
Net impact of proposal	24,280	106,530	171,170	171,170	171,170
Budget approved for digital infrastructure	0	44,530	44,530	44,530	44,530
<b>Net budget required</b>	<b>24,280</b>	<b>62,000</b>	<b>126,640</b>	<b>126,640</b>	<b>126,640</b>
Citizen WiFi budget as per MTFs (to be approved as part of the 2021/22 budget)	0	75,000	75,000	75,000	75,000
Forecast impact of ICT network consolidation	0	12,000	62,000	62,000	62,000
<b>Net budget forecast (subject to ICT review)</b>	<b>24,280</b>	<b>-25,000</b>	<b>-10,360</b>	<b>-10,360</b>	<b>-10,360</b>

6.5 The budget reports considered in February 2020, indicated that budget provision of £75,000 would be required in 2021/22 to fund the Citizen WiFi. Approving this budget allocation at this time will enable the Council to let ISP and WiFi contracts in compliance with standing orders.

6.6 Expansion of the Citizen WiFi network from 2022/23 will be dependent on revenue savings achieved through the councils' ICT network consolidation work, and any additional revenue achieved (Para 4). A further report will be presented to the committee updating on the position during 2021/22.

## 7. Legal Implications

7.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of its functions.

7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

7.3 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

7.4 Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together

with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.

- 7.5 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of goods and services to be purchased exceeds a financial limit of £189,330 (or for works contracts £4,733,252) any procurement exercise to contract for those goods and services must be conducted in accordance with the Public Contract Regulations where the anticipated expenditure is below the EU threshold, the Councils must have regard to the Contract Standing Orders found in the Council's Constitution at Part 4.
- 7.6 In lighting up the fibre the Council needs to ensure that it is compliant with the terms and conditions of the Contract dated 31st March 2019 between City Fibre Limited, Adur District Council, and Worthing Borough Council which provides a procedure for lighting up the fibre as well as its installation.

### **Background Papers**

- [Joint Strategic Committee Reports \(April 2019\)](#)
- [Joint Strategic Committee Report \(July 2018\)](#)
- 3rd Quarter Capital Monitoring Report - Report to the Joint Strategic Committee dated 10th March 2020

### **Contact Officer: Paul Brewer**

Name of report author: Robert Wood  
Title: Project Delivery Consultant  
Location: Worthing Town Hall

## **Sustainability & Risk Assessment**

### **1. Economic**

- The availability of free-to-use public Wi-Fi services (Citizen Wi-Fi) in shopping areas, parks, the sea front, and community centres presents options to support and stimulate economic activity; linking local citizens and visitors with local businesses and commercial offers to increase footfall and economic activity, in addition to helping citizens understand the location and availability of services and activities in the towns. The Design Lab, referenced earlier in this report, focuses on establishing how Citizen Wi-Fi can be designed to optimise economic value.

### **2. Social**

#### **2.1 Social Value**

- The public Wi-Fi service (Citizen Wi-Fi) will present local communities with ultrafast access to the Internet in shopping areas, parks, the sea front, and community centres. The service will be designed to support community needs, drawing key requirements through the user-centred design lab with interviews and research covering a number of different personas; business owners, freelancers, local citizens, visitors, and the digitally excluded. The design of the service will focus on optimising social value.

#### **2.2 Equality Issues**

- Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

- Matter considered and no issues identified.

#### **2.4 Human Rights Issues**

- Matter considered and no issues identified.

### **3. Environmental**

- The design of the Citizen Wi-Fi service, in addition to social and economic value, will focus on how the service can add value in supporting environmental goals.

### **4. Governance**

- Adur & Worthing Councils' are committed to establishing their towns as some of the best digitally connected locations in the UK, investing in dark fibre to trigger £25m of commercial investment for the availability of ultrafast connectivity services for residents and businesses. Citizen Wi-Fi will build on the foundations of the dark fibre investment, presenting 'free-to-use' ultrafast connectivity in the public places to support digital access to the Internet, and local information & services.

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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 9

Key Decision [Yes/No]

Ward(s) Affected: Various

## Asset Management Plan

### Report by the Director for the Economy

#### Executive Summary

##### 1. Purpose

- 1.1. Separate to the Councils' strategic investment portfolio, there are 939 land and building assets which are managed by the council's estates team
- 1.2. This report seeks to adopt a new strategy for the better management of these assets, focussed on supporting our Places: Going Further and how the councils can best use its assets to meet its communities' prosperity and wellbeing
- 1.3. This new strategy will set out a policy approach to our assets and a series of performance indicators for the review of the estate and following this review, introducing new processes and a series of tasks to put the council in a better position for the management of its assets.

##### 2. Recommendations

- 2.1. That members of the Joint Strategy Committee approve the proposed Property Asset Management Plan and agree the adoption of this policy.

### **3. Context**

- 3.1. Local authorities are some of the largest landholders across the country and Adur and Worthing Councils are no different in this. The councils have land and buildings totalling 939 Assets and 2,575 housing units. Property is the councils second largest resource after people and is valued at £85,106,000.
- 3.2. Unlike with strategic property investments, councils are not obliged to review strategies on an annual basis, but it is best practice to ensure the council does have an up to date strategy for managing its property within district and borough.
- 3.3. Overall, revenue from the councils' commercial property portfolio makes up 25 % of council revenue and is a key component of the Medium Term Financial Strategy and is the council's largest resource after people. Maintaining this income is critical for the council in its delivery of services, but property can also be used to leverage into delivering the councils' aims.
- 3.4. This Property Asset Management Plan sets out the property context for the councils' property holdings and functions, linking these to our Platforms for Our Places as we set out our ambition for our places' and our communities' prosperity and wellbeing.
- 3.5. In addition it provides 5 corporate property objectives:
  - Maintain a safe, legal and compliant estate to ensure our assets are a corporate resource for the benefit of our communities
  - Provide the right buildings in the right place and condition to meet our service delivery needs
  - To use our land and buildings to stimulate regeneration, investment and growth
  - Plan and manage the councils' estate, optimising financial return and commercial opportunities to support and effective, efficient and sustainable property estate as we seek to meet carbon neutral by 2030
  - To collaborate with our partners using assets to deliver strong prosperous communities

### **4. Issues for consideration**



- 4.1. Councils should ensure they have a clear understanding of their property estates and the function that these assets service. Without policy context assets are often managed in an ad-hoc approach leading to a disjointed practice and poor management.
- 4.2. It is not easy to balance the often conflicting aims of both service departments and financial demands placed on the councils' property portfolios and this policy seeks to set out the key considerations when managing the councils' estate as these demands are balanced.
- 4.3. The plan is intended to be used as a tool to help maximise the deployment and use of our property assets. It clearly demonstrates the rationale for continuing to hold property assets and how they link to the councils' corporate priorities and property objectives to support and improve performance, service delivery and facilities for our residents.
- 4.4. As this is the councils first plan it seeks to demonstrate how we review and challenge our operational and non-operational portfolios to identify best uses, possible alternative uses, investment requirements and disposal opportunities and seeks to demonstrate efficiency gains and value for money. Our performance indicators summarise our main targets for processes that need introducing or updating and will be monitored on a regular basis, linking them to our property objectives.

## **5. Engagement and Communication**

- The document has been consulted across the council with teams who have a property requirements, either directly or indirectly in the delivery of their services, including working with our third sector partners.

## **6. Financial Implications**

- 6.1. There are no direct financial implications arising from approving this plan. However adoption of the plan will present the Councils with the opportunity to rationalise the portfolio to generate resources to invest into key priorities. The plan also gives the Councils an opportunity to better manage its portfolio to generate efficiencies.

Finance Officer: Sarah Gobey

Date: 28th May 2020

## **7. Legal Implications**

7.1 s1 Of the Localism Act 2011 provides for the general power of competence and empowers local authorities to do anything which individuals generally do. This power applies to things that an individual may do even though they are in nature, extent or otherwise:

- (a) unlike anything the authority may do apart from the general power; or
- (b) unlike anything that other public bodies may do.

Where the power is conferred by s.1, it confers power to do it in any way, including:

- (a) power to do it anywhere in the UK or elsewhere;
- (b) power to do it for a commercial purpose or otherwise for a charge, or without charge; and
- (c) power to do it for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area.

7.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything (whether or not involving expenditure, borrowing, or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to the discharge of any of their functions.

Legal Officer: Andrew Mathias

Date: 12 May 2020

### **Background Papers**

- Appendix 1 - Property Asset Management Plan  
[https://drive.google.com/file/d/1FsPj9-CeabTnqPKj76vruU1gMlvs\\_7Mj/view?usp=sharing](https://drive.google.com/file/d/1FsPj9-CeabTnqPKj76vruU1gMlvs_7Mj/view?usp=sharing)

### **Officer Contact Details:-**

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## **Sustainability & Risk Assessment**

### **1. Economic**

The proposal will introduce as key consideration in how the council uses its assets the mix of corporate priorities, including how to support our place and economy service

### **2. Social**

#### **2.1 Social Value**

Council property can deliver both economic and social outputs. Key considerations of the councils' Communities and Wellbeing team have been considered in compiling this asset management plan and property issues raised will be considered on a case by case basis when raised.

#### **2.2 Equality Issues**

Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

Matter considered and no issues identified.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified.

### **3. Environmental**

Council property can deliver both economic and social outputs but can also be used to meet the councils' sustainability agenda. This is a key component of our Platforms for our Places: Going Further. Key considerations of how we use our property to support and effective, efficient and sustainable property estate as we seek to meet carbon neutral by 2030 are considered in the plan

### **4. Governance**

- The Asset Management Plan sets out to review the current governance arrangements as part of the performance indicators to ensure the current governance for the management and stewardship of the councils' land and property assets is fit for purpose and fully understood.



# Adur and Worthing – Property Asset Management Plan

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## Introduction

Local authorities are some of the largest landholders across the country and Adur and Worthing Councils are no different in this. The councils have land and buildings totalling 939 Assets and 2,575 housing units. Property is the councils second largest resource after people.

The non-operational portfolio is split into the strategic property investment portfolio (subject to the separate policy papers renewed annual on Strategic Property Investment Fund and Annual Commercial Property Investment Strategy) currently comprising of 7 units for Adur and 13 units for Worthing and is valued at £76,700,000 and £88,400,000 respectively. The historic estate, made up of 939 Asset (536 assets, 307 tenancies in Worthing and, 403 assets and 180 Adur tenancies) has an accounting value of £85,106,000 for Adur (£194,011,000 for Adur Homes) and £184,268,000 for Worthing generating circa £635,000 pa for Adur District Council and £1,100,000 per annum for Worthing Borough Council. Overall revenue from property makes up approximately 24% of all council income and is a critical part of the councils' funding for services.

Both of these commercial portfolios contribute key income to support the Medium Term Financial strategies of the council which supports the council in the delivery of its core services including:

- recycling and waste collection
- council tax collections
- housing
- planning applications
- leisure and recreation

This document sets out the property context for the councils' property holdings and functions, linking these to our Platforms for Our Places as we set out our ambition for our places' and our communities' prosperity and wellbeing.

Our corporate property objectives are broken down into 5 clear objectives

- Maintain a safe, legal and compliant estate to ensure our assets are a corporate resource for the benefit of our communities
- Provide the right buildings in the right place and condition to meet our service delivery needs
- To use our land and buildings to stimulate regeneration, investment and growth
- Plan and manage the councils' estate, optimising financial return and commercial opportunities to support and effective, efficient and sustainable property estate as we seek to meet carbon neutral by 2030

- To collaborate with our partners using assets to deliver strong prosperous communities

The role of the Economy Directorate, through its Major Projects and Investment Team and Technical Services Team will be to ensure that the councils are using it's properties to their best effect, working with services to understand property challenges and seeing to find solutions to these, whilst challenging services on their use of assets, to identify and dispose of poorly performing assets and to prioritise our limited resources to our 'core' estate requirements.

The challenges presented to the councils Strategic Property Investment Portfolio are to drive financial returns through both revenue and capital growth balanced against market risk and volatility to underpin financial resources for our corporate priorities and are subject to separate strategy and reporting.

## Corporate Priorities:

*Maintain a safe, legal and compliant estate to ensure our assets are a corporate resource for the benefit of our communities*

### Leading Principles

- Meet our statutory duties in relation to Asbestos, Accessibility, Electric, Gas, Legionella and Fire Regulation Compliance and keep accurate, current and comprehensive data records
- Recognise that property is a key component in the delivery of council services and will need consideration within service plans.
- To recognise the impact that property can have on employees, services, communities, businesses and the environment, but seeking to balance both corporate and service priorities
- To undertake regular inspections and reviews to maintain and exceed standards required of our estate
- To regularly review our estate, ensuring that property assets meet the needs of the council and communities, taking action to address needs
- Manage capital projects efficiently, sustainably and effectively, aligning with the council's priorities under our Platforms for Our Places and Service Plans

*Provide the right buildings, in the right place and in the right condition to meet our service delivery needs*

### Leading Principles

- Working with services through their service plans to ensure the property is suitable and sufficient for their service delivery
- Deliver secure, safe compliant and sustainable buildings for our services having understood the service need
- Ensure flexibility within the property planning for changes in future need whilst adapting for climate change, balancing corporate and service needs
- Continue to engage through One Public Estate and with our partners and third sector organisations to optimise asset use for service benefit
- Incorporate sustainability in decision making, seeking to deliver SustainableAW objectives and become carbon neutral by 2030
- Consider equality implications and fully engage with our communities in implementing change

*To use our land and buildings to stimulate regeneration, investment and growth*

### Leading Principles



- Use our assets to lever inward investment and regeneration, promoting and supporting key sites within the council's to meet the targets of our Platforms for Our Places
- Seek to attract third party funding for employment creation, income generation and training
- Work to identify future supply for housing delivery, meeting the Housing Delivery Plan
- Work closely with our partners in seeking to unlock these opportunities
- Work to balance the use of assets across regeneration, investment and growth against our own financial pressures whilst prioritising use of our land in the context of Sustainable AW, Carbon Reduction, Climate Adaptation, Ecological Protection and Community enablement

*Plan and manage the council's estate optimising financial return and commercial opportunities to support an effective, efficient and sustainable estate*

Leading Principles

- Seek to ensure property and assets are managed within financial budgetary constraints
- Seek to drive efficiencies in use of our estate, new ways of working /agile working, space standards, and identifying opportunities with partners resulting in rationalisation, disposal or income generation
- Seek to assess 'need' of assets' and 'best use' to align with the aims of our Platforms for Our Places to deliver prosperity and wellbeing and our Climate Change Agenda
- Seek to capitalise on commercial opportunities
- Challenge costs of property activities to drive whole property performance
- Ensure commercial asset management of the investment portfolio is undertaken to grow income and manage risk of this crucial element of the council's Medium Term Financial Strategy
- Proactively address through the estate the Climate Emergency, decarbonising portfolio towards the 2030 carbon neutral target and adopting SustainableAW under our Platforms for Our Places vision

*To collaborate with our partners, using our assets to deliver strong prosperous communities*

Leading Principles

- Participate and invest in partnership working, promoting co-location and cooperation, particularly for the benefit of service delivery

- Support the integration of teams within communities and with third sector partners working closely to understand their needs and opportunities
- Commit to working closely through the One Public Estate Programme and SPACES partnership to deliver benefits across the estate
- Challenge use of our own and partner assets to identify opportunities leading to rationalisation/change of use and disposal/acquisition where appropriate
- Ensure assets are as sustainable as possible through design, construction, operation and maintenance

## The Council

The council's assets are formed of a wide range of land and buildings, from the Town Hall, Civic Offices, various administrative Offices, community centres, crematoria, industrial depots, beach and foreshore as well as unique buildings including Worthing Pier, High Salvington Windmill, shopping parades, garages and car parks, parks and farmland.

Excluding Adur Homes residential properties and the Strategic Investment Portfolio, the councils have a joint ownership of circa 939 assets valued at £269.3 million. This is an accounting valuation and not necessarily the value should the land and properties be sold, but demonstrates not only the considerable resource that the council has, also the importance of diligent and strategic management to ensure that these assets work for the council. There is a risk that without this the council will waste money retaining buildings that become liabilities or that are not well suited to meeting the council's operational needs and vision through Platforms for our Places.

As our service delivery and priorities change over time, it will be necessary to have an adaptable and flexible estate. We may need to invest in new assets, sell old assets and consider opportunities to change how assets can be used.

The councils also have a duty to manage risk across our properties, seeking to minimise risk and the costs associated with this through regular condition surveys and appropriate prioritisation of our capital works programme. These surveys will feature reviews of underperforming or inefficient sites leading to a considered options appraisal for the site before expending significant money on work. These options appraisals and close liaison with services will enable the best future use of the sites to be determined, whether refurbishment, re-development, change of use or disposal.

## Platforms for Our Places

Platforms for our Places: Going Further is a plan that sets out Adur & Worthing Councils' ambition for our places' and our communities' prosperity and wellbeing. Platforms are the essential elements of Places that enable great things to happen and sets a series of challenging tasks/outcomes to deliver healthy, prosperous, self-sufficient communities.

These Platforms cover 5 key elements:

- Our Financial Economies
- Our Social Economies
- Stewarding Our Natural Resources
- Services and Solutions
- Leadership of Our Places

The 'Financial Economies' platform is perhaps the most closely aligned to the council's asset portfolio but as the asset challenge is constantly evolving, this asset management plan will also cross the other platforms as a core element of services.

Platforms for our Places also sets out, as part of its targets, the development and implementation of an Asset Management Plan, to ensure we are stewarding our assets to ensure we have a fit and proper estate for the future. This is based on the basic principles noted above and is focussed on providing

- The right properties
- In the right place
- To meet current and future service need
- Considering disposals and development where value can be generated for services

Because demand for our commercial and residential property remains strong, this asset management plan is designed to complement the delivery of both a robust commercial management plan and streams of work to improve the council's estate. These further workflows will be service focussed and complement the delivery of Major Projects, Housing Delivery and the Capital Strategy/Capital Investment Programme whilst utilising our assets for place-making and attracting inward investment.

As part of the Platform: Tackling Climate Change and Supporting our Natural Environment, the council will need to consider its assets in the context of reducing Carbon Emissions to be Carbon Neutral by 2030 and in managing our land to promote local food production and opportunities for Ecological enhancement, improving our overall climate resilience. The councils will investigate options for a solar farm and widespread solar PV as part of this plan and continue to review our estate for energy compliance and opportunities to make carbon interventions.

This Asset Management Plan will also lay the foundations for stewarding the councils' land and property assets as part of a move to a 'corporate landlord' approach. This will enable officers to better manage and plan for our services with the centralisation of property functions enabling these functions to act as suppliers to services on an 'intelligent client - customer' basis, working assets harder and more holistically with clear and transparent accountability of property use and expenditure.

## **Financial Position**

This is a challenging time for the whole of Local Government. The Council has faced a considerable reduction in central Government funding and emerging cost pressures from issues such as affordable housing. The council is currently challenged with the task of maintaining services within revenue budgets whilst seeking to build its reserves. Work to improve the reserves is required to manage the risks associated with the financial climate, to build capacity to manage service reductions over the next year and fund future service developments. Looking ahead, 2020/21 is a difficult year with uncertainty due to changes in how funding is allocated to Local Government together with new emerging cost pressures including Covid-19. The outturn position will inform the development of the 2020/21 budget. The intention is to build in recurring under-spends into the 2020/21 budget where possible and so avoid the need for unnecessary service reductions and property will form a key part of improving the councils financial position.

A five year financial strategy is in place and is regularly refreshed. The strategic strands of property investment, commercial income, digital and temporary accommodation acquisition are all key parts of this strategy. However, there are uncertain additional pressures ahead, for example from budget cuts expected at West Sussex, and the outcome to the 4 year fairer funding settlement. Indicative future budget challenges are under constant review by the council.

The use and management of our council property assets play a significant part within our financial strategy, both through our historical estate and the Strategic Property Investment Fund to meet these challenges and this asset management plan should provide key policy focus on ensuring that the councils significant property asset base is working to deliver key support financially and to service areas.

Despite these financial challenges the councils have continued to attract inward investment and the councils capital programmes support economic growth and job creation. It is important to note that this regeneration attracts further associated investment. Use of the council's assets to stimulate this growth is a key constituent of the Economy Platform through the Major Projects and Investment Team.

The Councils maintenance budgets are used to ensure that properties are fit for purpose, meeting the current and future needs of the councils and its stakeholders. These budgets are under considerable pressure with funds prioritised for making our assets safe, legal and compliant and undertaking the Councils' legal responsibilities under any lease. Condition surveys are used to prioritise the councils' planned maintenance and capital investment programmes.

Capital investment into these properties will need to be aligned to the Chartered Institute of Public Finance and Accountancy guidance on capitalisation of expenditure and extending the usable life of the asset and the extent to which the asset can be used by the identified service (or others).

It is important that the councils are proactive with their asset management to protect revenue. This includes proactive service charge management and triggering and completing lease renewals and rent reviews to protect and grow council income.

Liaison with services about need, and following a review of the general fund investment asset uses and performance, this may result in a capital disposal and investment programme.

## Key Service areas: Commentary of circa 150 words for each area

### Major Projects and Investment

The Councils' Major Project and investment team include the estates team, tasked with management of council assets in conjunction with service departments. In addition to the day to day management of the estate the team with support from Major Projects and other services identify opportunities within the estate and wider market for regeneration, re-development and investment. Major Projects such as Union Place, Worthing Integrated Care Centre and Decoy Farm are asset based projects which are delivered with multi-disciplinary support to support wider economic, social and regeneration aims of the councils. It is important that assets are used and considered holistically both to support service needs but also for regeneration with future opportunities identified as part of a strategic plan for the councils.

### Environmental Services

The Environmental services department has a wide ranging remit which means our asset base must be diverse to meet our needs. The department is diffuse and mobile in terms of workforce, but also delivers services to specific locales. We operate heavy equipment requiring large depots and storage but also have large numbers of staff requiring operational office space through to smaller scale community property needs - pavilions, community centres etc. The key services we require in supporting the delivery of our services are: asset propriety, building compliance, commercial appraisal of emerging opportunities, and lease management.

### Facilities and Technical Services

This Service Area comprises a multi-disciplinary team of Engineers and Building Surveyors who help improve and maintain Adur & Worthing's assets working closely across all Heads of Service and users of our assets. The team provides support on our extensive property portfolio includes theatres, leisure centres, swimming pools, multi storey and surface car parks, office buildings, crematorium, the foreshore and promenade, parks and open space. The team is responsible for carrying out maintenance, statutory inspections and testing for Corporate buildings/assets as well as major capital projects for our corporate assets and also for Adur Homes properties. The team monitors and maintains our coastline and sea defences. The Facilities Management team oversee the accommodation and operational requirements at Worthing Town Hall, Portland House and the Shoreham Centre. The team has skills to design, specify, supervise, and manage budgets and we have our own small team of support staff to assist the team in carrying out these functions.

## **Housing**

The Councils' housing strategy was updated and approved in March 2020. The strategy looks to deliver 1250 new homes by 2024 in Adur and Worthing. It is important to realise opportunities collectively across the housing and commercial portfolios to meet council aims of increasing housing deliverability and affordability within boroughs. This strategic approach in considering re-purposing commercial sites, but also with support on acquisitions and disposals means that opportunities are not lost and differing demands from property and service requirements can be balanced and supported from the commercial asset base. Strategically planning future use of our sites enables greater clarity on housing delivery and pipeline works that can feed into a wider estate strategy to improve our housing stock.

## **Communities and Wellbeing**

The Communities and Wellbeing Team supports and enables our communities, businesses and places, to be safer, healthier, more resilient and to thrive. The team works to reduce the gaps around inequalities across our communities and places, focusing on prevention (of problems arising in the first place) and early intervention (where problems arise). To maximise the use of our Assets, the team works with others across the Councils to ensure that the Councils' community buildings are effectively run and used and promoted by our third sector and other partners and that they act as springboards for local activity and provision for the communities they serve. We also work closely with Procurement Services to ensure social value is optimised.

## **Customer and Digital Services**

The Customer and Digital Services team encompasses the management of car parks across the councils. The councils have a recently adopted car parking strategy and these assets which comprise circa 1,800 parking spaces, generate vital income to support council services. These assets also support the local economy and businesses as people access both our town centres and local businesses. However, these sites may present other opportunities to support services through redevelopment, alternative use, or disposal. There may be opportunity for key sites to feed into the Major Projects and Housing development pipelines and where appropriate, there may be opportunities to add to the estate through strategic acquisitions. The key aim of providing sufficient accessible, safe and affordable parking to residents and visitors with a consistent standard of service across Adur and Worthing has resulted in the most recent strategy focussing on a capital programme of investment within our car parks to bring them up to modern standards and where possible encourage more sustainable forms of transport, eg through provision of EV charging and bike storage..

## Place and Economy

The Service supports and capitalises on new opportunities to drive economic growth. This includes identifying town centre and seafront improvements and activation, new inward investment from the 'new' economy, improved customer service, all through direct partnership working.

The team has a core focus on supporting the changing high street, to include alternative interventions and inward investment opportunities throughout our urban centre properties, whether Council or privately owned. This doesn't exclude the economic growth potential of our industrial sites, which is fundamental for the growth of our business base.

Primarily in a facilitation role, the Service directly connects with existing or incoming businesses to local opportunities for growth. This offer is generating a high number of leads which in turn is leading to space and asset requests. This interest needs to be balanced against the financial returns, social intervention but, most importantly, the strategic economic case associated with any asset 'asks'.



## Corporate Landlord Approach

The council currently runs a 'Holding Committee' approach to property, whereby individual services are responsible for the property within their area. This includes responsibility for statutory compliance, energy management and other bills including commercial rates, facilities management (cleaning, caretaking, security etc.). There is little clear responsibility for landlord and tenant matters, estates and valuations and strategic asset strategy and processes and responsibilities can often become ambiguous. There is no current consistent approach to property with services and technical teams undertaking various tasks on a more 'ad-hoc' approach. This increases the risk of Health and Safety incidents, Revenue Loss and damage to value through imprudent management of property assets. Currently there is no uniform approach to property expenditure reporting to inform asset reviews/use or capital programme, meaning that decisions could be better informed and strategy better planned if functions were centralised and clear accountability installed.

This asset management plan is the start of a transition to move the management of property to the corporate centre. This means that the councils' land and resources are managed as corporate resources in a holistic and strategic manner seeking to involve the right stakeholders to meet the needs and priorities of the councils. This will be a change to the historic approach, which will be explored through the creation of a corporate landlord group.

This strategy will guide overriding property management principles on behalf of services in advance of a programme to introduce the Corporate Landlord Model across the councils. The Corporate Landlord Model means that the ownership and responsibility for the asset in terms of management and maintenance will transfer from services to the corporate centre. The service then transitions to a customer/corporate tenant approach as a key stakeholder freeing services to focus on planning and delivery of their service area.

Corporate landlord will take responsibility for acquisition, development, management, maintenance, disposal of land and buildings but also asset planning, review and feasibility/options appraisals to ensure that assets are challenged to be working to deliver council priorities.

## Governance Arrangements

Under the councils constitution Members are consulted and informed of property matters both as part of part of the cabinet reporting process, working closely with senior Councillors including executive members and directly to ward Councillors regarding matters that affect their ward. Informal consultation with Executive Members is part of the process.

The Councils' Scheme of Officer Delegations at section 3.13 set out the delegations to the Head of Major Projects and Investment relating to the disposal of land, one of which is:

*3.13.3 To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions.*

The Scheme of Officer Delegations does not specify any specific consultation in exercising this delegation. However, exercise of all delegations are subject to the general principles set out in section one of the Scheme of Officer Delegations.

Key Decisions, in accordance with the requirements of The Local Authorities (Executive Arrangements) Regulations and the Executive Procedure Rules set out in Part 4 of the Constitution, require 28 days' notice of the matter to be published before a decision is made. If the decision is to be made by an Officer under their delegated authority, then a formal Officer Executive Decision Notice must be published confirming the decision, which is then subject to a five clear working day Member call-in procedure which allows further scrutiny of decisions. The decision may not be implemented prior to the call-in period expiring.

The councils' Property and Investment Team provide day to day management of the non-housing estate (Adur Homes provide this service in Adur) including technical support to services and management of a number of investment properties.

Individual services produce their own service delivery plans which will have some property use, provision or requirement and capital requirements in relation to these properties are managed by technical services on a prioritised basis.

As part of the consideration of a corporate approach to property management it is expected that the Corporate Landlord group will sit across services as the 'asset' support working to ensure that as part of the corporate approach, services and corporate goals are having their property needs met.

This officer group will work with services to develop and support strategy and to provide a 'check and challenge' approach with regards to services' asset and capital investment requirements to ensure a more joined up holistic approach prior to reporting through the correct decision making process above.



## Performance Indicators

The council will seek, as part of the introduction of this asset movement plan, to target a series of core tasks to embed the above Asset Management Plan and confront challenges that the council currently experiences to ensure it is better managing its assets. A large proportion of this work will form part of the move to a corporate landlord model. It is currently proposed that a 'Corporate Landlord Group' as part of the Platforms for our Places: Going Further will be established these tasks with milestone target deadlines are detailed below:

Commitment	Key Activity	Responsibility	Milestone Target
Statutory Compliance Function	Assure Compliance with all building related statutory regulations and agree reporting and monitoring structure for all properties	Property & Investment Manager, Estates Team, Head of Business and Technical Services	Immediate and Ongoing
Corporate Property Advice	Continue to provide ongoing advice to property/service project boards (e.g. Brooklands) supporting service teams to deliver development growth, economic, social, and wellbeing benefits	Estates Team	Immediate and Ongoing
Major Project Advice	To support Major Projects and Housing Delivery to use land and buildings for regeneration and housing delivery, to include partners working with County/Parish councils, One Public Estate Partners. Ensure property support and advice is provided	Estates Team	Immediate and Ongoing
Deliver robust monthly financial reporting	Work with accounts colleagues to provide proactive budget reporting for the revenue position through the year actively managing pressures and underspend opportunities. To include	Property and Investment Manager Chief Financial Officer	Immediate and Ongoing annual basis

	<p>quarterly debtors reporting working with tenants to reduce arrears.</p> <p>This will improve financial forecasting and identify savings and pressures at an early stage through alignment of budgets and enabling staff to focus on assets that make the biggest difference</p>		
To review current scheme of delegations	Consider the current scheme of delegations in the context of commercial estate management and differentiation between business as usual (statutory renewals) and key decision making processes	Head of Major Projects and Investment Head of Legal	September 2020
Asset Lifecycle Conditions	To review all asset condition surveys on a pro-rata 5 yearly programme to enable targeted investment through the asset strategy, prioritising funding as required	Property and Investment Manager Head of Business and Technical Services	Plan by sept 2020 Completion March 2026
Commercial Estate Management	<p>a) To manage and address business as usual and ad-hoc opportunities and challenges from property management work. Dealing promptly and proactively with enquiries, lease events, liaison with councillors and members of the public and being live to opportunities this may present.</p> <p>b) Identify all council property assets and holding committees/services and management arrangements to clarify client accountability</p> <p>c) Manage our estate to a consistent</p>	Estates Team	<p>a) ongoing</p> <p>b) March 2021</p> <p>c) ongoing</p>

	corporate standard for transparency and accountability reasons with clear, rational, information based decision making		
Centralise all property data into the MATs system	To review and update the Estates App, cleansing and correcting inaccuracies to enable key data to be accessible to relevant departments for more efficient asset management. This should include the continued development of the system and liaison with core partner departments (Tech Services) to ensure information integration amongst teams	Property and Investment Manager	December 2020
Property Data Gap Analysis	To undertake a gap analysis of property data and action plan to update outcomes from gap analysis to ensure firm data foundation for asset management.	Property and Investment Manager Head of Facilities and Technical Services	March 2021
Corporate Landlord Model Review	To undertake a review of Corporate Landlord Model and suitability, opportunities and challenges for introduction to centralise specialist functions to relevant teams. To set up a corporate landlord board to deliver and manage this review.	Head of Major Projects and Investment	March 2021 ongoing
To work with services to develop their service plan property requirements	Engage services on their annual delivery plan supporting property challenge and spend to save/project initiatives and reporting of property requirements and opportunities to the corporate landlord board	Estates Team	March 2021 ongoing

Property Budget Review	As part of corporate landlord scope to undertake a council wide review of property budgets, actuals and spend with a view to centralisation of budgets and introduction of property specific coding	Chief Financial Officer Property and Investment Manager Head of Facilities and Technical Services	March 2021
Review and Implement Community Asset Transfer Strategy	To engage relevant services and introduce the strategy as a policy resource in consultation with communities team and community groups	Property and Investment Manager Head of Wellbeing	September 2021
To review and update the Property Asset Management Plan 3 yearly	To review existing Asset Management Plan alongside supplementary policy documents and service plans to ensure the plan remains relevant to the corporate plan	Property and Investment Manager	March 2023 latest





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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item10

Key Decision [~~Yes~~/No]

Ward(s) Affected: All

## **Adur and Worthing Gypsy & Traveller Encampments - response to the recommendations from the JOSOC working group**

**Report by the Director for Communities**

### **Executive Summary**

#### **1. Purpose**

1.1 To provide 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.

#### **2. Recommendations**

2.1 Recommendation One - Request 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.

2.2 Recommendation Two - That the JSC endorses the plan to source member training on these matters to include a refresher on current processes.

2.3 Recommendation Three - That litter bins are not provided at encampment sites

### **3. Context**

- 3.1 In 2019 as part of its work programme the Joint Overview and Scrutiny Committee set up a working group to review the arrangements and protocols that are in place to manage incidents of traveller encampments across Adur and Worthing.
- 3.2 The working group presented its findings to this committee in November 2019, the full report is attached at Appendix A. At that meeting members of the committee requested that a report be prepared to consider and respond to the recommendations.

### **4. Issues for consideration**

- 4.1 The JOSOC report contained 7 recommendations.

Each recommendation is copied here, with an assessment of the impact and issues connected with the proposal and a proposed response for the committee:

#### **4.2 JOSOC Recommendation 1**

The Working Group considers that the Councils are receiving value for money for being party to the West Sussex transit site agreement and is pleased with the overall level of service provided by West Sussex County Council as part of this agreement, however, there are concerns that circumstances will change and there will not be value for money further into the agreement with it being a 60 year agreement which is a very long agreement with no proper break clauses.

The Working Group, therefore, calls on the Councils (Director for Communities) to ensure that there is continual ongoing review of the agreement (at least every three years) to ensure that there is value for money and this should be discussed with Members of the Council in a transparent way so that they are aware of the process.

#### **4.3 Response**

Officer level meetings occur each year with representatives from all D&Bs, WSCC and the police. The last one took place in 2019 and another will be scheduled for the spring/early summer in 2020. It is therefore proposed that the Head of Service and/or Director provide an update to the executive annually and a written review is presented every 3 years to the Joint Strategic Committee. With the next formal review scheduled for 2022.

Unless instructed by members to seek an earlier break clause for the agreement (which has to date worked extremely well) this will not form part of that review

#### **4.4 JOSC Recommendation 2**

That the Sussex Police decision to consider 'Partial' evictions as referred earlier in the report be welcomed as a means to helping speed up the process of removing Gypsies and Travellers from unauthorised encampments.

#### **4.5 Response**

No further action required - Officers will continue to work with Sussex Police as required under the protocol

#### **4.6 JOSC Recommendation 3**

That the Councils review its Officer decision making processes in light of the compliance issues raised in this report and report back on the outcomes of the review.

#### **4.7 Response**

It is noted that the Joint Strategic Committee in November 2019 commented that the decisions to enter into this agreement were made by the executive and not officers. Therefore no further action on this point is proposed

#### **4.8 JOSC Recommendation 4**

That the Working Group welcomes the Government consultations and plans to tackle illegal Gypsy and Traveller encampments and hopes that the new proposals can be implemented as soon as possible.

#### **[Government announces plans to tackle illegal traveller sites](#)**

#### **4.9 Response**

In 2019 the Government consulted on proposals to strengthen police powers to tackle unauthorised encampments via changes to the Criminal Justice and Public Order Act 1994. The consultation is now closed and we await further announcements from Government on this matter. No further action at this time.

#### **[Strengthening police powers to tackle unauthorised encampments](#)**

#### **4.10 JOSC Recommendation 5**

That the Councils undertake a thorough review of all strategic sites to assess if the sites need to be 'hardened' to protect against unauthorised encampments and allocate appropriate capital funding as a priority to undertake the necessary works.

#### **4.11 Response**

As part of the annual capital programme review, heads of service and leads are asked to consider these issues. In recent months work has been underway to look at securing Southwick Green and barriers were erected last year at the leisure centre in Southwick. Discussions have also taken place with Impulse Leisure on installing barriers at Lancing Leisure Centre and the practicalities of their operation. These discussions are continuing.

#### **4.12 JOSC Recommendation 6**

That the Councils review how it engages with the settled communities and the Gypsy and Travellers when there are unauthorised encampments and to assist with this engagement review, all elected Councillors be offered Gypsy and Traveller awareness training.

#### **4.13 Response**

It is agreed that awareness training would be useful and Democratic Services will incorporate a training session into the 2020/21 training programme which will support training on equalities. However specific engagement already forms part of the work commissioned through the joint agreement and is not recommended. It is also suggested that colleagues involved in the processes around this, provide members with a refresher on how this works.

#### **4.14 JOSC Recommendation 7**

That the Councils provide litter and refuse bins for use by Gypsy and Travellers when they occupy the sites so as to try and contain the litter and waste and reduce costs associated with additional litter picking.

#### **4.15 Response**

Historically litter bins have been misused in areas where encampments are present, and rather than contain the litter, they actually exacerbate the issue. These bins have commonly been filled with bulky waste and rubble in the past. It is recommended that bins are not provided proactively to minimise unscrupulous fly tipping.

## **5. Engagement and Communication**

5.1 Officers from all relevant departments including parks, waste and technical services have been involved in preparing this response.

## **6. Financial Implications**

6.1 The Councils make an annual contribution towards the cost of the transit site of £15,000 per Council.

6.2 There are no unbudgeted financial implications arising from the report.

## **7. Legal Implications**

7.1 Section 77 Criminal Justice and Public Order Act 1994 provides that a Local Authority may give a direction to trespassers to leave the land and remove their vehicles and property from the land. Section 78 of that Act provides that a Local Authority may apply to a Magistrates Court for an Order requiring the removal of any vehicle or property or persons residing on the land in contravention of the direction served pursuant to section 77.

7.2 Part 55 of the Civil Procedure Rules provide that a possession claim against trespassers may be issued in the County Court in order to secure vacant possession of the land.

7.3 The Police have discretionary powers, under s61 and 62A of the Criminal Justice and Public Order Act 1994 to require travellers to leave the land in prescribed circumstances.

7.4 The Joint Strategic Committee considered unlawful gypsy and traveller encampments at its meeting in January 2014 and decided in principle that Adur and Worthing should enter into a multi partnership arrangement for the effective management of unauthorised encampments across West Sussex, delegating decisions to the Strategic Director to agree the details of the multi partnership arrangement.

- 7.5 The Joint Strategic Committee considered the matter further at its meeting on 2nd December 2014 when they delegated authority to the Director for Communities to approve and enter into the agreement relating to the management of a Gypsy and Traveller Transit site at Westhampnett and the Enforcement and legal proceedings relating to unauthorised encampments on behalf of Adur and Worthing Councils. A final version of the agreement was not available at the time as negotiations were ongoing between the partners.
- 7.6 The Multi Partnership Agreement was entered into in 2015. It is for the management of the West Sussex Transit site at Westhampnett and enforcement proceedings in respect of unlawful encampments in Adur and Worthing. The agreement is for 60 years and there is no effective break clause; if Adur and Worthing were to terminate the agreement they would remain liable for costs and repairing obligations until the end of the 60 year period.

### **Background Papers**

- [JOSC Review of Gypsy and Traveller Encampments](#)

### **Officer Contact Details:-**

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## **Sustainability & Risk Assessment**

### **1. Economic**

Issues considered none identified

### **2. Social**

#### **2.1 Social Value**

The issues of how settled communities and travelling communities live side by side is relevant and one which we hope to support proactively in the work that is done as part of the partnership arrangements between the West Sussex districts and boroughs, West Sussex County Council and the Police.

#### **2.2 Equality Issues**

Provision of the transit site facility ensures that there is provision for the traveller community.

#### **2.3 Community Safety Issues (Section 17)**

These matters are always considered and assessed by the police when there is any encampment. Their decisions are final and will take into account safety of the settled community, and the traveller community, as well as equalities issues.

#### **2.4 Human Rights Issues**

The human rights of traveling communities as well as settled communities must always be given equal weight. There are no proposals in this report that would undermine the rights of either community

### **3. Environmental**

Whilst litter may not be contained tightly in the short term, fly tipping would be less likely if bins are not provided. Litter clearance would be less time consuming and costly than fly tipped waste.

### **4. Governance**

It is proposed that a 3 yearly review is conducted of these arrangements as contained within the body of the report.

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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 11

Key Decision [Yes]

Ward(s) Affected: Widewater

## **Use of s106 contributions to improve Widewater Bridge, Lancing**

### **Report by the Director for the Economy**

#### **Executive Summary**

##### **1. Purpose**

- 1.1 This report seeks authority to release s106 funds to deliver an improvement scheme for the Widewater bridge in Lancing.
- 1.2 The majority of funds are held by the County Council but the scheme requires £103,773 held by Adur District to fully fund the scheme. Whilst, these funds are specifically held for transport improvement schemes as the total exceeds £100,000 Committee approval to release the funds is required.
- 1.3 The report sets out some of the approval processes already undertaken by the County Council and describes some of the key improvements to be undertaken to improve accessibility to the seafront cyclepath.

##### **2. Recommendations**

- 2.1 The Committee is recommended to release £103,773 towards the proposed improvement scheme to Widewater Bridge and agree that this scheme is added to the capital programme.

### **3. Context**

3.1 The Widewater bridge has been identified by the County Council as a suitable scheme to improve pedestrian and cycle access between the local community and the seafront cyclepath. The County has indicated that the scheme will offer the following public benefits:

- The current bridge is in poor condition and this single span replacement will be an improvement. The width of the bridge will be improved to enable better pedestrian and cycle access. New foundations will be provided. The project has met its criteria and is considered to be viable.
- The project will deliver accessibility improvements to the bridge, including disabled access. The gradient of the bridge will be altered from a gradient of 1 in 20 to gradient of 1 in 12 to provide access to the beach.
- The access steps currently prohibit use of the bridge for some members of the disabled community. There is potential for ramps to be installed and steps to be reduced.

3.2 The scheme was originally earmarked for completion during 2019/20 but after more detailed feasibility work the scheme was halted on the basis that scheme costs exceeded the available budget. The main reason for the increase in costs was the need to extend and improve the southern embankment. A revised scheme has now been designed which removes the need for the south bank works but still ensures a bridge replacement and reduction in height of the northern approach to Widewater Bridge (Footpath No 3029), ensuring that it is still accessible to everyone and fully compliant with the Equality Act 2010).

3.3 The overall scheme cost is £480k, of this £385k is held by WSCC (s106 transport contributions paid directly to the County Council). WSCC has requested the release of £103,773 held by Adur District for transport improvements, collected through s106 contributions, to ensure the delivery of the scheme. A drawing attached to the report highlights the works proposed to improve the link to the coastal cyclepath.

3.4 The County Council now approves such schemes through the Annual Delivery Programme (ADP). This replaced the County Local Committee approval process. Regarding the consultation and approval process undertaken, consultation support for the Annual Delivery Programme (ADP) was received from the Parish and Local WSCC Member, and signed off by the relevant

Cabinet Member. The scheme is now included in the approved Highway and Transport Delivery Programme 2020/21 which is published on the WSCC website.

#### 4. Issues for consideration

- 4.1 As the level of funding sought from the District Council exceeds £100,000 this is a key decision. To comply with the Council's Financial Regulations the release of section 106 money over £100,000 requires the approval of the Joint Strategic Committee. In view of the significant cost of this scheme your Officers were concerned that it may affect other planned highway improvements and additional information was requested from the County Council and the following information has been provided:

*The following represents a list of the other schemes in Shoreham that we are developing through LTIP which are also utilising suitable S106 contributions and other sources of funding. Owing to this, the bridge is not being developed at the expense of other schemes:*

<i>Local Transport Improvement Scheme (LTIP)</i>	<i>Status</i>	<i>Indicative Programme</i>	<i>Summary</i>	<i>Information Source</i>	<i>Cost</i>
<i>LTIP0235</i>	<i>Further feasibility work required.</i>	<i>2020/21</i>	<i>Cycle link on southern side of the road to improve cycle links between Shoreham and Brighton &amp; Hove</i>	<i>Sustainable Transport Improvement Plan (STIP) Scheme</i>	<i>£500k</i>
<i>LTIP207</i>	<i>Further feasibility work required</i>	<i>2020/21</i>	<i>New Pedestrian crossing on Old Shoreham Road</i>	<i>s106</i>	<i>£110k</i>
<i>LTIP0015</i>	<i>Further feasibility work required</i>	<i>2020/21</i>	<i>A259/A283 Norfolk Bridge Junction improvement</i>	<i>Shoreham Town Centre Study March 2014, Adur Local Plan and Shoreham Harbour Transport Study</i>	<i>£300 - £400K</i>
<i>LTIP0014</i>		<i>2020/21</i>	<i>Shoreham High Street traffic flow improvements</i>	<i>Shoreham Town Centre Study March 2014</i>	<i>£150 - £200k</i>

- 4.3 The revised scheme is now within the budget originally set for the project and will make some significant improvements to the bridge and ensure that it improves access for all. Whilst, the costs remain high given that it would not affect other planned highways improvements and has been taken through the County Council approval process, it is considered that the request for the transport funding held by the District Council is agreed to enable this project to proceed.
- 4.4 The recent Covid 19 pandemic has highlighted the importance of high quality public realm and the importance of improving local walking and cycling routes. This project is therefore considered even more important providing access to all residents to the seafront coastal promenade and cyclepath.

## **5. Financial Implications**

- 5.1 Financial regulations require that the release of S106 funding over £100,000 is approved by the Joint Strategic Committee.
- 5.2 Section 25 of 2003 Statutory Instrument No. 3146 - Local Authorities (Capital Finance and Accounting) regulations 2003 requires that 'the making of an advance or the giving of a grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure, which would, if incurred by the authority, be capital expenditure shall be treated as capital expenditure. Consequently, if approved, this scheme will need to be added to the capital programme.

## **6. Legal Implications**

- 6.1 Section 106(1) of the Town and Country Planning Act 1990 provides that any person interested in the land in the area of a Local Planning Authority may, by agreement, enter into an obligation requiring a sum of money to be paid to the Authority. Section 106(5) provides that the obligation is enforceable by way of an injunction and section 106(11) provides that the obligation becomes a Local Land Charge.
- 6.2 S106 agreements may require that the Council uses certain contributions for specific purposes such as transport improvements. Provided the money from the Council is for transport infrastructure or is available for general infrastructure projects use of this money, subject to the Committee's approval, would be lawful.

6.3 Adur District Council holds sufficient funds from section 106 monies, for transport schemes, to release this funding for this scheme.

**Background Papers**

West Sussex Annual Delivery Programme

Local Transport Improvement Plan (LTiP) and Sustainable Transport Plan (STiP)

**Officer Contact Details:-**

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## **Sustainability & Risk Assessment**

### **1. Economic**

- The proposal would help the visitor economy by improving accessibility to the Beach and coastal cyclepath.

### **2. Social**

#### **2.1 Social Value**

- The improved bridge and access to the Beach and cyclepath will improve accessibility being fully compliant with the Equality Act. The proposal would help promote health and wellbeing for the local community.

#### **2.2 Equality Issues**

- By providing access for all the scheme will help improve equality.

#### **2.3 Community Safety Issues (Section 17)**

- Matter considered and no issues raised.

#### **2.4 Human Rights Issues**

- Matter considered and no issues raised.

### **3. Environmental**

- The scheme will enhance access to the Widewater SSSI and help promote understanding of the area's ecological and environmental importance.

### **4. Governance**

- Addressing disabled access requirements would enhance the reputation of both the County and SDistrict Councils.





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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 12

Key Decision [~~Yes~~/No]

Ward(s) Affected: Worthing ALL

## **Worthing Community Infrastructure Levy - Infrastructure Investment Plan (IIP)**

### **Report by the Director for the Economy**

#### **Executive Summary**

##### **1. Purpose**

Worthing Borough Council has introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that is needed to support growth. The Council adopted the Charging Schedule for CIL in February 2015 and implementation of the levy commenced in October 2015. The Council has overarching responsibility for the allocation of CIL monies and reporting the amount of money collected and spent. This report provides an update on progress made by the Joint Officer and Member Board (JOMB) for CIL Governance and:

- provides an update on the current level of CIL funding collected;
- sets out the Infrastructure Investment Plan (formerly called the Infrastructure Business Plan) which will set out priorities for the spending of CIL;
- sets out the need for a formal review of the CIL charging schedule based on the recent recommendations of the Council's Consultants.

## **2. Recommendations**

2.1. The Committee is recommended to:

- Note the progress made by the Joint Officer and Member Board in relation to governance arrangements for overseeing the Community Infrastructure Levy (CIL);
- Agree the Infrastructure Investment Plan (IIP) which will set out the priorities of infrastructure projects to receive CIL funding over the next three years.
- Agree to the formal revised draft CIL Charging Schedule prior to undertaking a public consultation exercise.

## **3. Context**

- 3.1 The CIL Regulations 2010 (as amended), allow local planning authorities to set a CIL charge on some developments in order to contribute toward the cost of the infrastructure required to support the cumulative impact of growth and development in an area. Worthing Borough Council (WBC) adopted its CIL charging schedule in February 2015, with implementation of the levy commencing in October 2015.
- 3.2 The charging schedule must strike an appropriate balance between the desirability of funding infrastructure and the potential effects on the viability of development. It is generally considered that a review of a charging schedule should be considered within 5 years of implementation, to reflect changes to key government policy and guidance, as well as changing market conditions.
- 3.3 CIL is now the main way in which WBC collects contributions from developers for infrastructure provision in Worthing. There is, however, still a role for the use of S106 planning obligations, particularly for securing affordable housing provision and some site specific requirements.
- 3.4 As charging authority, Worthing BC has the responsibility for managing, monitoring and reporting on CIL. Although the CIL 'pot' is growing, it is accepted that CIL will not generate enough funds to completely cover the cost of new infrastructure needed to fully support the planned growth. It is clear that there will be many competing demands on CIL funds which means that it is important that a clear and justified process for the spend and prioritisation of CIL is established.

- 3.5 To oversee this process, a Joint Officer and Member Board (JOMB) has been established (see JSC report 01/02/2018). JOMB oversees the governance around the spend of CIL which includes the development of the Infrastructure Investment Plan (previously referred to as the Infrastructure Business Plan) which sets out the priority of infrastructure delivery over a next three year period.
- 3.6 Although CIL has been in place in Worthing since 2015, funds are only now starting to grow as payment becomes due on commencement of liable development. To date, a total of £812k has been collected through CIL. The table below sets out CIL income receipts at the end of March 2020 and how the money has been split in line with the CIL Regulations and governance arrangements previously agreed by JOMB and JSC:

*Money in the CIL Pots (as at 31/03/2020) - Total available £788,000*

Strategic Pot (70%)	Neighbourhood Pot (15%)	'Other Services' Pot (10%)	Admin Pot (5%)
£568,000	£122,000	£81,000	£17,000 (remaining)

#### **4. Issues for consideration**

##### ***Infrastructure Investment Plan (IIP)***

- 4.1 An Infrastructure Investment Plan (attached as Appendix A) has been prepared alongside the emerging Worthing Local Plan and the associated Infrastructure Delivery Plan (IDP). The purpose of the IIP is to ensure that infrastructure to support growth is provided across the Borough. The IIP focuses on which projects should be prioritised to receive CIL funding from the 'Strategic Pot' (70% of all receipts) over the period 2020-2023. The IIP will be updated each year to reflect the most up-to-date housing trajectory and infrastructure requirements.
- 4.2 Learning from difficulties being faced by other authorities elsewhere it has been agreed by JOMB that a simplified process for prioritising projects to be funded by CIL should be taken forward. The aim is to avoid a long, complicated and resource intensive process of assessing 'bids' for funds.
- 4.3 Although there is some ability to forecast the level of money that may be collected through CIL, the uncertain nature of development means that the IIP

can never be precise about the amount of money that will be available. Hence, the IIP will be kept under review, updated and rolled forward each year to reflect how much money has been collected and how much CIL is predicted to be collected from development. Money will only be allocated to projects if it is in the strategic pot, and will not be borrowed against projected (forecast) income.

- 4.4 A shared priority of both Worthing BC and West Sussex County Council is ‘sustainable growth in the context of climate change’, which is the overarching objective of the IIP over the period 2020 to 2023. Informed by this, two main themes have been identified to be the focus for infrastructure funding from the CIL strategic pot; a ‘Healthy Town Centre’ and ‘Managing Strategic Growth’.
- 4.5 A wide range of infrastructure projects come under the two themes, however to achieve the most significant impact it has been deemed appropriate that the CIL money should be used to fund ‘large’ infrastructure projects that provide a clear and tangible range of benefits to the town and the people who use it. The projects listed in the table below have been identified as key infrastructure projects to be delivered in the next three years, based on the estimated CIL receipts. Further information on each infrastructure project is provided in the IIP.

Strategic Pot	2020/2021	2021/2022	2022/2023
1 <sup>st</sup> April b/fwd	£568,400	£303,500	£129,500
Income			
Estimated CIL income	£835,100	£826,000	£2,700,600
<b>Funds available</b>	<b>£1,403,500</b>	<b>£1,129,500</b>	<b>£2,830,100</b>
Expenditure			
<b>IIP001 – Public Realm</b> I) Railway Approach II) South Street III) Portland Road	£650,000	£1,000,000	£2,000,000
<b>IIP002 - Public Wi-Fi for Town Centre(s)/ Seafront</b>	£300,000		
<b>IIP003 – Brooklands Masterplan</b>	£150,000		
<b>Total Expenditure</b>	<b>£1,100,000</b>	<b>£1,000,000</b>	<b>£2,000,000</b>
<b>31<sup>st</sup> March c/fwd</b>	<b>£303,500</b>	<b>£129,500</b>	<b>£830,100</b>

- 4.6 To ensure efficient but robust processes, the IIP establishes a clear and focussed set of priorities that highlight a small number of projects that will best reflect the overarching objectives. However, a degree of flexibility is required to allow for any change in priorities and to reflect the often uncertain nature of the development industry (and therefore the level of CIL receipt). Appendix 2 of the IIP sets out a number of 'live' or longer-terms projects that, whilst not being prioritised in this IIP, do meet many of the overarching objectives. As such, they may be prioritised for CIL funding in subsequent versions of the IIP.
- 4.7 In light of COVID-19, greater emphasis has been placed on ensuring that public spaces are safer and more accessible for use by the public. There is increased demand for cycle networks and suitable pedestrian access to the high street and town centres, as well as using public realm and green spaces to provide leisure activities, whilst allowing for social distancing. The ability to review the IIP provides the opportunity to reconsider priorities. In particular, this will enable the Council to consider how CIL funds could be used in the future to help support businesses and communities as they recover from the Covid-19 crisis.
- 4.8 It has been agreed (see JSC report 02/04/2019) that the 'other agencies' pot (10%) would not be opened up to bids until it has reached a sufficient level of CIL receipts (£100,000). At that time, the IIP priorities will be used to assess which projects receive funding. An early potential project which has been identified proposes a new health hub on the Town Hall Car Park, which is a joint project between WBC and various health partners.

### ***Review of CIL charging schedule***

- 5.1 As indicated earlier, CIL has been in place in Worthing since 2015. There is no legal requirement to review CIL on a regular basis, however, the guidance does make it clear that local authorities should ensure that it reflects current market conditions and infrastructure needs. CIL guidance contained within the Planning Practice Guidance (PPG) states that,

*'Charging authorities must keep their charging schedules under review and should ensure that levy charges remain appropriate over time. For example, charging schedules should take account of changes in market conditions, and remain relevant to the funding gap for the infrastructure needed to support the development of the area...Charging authorities may revise their charging schedule in whole or in part...The law does not prescribe when reviews should take place'*

5.2 In view of the need to keep in step with changing market conditions it is generally accepted that the charging schedule should be reviewed within 3 - 5 years of implementation. An updated CIL charging schedule would reflect up-to-date and (arguably) more robust evidence to ensure that the CIL rates continue to support development across the area whilst striking a balance between additional investment to support infrastructure and the potential effect on the viability of developments.

5.3 There were a number of factors indicating the need for the Council to undertake a review of its charging schedule, including:

- ❑ It may no longer reflect the current market conditions (for example, development values and costs);
- ❑ The Planning Committee has heard from a number of developers that the CIL charge, alongside the requirement of 30% affordable housing on site (for sites of more than 15 dwellings) is having a significant impact on the viability of developments;
- ❑ As a first charge on the land the greatest impact has been on the ability to deliver affordable housing on brownfield sites;
- ❑ Officers have been concerned that the Council has been missing out on CIL contributions from residential development from the 4 exempt Wards; and
- ❑ A local developer has also challenged why the current charging schedule applies to communal areas in flats and basement parking as this was not assessed as part of the original viability assessments to support the introduction of CIL.

5.4 In view of these issues your Officers commissioned Dixon Searle Partnership (DSP) to undertake an initial review of the current CIL charging schedule in 2019. The final report was received in March 2020 outlining a number of recommendations for the Council to consider. The recommendations of the report suggest a possible revised CIL charging schedule as follows:

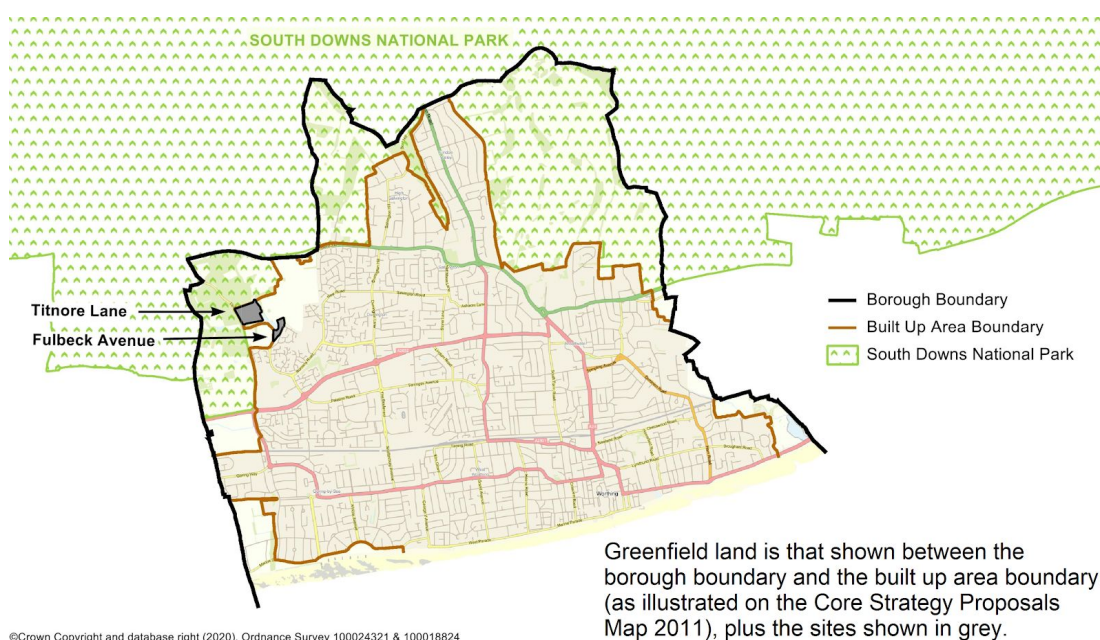
<b>Use</b>	<b>Development Type</b>	<b>Levy (£/sq.m)</b>
Residential (Use Class C3) Including retirement/ sheltered housing	10 dwellings or less (all dwelling types)	£125
	More than 10 dwellings (excluding Flatted development)	£125
	Flatted development of more than 10 dwellings	£25
	Extra Care Housing	£0



	Greenfield housing development (greenfield land shown on map - see below)	£200
Retail (Use Class A1)	Foodstore/Supermarket/Retail Warehousing development (greater than 280 sq.m.)	£150
	Other forms of retail	£0
All other development		£0

**Table 1: CIL Charge Rates** - Note: For a development on PDL, of more than 10 dwellings, that contains both houses and flats, the flatted part of the development would be charged at £25/sq.m. and the housing part of the development would be charged at £125/sq.m.

**Figure 1: CIL draft charging schedule map**



Note: An online version of the map will be placed on the Council's website during consultation.

- 5.5 The CIL Review undertaken by DSP considered there to be justification to revise the current approach to CIL in the borough, particularly in relation to the removal of the current nil rated 'Zone 2'. A key finding from the CIL Review was a suggested significantly lower rate for larger flatted schemes requiring affordable housing. This reflects the most likely challenging viability scenarios, due to being on previously developed land ('PDL') and the requirement of affordable housing. The findings also show that greenfield development could support a greater level of CIL than currently charged.
- 5.6 It is hard to predict the potential change in CIL receipts collected as a result of the revised CIL charging schedule. However, as explained above, it is important

that the schedule is kept up-to-date and that the most up-to-date evidence of viability is used. Any potential loss of receipts from a lower charge on flatted developments of more than 10 dwellings, may be offset by the uplift from greenfield developments. It is also important to weigh up the balance between collecting CIL on the larger flatted developments versus securing the requirement of affordable housing on those schemes (which we know has been extremely challenging in recent years).

- 5.7 Your Officers have undertaken an assessment of what CIL may have been 'missed' from residential developments in the 4 CIL exempt Wards (Castle, Broadwater, Gaisford and Selden) and over the last few years and this suggests that approximately £400k could have been raised. Whilst, the Inspector at the CIL Examination felt that the viability of developments within the 4 Wards would affect the ability to collect CIL, the work of our Consultants has clearly indicated that this position has changed.
- 5.8 In relation to greenfield development this was not assessed in any detail when setting the original charging schedule as no development was proposed on greenfields (other than West Durrington where outline permission had already been granted). Now that the emerging Plan is considering additional greenfield sites it would be important to consider increasing the CIL rate for these sites in line with the recommendations of our CIL Consultants. This is particularly important as some greenfield sites may come forward before the new Local Plan is adopted.
- 5.9 The recommendation is that the revised CIL charging schedule is approved, so that it can go out for consultation, which will last for 8 weeks. The consultation will last 2 weeks longer than normal to give consultees a chance to respond, given the current situation with COVID-19. Hard copies of the charging schedule will be available in the principal office, subject to public access. Should there not be any public access to view the hard copies, then the consultation will have to be deferred. Representations received will be considered before the Charging Schedule is submitted for independent Examination. If the Charging Schedule is approved (found sound) it would need to be adopted by Full Council to establish the updated CIL charges for liable developments in the Borough.

## **6.0 Engagement and Communication**

- 6.1 The IIP includes consultation with West Sussex County Council and informal consultation with other infrastructure providers. As explained in paragraph 3.5 above, a Joint Officer and Member Board (JOMB) has been established. The

IIP has been prepared by Officers from Worthing Borough Council, with input from West Sussex County Council Officers and from Senior Councillors from both authorities.

6.2 A CIL workshop was held on 12th February 2020 for all Members and our consultants gave a presentation setting out some of their emerging thoughts on the current CIL charging schedule and options for the Council to consider.

## 7.0 Financial Implications

7.1 The additional CIL funding gives the Council the opportunity to invest in much needed infrastructure which would not otherwise be delivered. Overall the Council expects to generate additional and utilise these resources as follows:

	Strategic Pot 70.00% £	Neighbourhood Pot 15.00% £	'Other Services' Pot 10.00% £	Admin Pot 5.00% £	Total £
Balance as at 17/2/2020	425,000	91,000	61,000	7,000	584,000
Receipts due by the year end	107,600	23,060	15,370	7,690	153,720
Amount to be used				-14,690	
Total as at 1/4/2020	532,600	114,060	76,370	0	737,720
Amount generated	711,200	152,400	101,600	50,800	1,016,000
Amount to be used	-1,100,000			-40,770	-1,140,770
Total as at 1/4/2021	143,800	266,460	177,970	10,030	612,950
Amount generated	907,200	194,400	129,600	64,800	1,296,000
Amount to be used	-1,000,000			-41,590	-1,041,590
Total as at 1/4/2022	51,000	460,860	307,570	33,240	867,360
Amount generated	2,571,800	551,100	367,400	183,700	3,674,000
Amount to be used	-2,000,000			-42,420	-2,042,420
Total as at 1/4/2023	622,800	1,011,960	674,970	174,520	2,498,940

7.2 The Council employs an Officer to administer the scheme. This post is funded from the 5% administration share of the CIL generated.

## **8.0 Legal Implications**

- 8.1 Legislation governing the development, administration and governance of CIL is contained within the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended). The Ministry of Housing, Communities and Local Government (MHCLG) has also provided CIL guidance that needs to be followed.
- 8.2 The process for adopting a revised charging schedule is the same as adopting a charging schedule. As part of the adoption process, documentation must be available to the public for inspection as well as being made available on the council's website. As acknowledged in the report, the public consultation can only take place if inspection is possible in order to comply with the legislation.
- 8.3 In addition to the statutory requirement for public inspection, the Council would ordinarily place copies in local libraries for inspection. It is hoped that libraries will be open by the time the consultation begins. However, if they are not, this will not prevent the consultation from taking place and being lawful.
- 8.4 Governance arrangements that are consistent with the CIL Regulations must be agreed. If they are not then the Council runs the risk of complaints and/or challenges from developers and these could then be upheld by the Local Government Ombudsman.
- 8.5 Under the Equalities Act 2010 the Council has a "public sector equality duty". This means that in taking decisions and carrying out its functions it must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the 2010 Act; to advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it; and to foster good relations between persons who share a relevant protected characteristic and those who do not share it. All decisions on spending CIL will themselves be subject to assessment to ensure the 2010 Act duties are complied with.

### **Background Papers**

- Appendix A - Draft Infrastructure Investment Plan (IIP)

- Adur & Worthing Councils JSC: Worthing CIL Governance and Procedural Matters; agenda item 7, 2 April 2019
- Adur & Worthing Councils JSC: CIL Governance Arrangements; agenda item 7, 1 February 2018
- Worthing CIL Expenditure Strategy - September 2019
- Worthing CIL Charging Schedule 2015

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## **Sustainability & Risk Assessment**

### **1. Economic**

- The efficient collection and distribution of money collected through CIL will help to ensure that infrastructure is delivered alongside development to meet the identified needs of new and existing residents, communities and businesses.

### **2. Social**

#### **2.1. Social Value**

- The efficient governance of CIL will ensure that money collected is spent on projects that provide the greatest benefit to the community.

#### **2.2. Equality Issues**

- Issues relating to race, disability, gender and equality have been considered and it is not felt that CIL will have an adverse impact on any social group. In reality, by making communities more sustainable, CIL will facilitate economic growth and help to deliver improved services. The infrastructure and services that CIL can provide (such as community facilities and transport networks) could enhance liveability for all sectors of society, and could help to deliver new infrastructure that serves different needs within the community.

#### **2.3. Community Safety Issues (Section 17)**

- Matter considered and no issues identified.

#### **2.4. Human Rights Issues**

- Matter considered and no issues identified.

### **3. Environmental**

- Matter considered and no issues identified.

### **4. Governance**

- The Council has overarching responsibility for the allocation of CIL monies and reporting of monies collected and spent. The protocols proposed and being taken forward, will enhance the Council's reputation as they will ensure that CIL is managed in an open way and in accordance with the CIL Regulations.
- Without clear and robust governance arrangements being in place, the Council could be open to challenge on the basis of maladministration of CIL funds.
- The efficient distribution of money collected through CIL will help to ensure that infrastructure is delivered alongside development to meet the identified needs. This will help to contribute towards meeting many Council priorities.



WORTHING BOROUGH  
COUNCIL

Community Infrastructure Levy (CIL):  
Draft Infrastructure Investment Plan (IIP)  
2020 - 2023

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## 1.0 Background

- 1.1. This Infrastructure Investment Plan (IIP) covers the Worthing Local Plan area, excluding the parts of the Borough that fall within the South Downs National Park, for which the South Downs National Park Authority (SDNPA) are responsible for. The SDNPA adopted the Community Infrastructure Levy (CIL) in April 2017.
- 1.2. Infrastructure can be funded through a number of different sources, for example:
  - Customer bills - to utility companies to supply the infrastructure to your home
  - Government Funding and Grants - e.g. to help provide school places, and provide road and rail infrastructure.
  - County and Borough Council Capital Investment Programmes
  - Planning obligations - S106 agreements provide infrastructure for site specific mitigation
  - Community Infrastructure Levy - CIL
- 1.3. The IIP will focus on which projects should be prioritised to receive funding from the Community Infrastructure Levy (CIL). As expected, in the early years since the introduction of CIL in Worthing in October 2015 there has been little money collected. However, more recently, the amount of money collected from CIL has steadily increased as larger development projects have been implemented. Therefore, Worthing Borough Council is now at a point where there is sufficient CIL funds to start deciding which projects could receive funding.
- 1.4. The IIP prioritises infrastructure via a three year rolling programme. The IIP programme is updated each year to reflect the most up-to-date housing trajectory and infrastructure requirements across the plan area.
- 1.5. Although there is some ability to forecast the level of money that may be collected through CIL, the uncertain nature of development means that the IIP can never be precise about the amount of money that will be available; it is just the best estimate at any given point in time. As a consequence, the IIP is a 'living' document which will be kept under review, updated and rolled forward each year to reflect how much money has been collected and how much CIL is predicted to be collected from development.
- 1.6. As explained briefly below, when CIL funds are received by Worthing Borough Council (as the collecting authority) the money collected is split into three 'pots': administration costs (5%); the 'local proportion' (15%); and the 'strategic' pot (80%). The CIL Expenditure Strategy, which is available to view on the Council's website, explains in more detail the process surrounding the different 'pots' of CIL funding available <https://www.adur-worthing.gov.uk/media/media,155253,en.pdf>

- 1.7 The 'local proportion' (15%) money is allocated to each ward. Community groups, in liaison with the respective ward Members, will be invited to put forward projects that would benefit from funding from this pot. Invitations will only be invited once the individual ward pot has reached around £10,000, as this allows for sufficient funds to be available for projects to 'bid' for. Assessment criteria will be used to help reach agreement on how funds will be allocated. There is freedom placed on how this money will be spent. However, if it is seen as a local priority by the local community, the money collected within this pot could be put towards projects that fall under the listed priorities below.
- 1.8 The 'strategic pot' (80%) forms the main focus of this IIP. For clarity, Worthing Borough Council has agreed to 'top slice' this proportion, so that 70% of all CIL money received is spent on Worthing Borough Council and West Sussex County Council projects. The remaining receipts (10% of total CIL money collected) is allocated to 'other service providers' (such as NHS partners, Police, Ambulance Trust) once that part of the 'pot' has reached £100,000. It is also agreed that the minimum bid for funding from the strategic pot is set at £50,000.

## **2.0 Purpose of the IIP**

- 2.1. The delivery of the right levels and types of infrastructure (such as roads, flood defences, schools, children's playgrounds etc.) is essential to support new homes, economic growth and to protect the environment. One purpose of the IIP is to ensure that infrastructure to support growth is provided across the Borough when and where it is most needed. The IIP also helps to demonstrate how the spending of CIL reflects and responds to Council (Worthing Borough Council and West Sussex County Council) priorities.
- 2.2. The IIP has been prepared by Officers from Worthing Borough Council, with input from West Sussex County Council Officers and from Senior Councillors from each authority.
- 2.3. The Worthing Infrastructure Delivery Plan (IDP) provides an evidence base document to support the emerging Worthing Local Plan in meeting its vision and the relevant strategic objectives for infrastructure. The latest IDP can be found on the Council's website. The IDP, which also forms one part of the evidence that informs the IIP, identifies the extent of the funding gap. CIL will help to bridge the gap, but won't completely fill it. There will therefore be a need for prioritisation along with exploration of external funding opportunities and innovative approaches to financing which will require strong partnership working arrangements with a variety of infrastructure providers.
- 2.4 Reporting on the spend of CIL money is done through the Infrastructure Funding Statement (IFS) which is to be published on the Council's website each December (from 2020 onwards). The IFS includes the list of infrastructure

projects that are to receive CIL funding; a report into the amount of CIL money that has been collected and spent in the previous financial year; as well as a Section 106 report into the developer contributions received and spent in the previous financial year.

### **3.0 Governance**

- 3.1 The primary role of the Joint Officer and Member Board for CIL (JOMB) is to oversee the governance around the spending of CIL, which will include the development of the IIP to help set the prioritisation of infrastructure delivery over a three year period.
- 3.2 The JOMB will agree the draft IIP and recommend the Plan for adoption to the Joint Strategic Committee (JSC) who in turn will, if agreed, recommend the Plan for adoption by Full Council. The governance arrangements were agreed by JSC on the 2nd April 2019.
- 3.3 Once the IIP is approved a detailed request for funding would need to be submitted to the Community Infrastructure Officer (using the form in Appendix 3) and a Cabinet Member report prepared. The Cabinet Member for Regeneration would consider the funding request in relation to the approved IIP and have regard to the delivery timetable of other priority projects and CIL spend available at the time.
- 3.4 As indicated earlier the strategic pot also incorporates 10% of the overall CIL collected to be used by other infrastructure or service providers (e.g. Clinical Commissioning Group (CCG), Police Authority). Unless the IIP identifies a strategic infrastructure project where the Council is working with one of our infrastructure partners, a separate bidding process for other service providers would be undertaken on an annual basis. This would be following the adoption of the IIP and only when the 10% pot exceeded £100,000. Submitted bids would be considered and evaluated by the CIL Officer Group and a recommendation made to the Cabinet Member for Regeneration.
- 3.5 The IIP concentrates primarily on the priority projects for the Strategic pot. However, there are separate governance arrangements for assessing the spend requests on community projects – ‘the neighbourhood pot’. An annual bidding process would be undertaken following the adoption of the IIP and when CIL exceeds the threshold of £10,000 in the relevant Ward. A standard application form and guidance notes have been prepared for the local community group or organisation to use. Submitted bids will be evaluated by the CIL Officer Group and proposal will be expected to meet the eligibility and evaluation criteria summarised below:

- the project led by a local community or local organisation, and supported by ward member(s)?
- does the project proposal provide infrastructure in terms of the CIL Regulations neighbourhood fund definition?
- is it a capital project?
- does the project proposal provide evidence of benefits to local communities, residents and businesses?
- will other sources of funding be secured / leveraged in alongside CIL neighbourhood funds?
- what stage of development is the project at?
- what is the plan for sustaining the benefits of the project in the long-term?

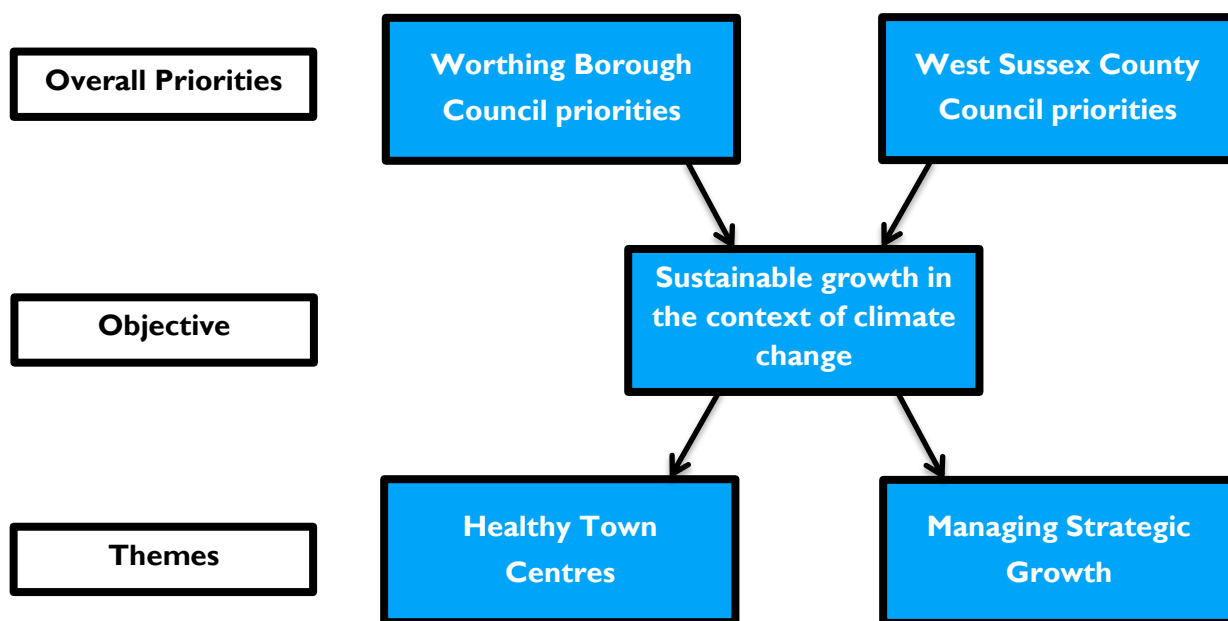
3.6 The final decision on the submitted bid would be taken by the Cabinet Member for Regeneration following recommendations from the CIL Officer Group.

#### **4.0 Prioritisation of Infrastructure Projects**

4.1 In order to be able to assess which projects should benefit from CIL funding it is important to assess what are the key priorities of Worthing Borough Council (WBC) and West Sussex County Council (WSCC). At appropriate stages stakeholder consultation will take place to discuss priorities which will help inform which projects are allocated CIL funding.

4.2 A shared priority of both WBC and WSCC is responding to the impacts of climate change whilst at the same time managing and supporting growth. In April 2019 WSCC pledged to work towards making the County Council carbon neutral (net zero carbon emissions by 2030) and prioritised a campaign to encourage residents and businesses to do more to help tackle climate change. In July 2019 Adur and Worthing Councils declared a climate change emergency which commits the Councils to demonstrate leadership to respond to the climate agenda and aims to see the authorities become carbon neutral by 2030.

4.3 Informed by this overarching objective, for the 3-year period 2020-2023, two main 'themes' have been identified to be the focus for infrastructure funding from the CIL strategic pot (70% of total CIL). As illustrated below, these are 'A Healthy Town Centre' and 'Managing Strategic Growth'. Both of these themes are key goals for both Councils and rest under the overall objective, whilst providing some further focus as to the types of infrastructure projects that could receive CIL funding. An explanation of what is meant by the two themes is given below.



4.4 The key themes have been agreed on the basis of current priorities across both Worthing Borough Council and West Sussex County Council. The themes link in to a number of important policy documents including:

- [Platforms for Our Places](#) - plan that sets out Adur & Worthing Councils' ambition for our places' and our communities' prosperity and wellbeing. Five 'Platforms' are identified, three of which (Leadership of Place, Prosperous Places and Tackling Climate Change and Supporting our Natural Environment) have very close links to key priorities identified in this IIP.
- [Sustainable AW](#) - through this programme, the Councils are committed to protecting and improving the environment in Adur and Worthing and achieve carbon neutral status by 2030. By working with the local community and collaborating with partners, the Councils plan to tackle some of the biggest environmental issues of our time - from climate change, biodiversity loss, clean energy and transport, to poor air quality, water efficiency, water quality, and waste reduction.
- [Draft Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#) & [Walking and Cycling Strategy](#) - Adur & Worthing Councils, with key partners, have been preparing the LCWIP which promotes new and enhanced cycling routes and core walking zones. In addition, the West Sussex Walking and Cycling Strategy is designed to complement the Government's emerging Cycling and Walking Investment Strategy and sets out the County Council's aims and objectives for walking and cycling together with our priorities for investment in infrastructure improvements.
- [UN Sustainable Development Goals \(SDGs\)](#) - the emerging Local Plan is likely to incorporate these Goals that will help to achieve a better and more sustainable future for all. They address a wide range of challenges

including those related to poverty, inequality, climate change and environmental degradation. For example, United Nations Sustainable Development Goal 9: Industry, Innovation & Infrastructure includes the following target (No. 9.1) “Develop quality, reliable, sustainable and resilient infrastructure, including regional and trans-border infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all”.

- [Public Realm Strategy](#) - A key priority for both WSCC and WBC is a public realm improvement strategy focussed on a number of key locations around the town centre. It encompasses streets, parks, squares, pedestrian and cycle routes as a network of interconnected spaces. Good quality public realm, that encompasses streets, parks, green infrastructure and pedestrian / cycle routes is essential in creating environments that people want to live and work in.

#### 4.5 What do we mean by A Healthy Town Centre and Managing Strategic Growth?

- ‘A Healthy Town Centre’ covers a wide range of issues, including: improving the public realm; helping to deliver key development opportunities; supporting the visitor economy; promoting the use of sustainable transport modes; responding to the changing nature of town centres (less reliance on the retail sector); improving the health of residents and visitors; and supporting growth and diversification.
- ‘Managing Strategic Growth’ encourages investment into areas and projects where there is a high concentration of development. In addition, it can help to prioritise funding for projects in areas of deprivation and / or where there is an existing or forecast under-provision of infrastructure.

4.6 A wide range of infrastructure projects come under the two themes above. However, to achieve the most significant impact it has been deemed appropriate that the CIL money collected should be used to fund ‘large’ infrastructure projects that provide a clear and tangible range of benefits to the town and the people who use it. The projects listed in the section below have been identified as key infrastructure projects to be delivered in the next 3 years.

4.7 In light of COVID-19, greater emphasis has been placed on ensuring that public spaces are safer and more accessible for use by the public. There is increased demand for cycle networks and suitable pedestrian access to the high street and town centres, as well as using public realm and green spaces to provide leisure activities, whilst allowing for social distancing. The ability to review the IIP provides the opportunity to reconsider priorities. In particular, this will enable the Council to consider how CIL funds could be used in the future to help support businesses and communities as they recover from the Covid-19 crisis.

## 5.0 Estimated CIL Receipts

- 5.1 The identification of likely cash flow provides an opportunity to review the projects which benefit from funding, based on the prioritisation of infrastructure projects set out above.
- 5.2 For the purposes of this IBP, an estimation of CIL receipts between 2019 and 2029 has been calculated. This information will be updated as further information becomes available. The trajectory has been informed by the Worthing Core Strategy/draft Local Plan housing trajectory. To ensure infrastructure delivery is aligned with growth, the phasing of development is then linked to its supporting infrastructure.
- 5.3 Based on a number of assumptions, the estimated CIL receipt income, as of August 2019, can be seen in the table in Appendix 1. Over the 3 year period 2020-2023, the estimated CIL receipt income is just over £6,000,000.

## 6.0 Priority Projects

- 6.1 The Councils emerging Public Realm Strategy promotes a step change in the overall quality of public realm. It helps to support the vitality and viability of Worthing town centre by improving access from the railway station, promoting enhanced pedestrian and cycle accessibility and enhancing the overall appearance and attractiveness of the area. This joint infrastructure project with the County Council is dependent on a funding strategy that includes CIL funding. The priority projects identified are:

- *Railway Approach to town centre:* The recent approval for the redevelopment of Teville Gate House to provide a new 5 storey office accommodating 800 staff and the current proposals for the redevelopment of Teville Gate for 370 homes, hotel, retail and commercial floorspace provides an opportunity to deliver significant improvements to the public realm from the railway station through Teville Gate (Station Square) and into the town centre.
- *South Street:* The main route into the town centre and seafront finishes in South Street and feasibility work has assessed 3 options for enhancing both the north and south end of the street to enhance the primary shopping areas and gateway to the pier and seafront.
- *Portland Road:* As well as the main access into the town centre (via Chapel Road/South Street) the public realm strategy has identified Portland Road as a key pedestrian route into the primary retail area of Montague Street and an opportunity to provide a shared surface

enhancing pedestrian access and assist businesses in the area. The scheme has significant support from retailers and the Town Centre Initiative.

- 6.2 Following the delivery of these priority projects, Worthing Borough Council, jointly with West Sussex County Council, are already considering other public realm improvements to enhance cycling and walking through the emerging Local Cycling and Walking Infrastructure Plan (LCWIP).
- 6.3 The other strategic projects relate to the delivery of public Wi-Fi to the town centre and seafront and the implementation of the Brooklands Masterplan.
- 6.4 Worthing is one of 14 areas to join CityFibres Gigabit City programme, a £2.5billion investment plan to bring full-fibre broadband to at least five million homes. The Council in partnership with the County Council has also secured funding to help deliver additional benefits and in particular to create public Wi-Fi to support key town centres and the seafront. Maximising the digital benefits to the public, businesses and residents is part of an integrated approach to promote healthy town centres.
- 6.5 Brooklands is an important area of public open space which is identified as a priority area for investment. It is Worthing's largest area of open space and provides an important role in the local community providing a wide range of formal and informal recreational activities. Whilst it is anticipated that private sector investment will deliver the formal recreational facilities proposed for the site, the provision of a large play area would help to pump prime investment into the site and therefore there is a need for a contribution of CIL money.
- 6.6 Whilst the above are the key priority projects, the IIP is reviewed and updated on an annual basis, to ensure that the appropriate prioritisation of projects is being taken alongside the CIL income trajectory. The projects that are selected for each financial year are dependent on the amount of CIL money that has been collected. Money can only be allocated if it is in the pot (not borrowed against projected income). Therefore projects will only be able to spend CIL money that it has been allocated for the financial year.
- 6.7 In addition to the main 'priority projects' summarised within this IIP there may be additional CIL funding available for other projects. Each of these projects would need to be evaluated against the overarching objective and themes for funding. However, given the focus established in this IIP it is unlikely that funding from the 'strategic pot' would be available for smaller projects within the first 3 years period unless any of the larger infrastructure projects identified are delayed.
- 6.8 To ensure efficient but robust processes this IIP establishes a clear and focussed set of priorities that highlight a small number of projects that will best reflect the



overarching objectives. However, a degree of flexibility is required to allow for any change in priorities and to reflect the, often uncertain, nature of the development industry (and therefore the level of CIL receipt).

6.9 With this in mind Appendix 2 sets out a number of ‘live’ or longer-term projects that, whilst not being prioritised in this IIP, do meet many of the over-arching objectives. As such they may be prioritised for CIL funding in subsequent versions of the IIP, particularly when the next 3 year funding period (2023-2026) is considered. This appendix also includes reference to the new Local Plan and other emerging strategies that will, once adopted, define other priority infrastructure projects across the Borough.

6.8 The table below shows the projects which have been selected to be funded from the ‘Strategic pot’ of the CIL income over this three year IIP period (2020-2023), by year the project will receive the funding. Each project is given a unique code in the title to ensure consistency with reporting.

#### Infrastructure projects to be funded from ‘strategic pot’

	2020/2021	2021/2022	2022/2023
1 <sup>st</sup> April b/fwd	£568,400	£303,500	£129,500
<b>Income</b>			
Estimated CIL income	£835,100	£826,000	£2,700,600
<b>Funds available</b>	<b>£1,403,500</b>	<b>£1,129,500</b>	<b>£2,830,100</b>
<b>Expenditure</b>			
<b>IIP001</b> – Public Realm Enhancements Railway Station to the Town Centre: I) Railway Approach II) South Street III) Portland Road	£650,000	£1,000,000	£2,000,000
<b>IIP002</b> - Public Wi-Fi for Town Centre(s)/ Seafront	£300,000		
<b>IIP003</b> – Brooklands Masterplan	£150,000		
<b>Total Expenditure</b>	<b>£1,100,000</b>	<b>£1,000,000</b>	<b>£2,000,000</b>

<b>31<sup>st</sup> March c/fwd</b>	<b>£303,500</b>	<b>£129,500</b>	<b>£830,100</b>

*Note - figures for the amount of CIL funding for each project are only estimates at this stage as projects are still being developed and costed. The IIP and progress on the projects would, in any event, be reviewed on an annual basis.*

6.9 The above expected CIL receipts assume that a number of large developments progress in the three year period, such as Teville Gate and Union Place. If any of the schemes were to be delayed, then the likely amount of CIL receipts available in 2022/23 would be lower than the figures in the table above.

## 7.0 'Other agencies pot'

7.1 There is currently just over £80,000 in the 'other agencies' (10%) pot. To ensure that the process is efficient, it has been agreed that this pot would not be opened up to bids until it had reached a sufficient level of CIL receipts (£100,000). At that time, the above priorities will be used to assess which projects receive funding in relation to this pot at such a time where the authority has collected the sufficient level of receipts.

7.2 Infrastructure projects provided by 'other agencies' will be prioritised in line with the overarching themes and objectives as described above. The range of 'other agencies' who would be eligible to receive CIL funding from this pot include, but are not limited to, the following:

- NHS Coastal West Sussex Clinical Commissioning Group (CCG)
- South East Coast Ambulance Service NHS Foundation Trust (SECAmb)
- Sussex Police & Crime Commissioner
- Environment Agency

7.3 An early potential project which has been identified proposes a new health hub on the Town Hall Car Park. This is a joint project between the Borough Council and various health partners and would provide greatly enhanced health facilities to improve health outcomes for a wide range of residents. It has been identified that there will be a need for a CIL contribution to help ensure a viable project.

7.4 Because of the strategic importance of this project it is considered that 10% of the strategic pot should be allocated for the new health hub project, if the scheme comes forward within the next 3 years.

**Estimated CIL receipts trajectory**

The figures set out in this receipts trajectory table are based on a number of assumptions (set out below). It represents a running total that assumes 'no spend'. The table will be updated and revised in future iterations of the IIP, particularly once money has been allocated to priority projects.

Financial Year	Total CIL receipts	Strategic Pot (70%)	Neighbourhood Pot (15%)	'Other Services' Pot (10%)	Admin Pot (5%)
Carried f/wd	£788,800	£568,400	£121,800	£81,200	£17,300
2020/21	£1,981,800	£1,403,500	£300,750	£200,500	£76,950
2021/22	£3,161,800	£2,229,500	£477,750	£318,500	£135,950
2022/23	£7,019,800	£4,930,100	£1,056,450	£704,300	£328,850
2023/24	£10,099,800	£7,086,100	£1,518,450	£1,012,300	£482,850
2024/25	£10,690,800	£7,499,800	£1,607,100	£1,071,400	£512,400
2025/26	£10,887,800	£7,637,700	£1,636,650	£1,091,100	£522,250
2026/27	£11,084,800	£7,775,600	£1,666,200	£1,110,800	£532,100
2027/28	£11,281,800	£7,913,500	£1,695,750	£1,130,500	£541,950
2028/29	£11,478,800	£8,051,400	£1,725,300	£1,150,200	£551,800

These projections are based on the following assumptions:

- They are aligned to the housing land supply trajectory set out in the most recently published Annual Monitoring Report (AMR) – which is published each December to cover the preceding financial year.
- An affordable housing rate of 30% has been applied to all major developments
- For previously developed sites (with existing buildings) an adjustment for existing floorspace (50% discount) has been made.
- A 30% discount has been applied to the 'windfall' allowance – as some of the dwellings delivered will be self-build and a significant proportion will involve the redevelopment of existing buildings
- Greenfield sites will deliver 3 bed houses @ 90 sqm
- Apartment schemes will deliver 2 bed flats @ 66sqm
- Windfalls will deliver 2 bed houses @ 77 sqm
- Payments have been calculated/phased in line with the Council's adopted Instalment Policy

- No index linking has been applied to account for inflation over time

## Potential Future Priority Projects

The table below sets out a number of emerging plans that are identifying new infrastructure projects as well as larger strategic redevelopment projects that, whilst not being prioritised in this IIP, are likely to meet the overarching themes. As such they may be prioritised for CIL funding in subsequent versions of the IIP, particularly when the next 3 year funding period (2023 - 2026) is considered.

Emerging Strategies	Comments
The Local Walking and Cycling Improvement Plan (LCWiP).	The Plan is to be adopted during 2020 and will highlight priority projects for investment to help cycling and walking across the Borough.
Sustainable Transport Improvement Plan (STiP)	This Plan is under preparation and once approved will identify key improvements to encourage more sustainable modes of transport and support new strategic growth.
The new Local Plan for Worthing	The Plan, which is due to be adopted in 2021, will allocate sites for development and be accompanied by a new Infrastructure Delivery Plan (IDP) which will set out the key infrastructure improvements necessary to support sustainable growth.
Future Projects	Comments
Annual Delivery Programme (ADP)	The Annual Delivery Programme sets out highways and transport projects for the coming year. It brings together funding streams from Highway Maintenance and transport Improvement Grants, supported by other external contributions such as development funding and WSCC corporate capital funding. The ADP includes projects from the STiP, Local Transport Investment Programme and Community Highway Schemes. Projects include those that are identified to mitigate specific developments and support development in the area.
Creative Industries	Research has shown that this is a growth sector in the area but there is a lack of affordable floorspace to support and grow this sector in Worthing. It is likely that public sector funding including a contribution from CIL would be required to maximise the employment potential from creative and cultural industry.
Redevelopment of Leisure Centre, Shaftesbury Avenue	The emerging Open Space, Sport and Recreation Strategy identifies the need to redevelop this site to provide enhanced indoor sport and recreational facilities.

Redevelopment of Grafton Multi Storey car Park	The Council has identified the car park is in need of redevelopment as it is not economic to continue to repair the structure. It is likely that the costs of redevelopment will require some level of public subsidy.
Future School Provision	The emerging Local Plan will increase the town's population and this may require additional education provision including primary and secondary schools and/or expansion of existing schools/facilities.
Coastal Defence	Climate change will require significant investment in coastal defence as sea levels rise.
Regeneration of Worthing Seafront	A number of projects are being considered to enhance the offer of Worthing Seafront to assist the objective of enhancing Worthing's economy and help support the viability and vitality of the town centre. Some of the emerging projects may require pump priming investment.
West Durrington	The urban extension at West Durrington of 700 dwellings has been extended recently by the grant of outline planning permission for a further 240 dwellings. Reserved matters applications have been submitted and there is a need to deliver cycle path links (including to Goring station to improve the sustainability of the site).
Climate Change	A number of community led projects as well as Council led projects (such as rewilding and tree planting) will come forward to help meet the climate change challenge and the Council's commitment to be carbon neutral by 2030.

CIL Funding Request Draft Proforma  
Infrastructure Investment Plan period 2020 - 2023

This form should be completed when requesting any expenditure of CIL funds held by Worthing Borough Council, for projects that have been approved CIL funding in the Infrastructure Business Plan period 2020 – 2023.

**1. Contact details for this project**

Full Name	
Position and organisation	
Address for correspondence	
Phone Number	
Email	

**2. Project title & IIP reference**

Project Title	
IIP Reference	

**3. Project summary**

Brief description of the project	
Total cost of project	
Amount requested from CIL	

**4. Project details (Part A)**

Is the infrastructure Project identified in the adopted Infrastructure Investment Plan?	Yes <input type="checkbox"/> proceed to question 5 No <input type="checkbox"/> continue below
Does the project meet one of the overall themes of the IIP, if so which?	
What other funding has been identified to help deliver the infrastructure project?	
Is the infrastructure necessary to deliver a Local Plan allocation for employment or housing?	

## 5. Project details (Part B)

Attach Project plan/Project feasibility study/committee reports/other relevant information	
Date project will start	
Date project will finish	
Key milestones (with anticipated dates)	
Details of how the project will be managed	
Details of who will be responsible for future maintenance	
Likely annual costs of future maintenance	

## 6. Project Costs & Management

Project Breakdown		How the project is funded	
Item or activity	Item/activity cost	CIL Contribution	Other contributions (£amount & source)
Totals	£	£	£

Please remember that CIL can only be spent on infrastructure and cannot be used to fund feasibility studies or investigative work.

## 7. Confirmation

<p>I confirm that I have been authorised by the organisation to apply for this funding and that to the best of my knowledge all the information I have provided is true.</p> <p>I understand that WBC may use your project as an example to other applicants on how CIL funds can be used.</p>	
Sign & Date	





ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 13

Key Decision Yes

Ward(s) Affected: Central Ward (Worthing)

## **Procurement Approach for Worthing Integrated Care Centre (WICC) Development**

### **Report by the Director for the Economy**

#### **Executive Summary**

The Council have been working to support the local health system in Worthing for a number of years. A key part of this partnership work has been the Council leading on a major project to invest in the development of a new integrated care facility. The care centre is to be located on the surface car park at Worthing Town Hall and comprises a 6,593 GIA square metre facility bringing together Coastal West Sussex CCG, Worthing Medical Group, Sussex Community Foundation Trust, and Sussex Partnership Foundation Trust.

Following the submission of an application for planning permission on 22nd May 2020, the next significant work stream is to procure a contractor to construct the new premises. This report summarises the work undertaken to date to procure a construction contractor, and recommends a preferred procurement approach for the project and the procurement of professional support required to construct the high quality development envisaged in the plans, and deliver value for money on the project.

#### **1. Purpose**

- To update members of the committee on progress to procure a construction firm for the Worthing Integrated Care Centre.
- To agree the preferred procurement route for the development stage

of the project as set out in the recommendations of the report.

- To delegate authority to the appropriate officers to make appointments for the necessary professional and consultancy support services required to support the procurement exercise and oversee the construction of the development.
- Subject to further due diligence and legal advice, to delegate authority to the Head of Major Projects & Investment, in consultation with the Executive Member for Resources, to enter in contract with West Sussex Estate Partnership as the preferred procurement route for the project.

## **2. Recommendations**

The Joint Strategic Committee is recommended to:

- 3.1 Agree to the preferred procurement route as detailed in Section 4 of this report.
- 3.2 Agree to delegate authority to the Head of Major Projects and Investment in consultation with the Executive Members for Resources to:-
  - Agree the terms of a detailed Project Agreement with West Sussex Estates Partnership and;
  - To enter into a contract to deliver the project on the terms set out in the Project Agreement and the LIFTCO Strategic Partnership Agreement which creates a Framework Agreement for the delivery of the project;such authority to be granted subject to the requirements set out in paragraph 4.9 which includes compliance with all necessary due diligence.

## **3. Background**

- 3.1 The Council have been working in partnership with the local health providers for over four years to help address key issues within the health system. A significant opportunity was identified for the Council to invest in new premises to bring together a number of existing health providers under a single roof. The key objectives of the intervention were to improve the level of care for Worthing residents by enabling more integrated working between different parts of the NHS by co-location, and to provide a significant

improvement on their existing accommodation which is dispersed throughout Worthing.

3.2 Following a number of preliminary studies and feasibility options, at Joint Strategic Committee of 7 November 2019 the Committee approved an Outline Business Case for the development of the Worthing Integrate Care Centre and Multi Storey Car Park development. The next phase of the scheme required the following main work streams to be undertaken:

- 1) Develop the partnership approach including a cost-share agreement.
- 2) Prepare a detailed design and schedule of accommodation agreed by health, partners and to receive planning permission for the scheme.
- 3) To identify a suitable property management approach.
- 4) To identify a Preferred Procurement Approach and commence the tender process to identify a fixed cost for the construction and provision of the professional services required to project manage delivery of the project.

3.3 These work streams are all well underway and their summation will be presented as a Full Business Case to the committee in Autumn 2020 with a view to commencing construction in early 2021.

#### **4. Preferred Procurement Approach**

4.1 With regards to work stream 4), the officer project board responsible for the project considered a paper prepared by a procurement specialist. The “Worthing Integrated Care Centre Procurement Options and Recommendations” report considered the nature of the project, and the capabilities within the Council to oversee its delivery given the specialist nature of health related development which is significantly different to residential or other commercial development due to the needs of various patient groups and providers. The report is provided in full at Appendix 1.

4.2 The report identified the following key considerations for the tender exercise against which each potential route was to be assessed:

- Time
- Certainty of time
- Certainty of cost
- Price competition
- Flexibility
- Complexity
- Quality

- Responsibility
- Risk
- Value for Money

4.3 The report reviewed all the available procurement delivery routes. A list of the pros and cons of each procurement delivery route was drawn up to form an initial assessment.

4.4 Following this initial assessment, it was narrowed to four potential options given the circumstances of the project where the Council will act as the main investor. These were:

- Use of the OJEU procurement route:

Option 1: Traditional and full OJEU Tender;

Option 2: Design & Build Contract awarded by the Council;

- Use of a pre-tendered procurement framework;

Option 3: Crown Commercial Services (CCS) ;

Option 4: Use of the West Sussex NHS LIFT Strategic Partnering Agreement.

4.4 Following consideration at an Officer Project Board, and some further research, the use of an OJEU procurement route was discounted due to the time required to complete these processes and the level of risk retained by the Council in the delivery of the project. Following an assessment of the viable frameworks available to the Council, it was resolved that (subject to further due diligence) using the West Sussex NHS Lift Strategic Partnering Agreement (SPA) was the preferred option for the delivery of the project. LIFT stands for Local Improvement Finance Partner and the LIFT Company under the SPA is the West Sussex Estates Partnership Ltd (also referred to as the LIFTCO).

4.5 The SPA in effect, set up a framework for local authorities to tap into for the delivery of major projects similar to the Health Hub enabling the Council to use the expertise, skill, and experience of professionals who have previously and successfully delivered projects of the same type now required by Worthing Borough Council. The West Sussex Estates Partnership Limited (the LIFTCO) was created by the NHS Local Improvement Finance Trust (LIFT) framework. WSEP through its subsidiaries and sub-contractors develops and manages primary health and social care property across West Sussex. Projects are procured under the umbrella of the Strategic Partnering Agreement. Worthing Borough Council has signed the Access Agreement to

the Strategic Partnering Agreement in March 2018, but has not yet invoked the procedures of the SPA, which require the negotiated and agreed Project Agreement.

- 4.6 To date, WBC has instructed West Sussex Estates Partnership to provide professional services under a consultancy agreement. When the Project Agreement is signed off and agreed, the procedures under the SPA can be invoked, WBC will stop paying for work carried out under the consultancy agreement, and shall appoint WSEP as Developer under the SPA.
- 4.7 As the Developer, WSEP will project manage the instruction of all professional services, to include the preparation of the tender documents and the procurement of the construction contractor, in consideration of a proposed development fee calculated at 3% percentage of the total value of the project, plus legal and quantity surveying costs. Provisional costs are set out below and are dependent on the final value of the contract that emerges from the procurement process:

- WSEP fee would be 3% of total project costs (currently estimated at £28,766,10) which is £862,983 (of which 15% has already been incurred in preparation of the FBC)
- Quantity Surveying and Employers Agent costs are estimated at £225,000 (circa 0.3% - 0.5% of the construction cost)
- Quality Control - £75,000
- Health & Safety control in line with CDM Regulations - £20,000

These fees will be incurred following individual tender exercises to procure the most cost effective service possible and are exclusive of VAT. The final costs will be confirmed in the Full Business Case report that will be considered following procurement when the construction project budget is set.

Other anticipated costs that will be incurred and will be incurred by the Council to ensure quality control and oversight:

- Appointment of an independent certifier - 0.3/0.5% of total project cost  
£28,766,100 = £143,830
- Joint legal services with WSEP = £30,000, (or the council source their own legal appointments)
- Contractual/Lease Legal agreements - estimated £50,000 to £70,000

Total provisional cost for WBC = £243,830 (costs relate to the work WSEP will undertake on behalf of the council)

All figures exclude VAT

The Council's own procurement team shall be consulted during this process to ensure there are sufficient checks and balances in place.

4.8 The Key benefits in using the SPA are that the construction will be overseen by a specialist health development organisation (the benefit of an "intelligent client"), and that value for money will be achieved by a competitive tender process for all contracts, both professional and constructions, with numerous contractors invited to bid. The project will be overseen by a Strategic Partnership Board appointed by the Council, who will provide the necessary checks and balances to ensure that value for money is achieved, and ensure the project remains on track. The SPA is considered a suitable and appropriate route given the specialist nature of the project.

4.9 Inevitably, the preferred approach of using WSEP under the SPA, will require:-

- continued due diligence;
- the preparation of a Project Agreement setting out the terms on which we intend to use the SPA and the terms of delivery of the Project by WSEP as our Developer;
- Authority to enter into and approve the various sub-contracts for professional services that will also be required.

It is noted that if Members agree to the recommendations set out above WSEP has proposed a preference to enter into contracts in its own name to enable it to fully manage the delivery of the Development services, subject to there being collateral warranties on each contract in place, to protect the Council. Officers will undertake detailed negotiation and clarification of contractual arrangements and will undertake all necessary due diligence, including if required the instruction of independent legal advice to ensure that the Council is achieving value for money and minimising risk of challenge to ensure that the project continues successfully to completion. The recommendations set out in section 2 requests the authorisation for the Council to enter into this agreement once an Officer (Executive) Decision is taken by the Head of Major Projects in consultation with the Cabinet Members for Resources, and, as part of the due diligence, the Officer Decision will also be subject to confirmation from the Head of Procurement, Chief Financial Officer, and Solicitor to the Council that it is appropriate to do so.

4.8 It is intended that the Council will retain independent cost consultancy and quantity surveying advice throughout to provide suitable assurance on build quality and agree compensation events.

## 5. Specialist Support and Development Consultancy Services

- 5.1 As set out above, the Major Projects & Investment Team have used consultancy and support services procured from WSEP through the Strategic Partnering Agreement to provide specialist project management, procurement and development consultancy services at all stages of the project to date.
- 5.2 WSEP have appointed a design team of architects, planning, engineering and consultancy services to develop the design scheme. Retaining the in-depth knowledge and continuity this partnership has developed will ensure the efficacy of the project, maintaining pace which is important to the scheme's success, and provides value for money for the Council, saving considerable time, resources, efficiency and cost.
- 5.3 Officers have been satisfied with the quality of the work, and impressed with their specialist knowledge health related development, and their ability to navigate the complexities of health estates systems, along with the requirements of the Council as developer and investor. Going forward to the next phases of the project, It is intended that services and consultancy will continue to be procured from the Strategic Partnering Agreement to support the Council throughout the Full Business Case, construction, and occupation period to maintain continuity and retain the pace within the project.

## 6. Financial Implications

- 6.1 The previous report to the Joint Strategic Committee indicated that the cost of the proposed new centre and associated car park would be:

	Medical Centre	Car Park	Total
	£	£	£
Design and construction costs including professional fees	22,246,100	6,432,000	28,678,100
Optimism bias @ 15%	3,336,920	964,800	4,301,720
Interest	840,000	250,000	1,090,000
Total cost	<u>26,423,020</u>	<u>7,646,800</u>	<u>34,069,820</u>

- 6.2 The budget contains sufficient provision to fund the all of professional fees that would be incurred during the project including those associated with using the LIFT framework.
- 6.3 In considering the proposal, members should be aware that similar frameworks such as Scape will also incur a 3% fee, and that this fee is used to fund the costs of managing the procurement process, the technical and project management costs of delivering the construction contract, alongside the appointment and administration of the associated professional services.
- 6.4 Contract Standing Orders allow that framework agreements or Dynamic Purchasing Systems can be used when it can be demonstrated that good value for money can be achieved through their use. To ensure that this can be demonstrated, the procurement of a construction partner by WSEP will be overseen by the Council's own procurement team who have been involved in the development of this strategy.

## **7. Legal Implications**

- 7.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of its functions.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.3 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 7.4 Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.
- 7.5 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of goods and services to be purchased exceeds a financial limit of £189,330 (or for works contracts £4,733,252 any procurement exercise to contract for



those goods and services must be conducted in accordance with the Public Contract Regulations and a failure to do so may be declared upon receipt of a procurement challenge, anti-competitive and in breach of the Regulations.

- 7.6 The Public Contract Regulations and the Council's Contract Standing Orders allow for lawful use of pre-procured Framework Agreements. Paragraph 8.10.2 of the Contract Standing Orders confirms that the rules regulating use of a framework requires a competitive process (known as a mini competition) but in some circumstances a direct award may be allowed in consultation with the Council's procurement team. By using the SPA and appointing WSEP to act as Developer the Council will be making a direct award without a mini competition as WSEP is the only provider under the SPA.
- 7.7 The Local Government Act 1972 s20, provides that principal Councils may acquire by agreement any land for the purpose of their functions or the improvement of their areas for money or money's worth as a purchaser or lessee. In considering what is money or monies worth arrangements relating to Overage Provisions on purchase should be taken into account.

### **Background Papers**

- Background Papers
- Report to the Joint Strategic Committee 10th October 2017 - Health Related Development on Worthing Town Hall Car Park
- Report to Joint Strategic Committee Meeting 06/11/2018 - Investing in Worthing Town Centre - Approach to Car Parking Provision
- Worthing Town Centre Investment Prospectus 2016
- Integrated Care Centre cost plan - Report on construction costs, 7 November 2019

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Version 1.0

Worthing Integrated Care Centre  
Procurement Options & Recommendation

February 2020

## Introduction

Worthing Borough Council (WBC) has instructed West Sussex Estates Partnership (WSEP, the local LIFT Co) to prepare a report into the main procurement options available to them for the proposed Capital Funded Worthing Integrated Care Centre project (WICC); to be located on the site currently occupied by the Worthing Civic Centre Car Park, Stoke Abbott Rd; Worthing Central Clinic (to be demolished); and, electrical Substation (to be relocated).

Accordingly, the following routes have been identified and considered as realistic options:

- National/Regional Frameworks
- Design and Build / Traditional Tender
- Private Finance Initiative (PFI)
- LIFT Framework
- 3rd Party Development (3PD)
- Open OJEU process

A further option, which is perhaps less realistic than the aforementioned, but nevertheless worth noting even if only to confirm it has been considered and discounted, is:

- Set up own framework

## Procurement Options

This section explains potential procurement options available for use within the project.

The key issues relating to each of the procurement options are summarised below.

**Frameworks** - frameworks of contractors have been set up specifically for schemes procured with public capital. The contractors on these frameworks have been selected through the OJEU procedure and therefore are not required to go through this procedure again, thus saving time. The model follows the OGC's description of an integrated solution as the Principal Supply Chain Partner (PSCP) usually brings the design team and construction expertise to assist WBC in developing the business case and associated construction costs.

A shortlist of contractors can quickly be selected and interviewed and a preferred contractor selected. The contractor is selected on the basis of his methodology, proposed programme, team and interview. The PSCP then works with the LA to prepare the design and agree a guaranteed maximum price (GMP) before starting on site.

This procurement route requires the scheme to be funded through Treasury capital (or through internally generated funds in the case of Councils and Foundation Trusts).

All frameworks tend to have similar works delivery mechanisms, using open book accounting to demonstrate value for money, and all use or advocate the use of collaborative/partnering approaches and forms of contract, predominantly JCT or NEC, although some aren't prescriptive.

Most have defined routes for contractor selection, with some allowing direct appointments. All will need to be aligned with WBC's accountability and standing financial instructions.

Offering a project to all the contractors in any given framework lot, for them to confirm interest, is common to most if not all frameworks.

Advantages	Disadvantages
<p>Single point contact and responsibility</p> <p>Inherent buildability</p> <p>Early Guaranteed Maximum Price (GMP)</p> <p>Reduced total project time</p> <p>Partnering approach to problem solving</p> <p>Early stakeholder engagement</p> <p>Early design/cost certainty</p> <p>Existing relationships and project history</p> <p>Known up-front charges for project front-end development</p> <p>Sub-contractor work packages tendered competitively</p> <p>Open-book accounting</p> <p>Satisfactory public accountability</p> <p>Private Sector Competitiveness Project (PSCP) Incentivised</p> <p>Compliance with the “Common Minimum Standards” OGC, 2006</p>	<p>Sometimes difficult for clients to prepare adequate employer’s requirements at an early stage</p> <p>Client driven changes can be expensive post GMP</p> <p>Not flexible in the event a GMP is not agreed</p> <p>Is time consuming in the event a GMP is not readily agreed</p> <p>Potential for design quality to suffer due to the PSCP contractor being cost-driven</p> <p>Possibility to over-price in order to increase contractor share of savings</p> <p>Contractor takes little risk</p>

**Traditional Tender** - As with Frameworks, these procurement routes are for schemes being funded by public capital.

Both traditional and D&B methods require PUBLIC organisations to procure a contractor through the OJEU procedure.

Under this procurement arrangement, the responsibility for construction is in a single contract, separate from the design, utilising either Bills of Quantities or Specifications and Drawings. Bills of Quantities should only be prepared once design has been fully completed. Such a document provides measured quantities that allow competing contractors to price all material, plant and labour used on the project to arrive at a “lump sum” tender for the project.

Advantages	Disadvantages
<p>Open, competitive tendering</p> <p>Procedures well known</p> <p>Client has potential cost certainty before start of construction</p> <p>Sub-contractors are under the main contractor’s control</p>	<p>Slow to start on site (no parallel working)</p> <p>Contractor not involved in design or planning (no buildability, unless a two stage process is used)</p> <p>Heavily reliant on the quality and completeness of tender documents</p> <p>Adversarial</p> <p>Can be subject to costly “claims” if design information is issued late or incomplete</p> <p>Variations can cause delay and claims</p> <p>Not supported by OGC “Common Minimum Standards” 2006</p> <p>Does not deliver the project front-end engagement process to deliver VFM</p>

	<p>Nationally, problems historically with programme, cost, quality and final accounts</p> <p>Required to procure a contractor through the OJEU procedure.</p> <p>Due to requirement to procure a contractor through OJEU, procurement could take 6-9 months</p>
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**Design & Build** - Both traditional and D&B methods require PUBLIC organisations to procure a contractor through the OJEU procedure.

The ‘Design & Build’ method involves working up the design to a certain stage and procuring a contractor on the basis of its proposals to complete the design and construct the building. The client can then either novate their own design team to the contractor or allow the contractor to bring their own design team.

Advantages	Disadvantages
Competitive tendering ensures VFM	Client needs to commit before design is complete
Satisfactory public accountability	No design overview unless client retains design team or appoints due diligence consultant – extra expense.
Procedures well known	Client driven changes can be expensive
Possible single point contact and responsibility	Potential for design quality to suffer due to the contractor being primarily cost-driven
Inherent buildability	Potentially adversarial
Early firm price possible	
Reduced total project time	
Significant risk transfer	



Sub-contractors and design team under the main contractor's control	Due to requirement to procure a contractor through OJEU, procurement could take 6-9 months
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**Private Finance Initiative (PFI)** - PFI is a form of Public Private Partnerships (PPP) that has successfully delivered public infrastructure buildings for over 10 years.

The contract is a concession contract typically of 25-30 years duration for the partner to design, build, finance and maintain the facility for the concession period. This form of procurement follows the OGC best practice of an integrated design and construction that considers the whole life cost of the asset.

A key aspect of PFI is that the PUBLIC organisation would only pay for the building or elements of the building if they are 'available' for use. Should the building fall below minimum standards or areas of the building be 'unavailable' for use, the PUBLIC organisation would be entitled to deduct money from the Unitary Payment.

Variations to requirements during the construction phase can be costly and therefore it is imperative that the building be designed to be flexible and easily adaptable. Procurement times can be lengthy if not managed correctly or if poor quality or insufficient information is provided at the tender stage.

HMG indicates that PFI is unlikely to be a cost effective and politically acceptable procurement route for the time being. As a consequence this procurement method **has not been considered for further assessment.**

**Local Improvement Finance Trust (LIFT)** - LIFT was developed as an alternative form of PPP with a number of advantages over PFI. However, LIFT has recently fallen foul of the PFI debate and in the current climate is unlikely to be approved as

an acceptable procurement route. As a consequence this procurement method **has not been considered for further assessment**

Advantages	Disadvantages
<p>No capital cost risk for WBC</p> <p>No need for WBC to employ FM or maintenance staff</p> <p>LIFT partner pre-procured therefore no need to OJEU</p> <p>Provides continuity and design cost savings on a portfolio of projects</p> <p>Partnership arrangement omits duplication of client/developer effort</p> <p>Product quality is enhanced due to the developer being responsible for the maintenance of the property over a prolonged period</p>	<p>Asset not owned by WBC</p> <p>Possible higher long-term revenue costs</p> <p>Need for good quality brief</p> <p>Emphasis on needs of consortium, not clinical needs</p> <p>Variations may be costly to incorporate</p> <p>Lengthy procurement time due to complicated legal and contractual requirements</p> <p>Legal representation is costly</p>

**LIFT Framework (a): Developer** - As WBC is able to fund the project independently, all elements of a traditional LIFT are therefore not required. This route utilises all the benefits of using a pre-procured LIFT partner, but without the need to dip into the controversial finance and facilities management elements.

By adopting this procurement route WBC can utilise the advantages of a pre-procured LIFT partner, avoid the OJEU process and maintain maximum flexibility in choice of design and construction partners.

Ownership of the property passes to WBC at Practical Completion.

Advantages	Disadvantages
Asset owned by the client	Need for good quality design brief
Good understanding of health and LA related developments	Post-contract client driven changes can be expensive
Partnership ethos from the outset	
Existing relationship with WSEP, with single point contact and responsibility	
Established appointment already in place with WBC having recently completed an extensive design team selection process??	
Existing relationship with Design team	
Reduced time/meeting burden on WBC and CCG Clinical and Estates teams	
Immediate availability of resources	
Continuity of key design team members	
Design Team have knowledge of the site	
Partnering approach to problem solving	

<p>Early stakeholder engagement</p> <p>Early design/cost certainty</p> <p>Existing relationships and project history</p> <p>Main contractor competitively selected from agreed shortlist</p>	
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**LIFT Framework (b): Partnering Services, Manager of Design and Construction Elements on behalf of WBC.**

As a signatory to the SPA WBC has access to the full range of management services provided by the LIFT company under the Partnering Services Agreement.

The manager role can be applied equally to the management of a non-LIFT framework or to a LIFT procured contract.

**Third Party Development (3PD)** - A 'Third Party Developer' is a developer who funds and builds a new facility in return for a lease payment from the client and, potentially, other tenants. Under the 3PD approach, the development company forward funds the project and receives a share of development profits. The client organisation would normally enter into a 15 year FRI or TIR lease with the developer with agreed rental levels and rent reviews every 3 years, these can be based upon open market rent, set increases or a cap/collar.

As WBC has the necessary funds available this procurement method **has not been considered for further assessment.**

Procurement Strategy

It was identified by the client that the chosen procurement route will need to address the following key factors:

- Time
- Certainty of time
- Certainty of cost

- Price competition
- Flexibility
- Complexity
- Quality
- Responsibility
- Risk
- Value for Money

These were further reviewed to provide a weighting system to reflect the client's perspective and priorities.

The table below has been used to score the above key factors, using a scoring matrix of 1-5, with 1 below low and 5 being extremely high.

<b>Procurement Assessment Criteria</b>	<b>Weighting (W)</b>
<b>Time:</b> Is early completion required?	<b>2</b>
<b>Certainty of time:</b> Is project completion of time important?	<b>4</b>
<b>Certainty of cost:</b> Is a firm price needed before any commitment to construction given?	<b>5</b>
<b>Price Competition:</b> Is the selection of the construction team by price competition important?	<b>4</b>
<b>Flexibility:</b> Are variations necessary after work has begun on-site?	<b>2</b>
<b>Complexity:</b>	<b>3</b>

Does the building need to be highly specialised, technologically advanced or highly serviced?	
<b>Quality:</b> Is a high quality product, in terms of material and workmanship and design concept important?	<b>5</b>
<b>Responsibility:</b> Is single point of responsibility the clients after the briefing stage or is direct responsibility to the client from the designers and cost consultants desired?	<b>4</b>
<b>Risk:</b> Is the transfer of the risk of cost and time slippage from the client important?	<b>4</b>
<b>Value for money:</b> Is the project demonstrating vfm?	<b>5</b>
<b>Sustainability:</b> Does the project contribute to the council's stated objective of being carbon neutral by 2030?	<b>5</b>
<b>Social Benefit</b> Will the project bring social benefit to the local community?	<b>5</b>
<b>TOTAL</b>	<b>48</b>

The perceived advantages and disadvantages of the available procurement routes for this particular project have been reviewed and rated against each of the procurement assessment criteria.

This has been completed using a scoring matrix of 1-5, with 1 below low and 5 being extremely high. The results are summarised in the table below.

### Frameworks available to WBC

Orbis has advised the following frameworks available to WBC;

- Southern Construction Framework (SCF) – Lot 2
- Scape Procure
- Gen2
- CCS

In addition, Procure 22 should be added to the list of frameworks for consideration.

**SCF** - The Southern construction framework includes many of the contractors that WBC would like to see given the opportunity to bid. The framework adopts a two-stage open-book procurement approach, which it is believed does not offer best value for money, given the client requirements are well known and design is at an advanced stage.

**Scape** – Includes a limited number of contractors. Its use would preclude many contractors from the list that WBC would like to see given the opportunity to bid. It leans heavily towards the education sector. The value of the ICC contract at £30m falls outside the typical range of construction values that the framework has been set up to cover i.e. £2-20m.

**Gen2** – has been set up to cover projects typically between £1 - 6.5m in the education sector and therefore falls outside the range required for this project.

**Procure 22** – administered by DoH, it has been announced recently that this framework is to be superseded by a new government initiative, Procure 2020. It is not clear at this stage how this will operate. P22 has a limited number of contractors (6No), Its use would preclude a number of contractors from the list that WBC would like to see given the opportunity to bid. The framework adopts a two-stage open-book procurement approach, which it is believed does not offer best value for money, given the client requirements are well known and design is at an advanced stage.

**CCS** - The framework is arranged in 11 lots of varying levels of complexity and value of work from £0 – £3m up to £80m+. It includes many of the contractors that WBC would like to see given the opportunity to bid; but excludes some. The framework is relatively new. It is not clear where the cost of using the framework sits, but it has to be paid for somehow. The framework supports the use of standard forms of contract. The framework supports the use of D&B single stage tendering with consultant transfer. All suppliers (17No) in the appropriate lot have

to be given the opportunity to bid. The Quality/Price ratio adopted at Framework level was 75/25, with 25% leeway; ie the maximum % on price is 50%. In our opinion this % on price is low, given the client requirements are well known and design is at an advanced stage. However, this negative should be offset by a well run single stage tender process.

**LIFT Partner as Developer** – this procurement route offers maximum flexibility to WBC in terms of contractor selection. In terms of value for money, there is probably little to choose between this option and the CCS framework route; although the limitation on cost % in the CCS selection process may make the LIFT Developer route marginally more attractive. Under this option a Quality/Price ratio of 25/75 would typically be adopted, given the client requirements being well known and the design at an advanced stage. The legal process to be adopted under this option is slightly more complicated.

### Procurement Recommendation

The most appropriate procurement strategy for the WICC project offering best VFM is a single stage D&B contract with consultant novation.

Having reviewed the procurement strategy and the advantages and disadvantages of the available procurement routes; the procurement objectives of the Worthing ICC project are most suited to adopting either the **CCS or LIFT Framework route**. The table below gives a slight advantage to the CCS framework option, but the final decision rests with WBC.

The remaining framework options all make use of a two-stage procurement process which in our opinion does not offer VFM in the given situation; and some fall outside the value range required for this major project.

The Traditional and D&B routes are discounted due to the time required to go through the OJEU process and the level of risk retained by WBC.

PFI/PPP or 3PD type developments are also discounted as WBC has access to the necessary funding.

Both procurement routes identified need to be managed. WSEP stands ready to project manage whichever option WBC prefers.



Michael Webb

Bsc CEng MICE FStructE MCIWEM MAPM

Criteria	Weight	Framework		Design & Build		Traditional		LIFT Partner	
		Score	Total	Score	Total	Score	Total	Score	Total
Time	2	3	6	3	6	2	4	3	6
Certainty of Time	4	3	12	3	12	2	8	3	12
Certainty of Cost	5	4	20	3	15	1	5	4	20
Price Competition	4	4	16	4	16	3	12	4	16
Flexibility	2	3	6	3	6	3	6	4	8
Complexity	3	4	12	3	9	3	9	4	12
Quality	5	5	25	3	15	4	20	5	25
Responsibility	4	4	16	4	16	2	8	4	16
Risk	4	4	16	4	16	2	8	4	16
Value for Money	5	4	20	4	20	3	15	4	20
Sustainability	5	5	25	4	20	3	15	4	20
Social Benefit	5	4	20	4	20	4	20	4	20
Weighted Total	48	47	194	42	171	32	130	47	191
Ranking		1 <sup>st</sup>		3 <sup>rd</sup>		4 <sup>th</sup>		2 <sup>nd</sup>	

## **Sustainability and Risk Assessment**

### **1. Economic**

- The project is strategically interlinked with a planned wider investment programme connected with future developments at other key sites in Worthing.
- Redevelopment of the town hall car park for health care building will contribute to the creation of an enhanced civic quarter providing a suitable location for public service consolidation, improved usage of council amenities, an economic boost to existing businesses, and encouraging an increase in investment.

### **2. Social**

#### **2.1 Social Value**

- Development on the existing surface car park would send a positive message to the community, visitors, commuters and business, that change is taking place in Worthing and improvements to Health Care within the built environment will be realised in the near future.
- The existing car park does little to enhance this part of Worthing from road or rail, and its demolition will help to bring forward the redevelopment of this important gateway site to enhance the street scene and act as a catalyst for the regeneration of the wider area.

#### **2.2 Equality Issues**

- Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

- Matter considered and no issues identified.
- Works will be managed under the Construction Design & Management (CDM) Regulations 2015.

#### **2.4 Human Rights Issues**

- Matter considered and no issues identified.

### **3. Environmental**

- It is intended that redevelopment will bring forward a health centre in a sustainable town centre location and will enable released

sites to come forward for suitable redevelopment. Noise, dust and highway obstructions will be kept to a minimum using industry standard techniques, and monitored by the Council throughout the works

- The project aligned to the council's strategic approach to Climate Emergency.

#### **4. Governance**

- A dedicated project board oversee the governance of the project ensuring:
  - 1) Due diligence
  - 2) Alignment with Council policies and priorities
  - 3) Legal issues and compliance with legislation
  - 4) Risk management including health and safety
  - 5) Statutory approvals
  - 6) Stakeholder management and engagement
  - 7) Change control

#### **5. Sustainability & Risk Assessment**

- All implications associated with any impacts on sustainability are considered through the councils BREEAM assessment which is required to be of an excellent standard to fulfill the requirements of a NHS occupied facility.
- A Risk Register is assessed through the Project Board. Any associated risks are delegated to the Project Team in the form of a risk assessment. This organic document is assessed on a monthly basis.



ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 14

Key Decision [Yes]

Ward(s) Affected: Central

## **Worthing Public Realm - Delivering enhancements at Portland Road**

### **Report by the Director for the Economy**

#### **Executive Summary**

##### **1. Purpose**

- 1.1. The purpose of this report is to update Members on the Portland Road scheme and authorise Worthing Borough Council (WBC) to act as the lead authority for West Sussex County Council (WSCC) and the delivery body for Coast to Capital LEP (C2C) on the terms set out in this report.
- 1.2. To present the rationale for WBC delivering the project and the parallel approach being undertaken by WSCC in order for the monies to be used by WBC for the purposes of Portland Road.
- 1.3. Confirm that WSCC will continue to design and deliver the public realm works at Railway Approach (Teville Gate) in consultation with WBC.
- 1.4. Confirm WBC has been offered external funding through Local Growth Funding (LGF) of £697,000 from the Coast to Capital LEP (C2C) to support the costs of the Portland Road scheme.

## **2. Recommendations**

- 2.1 To agree to WBC taking on the project management and delivery responsibility of Portland Road Public Realm work, supported by WSCC (both financially and by its officer time).
- 2.2 To provide delegated authority to the Director for the Economy to approve a direct award under the Eastern Shires Purchasing Organisation (ESPO) framework to award a contract to Project Centre Consultants, to act as the project manager for WBC to deliver the public realm works at Portland Road on behalf of the Growth Board.
- 2.3 To delegate authority to the Director for the Economy, in consultation with the Executive Member for Regeneration and WSCC, the authority to approve and award a contract for the construction work required to deliver the public realm project subject to the development of a procurement strategy and the outcome of a compliant procurement process.
- 2.4 To delegate to the Director for the Economy the authority to enter into the C2C Funding Agreement.
- 2.5 To approve the creation of a budget of £3.697m (to include the WSCC funding and the C2C funding) within the capital programme fully funded by external grants and contributions.

## **3. Background and Context**

- 3.1 The Adur and Worthing Growth (A&WG) Deal signed in March 2017 identified up to 8 public realm schemes aimed at supporting the regeneration of Worthing town centre. The agreed programme included initial funding from WSCC Capital Programme (£5m) with the remainder being sourced through developer contributions, to include Community Infrastructure Levy (CIL); planning obligations (Section 106) and grants to support delivery of later phases of the programme.
- 3.2 The delivery of the Worthing Public Realm programme is overseen by a joint Member Board, namely the Public Realm Board. The Public Realm Board is a joint WBC and WSCC Board with Member representation from both parties. The Board is supported by Officers from both parties.

- 3.3 The Worthing Public Realm programme provides a significant opportunity to revitalise the public spaces through a people-centred design approach. The Portland Road scheme, and schemes thereafter, have a number of social and economic benefits:
- Establishing new destinations and arrival zones
  - Alignment and enhancement of routes to create town centre circuits
  - Ability to design inclusive and welcoming spaces
  - Improves and enhances sustainable travel options
  - Responds to key stakeholders through direct consultation
- 3.4 The Worthing Public Realm Board examined all 8 public realm schemes to identify a prioritisation matrix. Based on former evidence (including the Worthing Investment Prospectus in 2016) Portland Road and Railway Approach (Teville Gate) were highlighted as key interventions to support and deliver economic growth for Worthing town centre.
- 3.5 The delivery of improvements at Portland Road have been signalled as an area that will aid future economic investment and, in light of COVID-19 pandemic, economic recovery. Railway Approach also continues to be prioritised in terms of gateway design options, linked to the development sites at Teville Gate.
- 3.6 Earlier in the year officers from both authorities identified a number of financial and project management constraints that could delay the original programme for Portland Road. Subsequently, only limited progress has been possible because of the pandemic. WBC and WSCC officers have considered how best to accelerate these schemes, mindful of their importance to the town. Accordingly, it has been agreed that project management should be streamlined and that WBC will take the leading role.
- 3.7 The delivery of Portland Road, and subsequent schemes thereafter, have been brought into sharp focus as a result of the COVID-19 pandemic; because of the need to create safe streets and safe places. This project will support the longer term requirement to create safe pedestrianised areas where residents and visitors feel confident they can enjoy the space within a sound environment. Projects such as this will support the economic recovery and performance of Worthing town centre.

#### 4. The WSCC proposal

- 4.1 Work has already been undertaken on Portland Road, including a concept design and technical studies. This design has been informed by the Public Realm Board, town centre stakeholders, as well as the affected businesses in Portland Road. The concept design showcases the need to reduce clutter on the highway, additional paving and pedestrianisation, accessible walkways and renewed street furniture.
- 4.2 Led by WSCC, in partnership with WBC, early feasibility and technical studies have also been undertaken at Railway Approach. This element will accelerate alongside the, proposed, WBC led Portland Road scheme.
- 4.3 The initial design work for the Worthing Public Realm Improvement Schemes have been funded by WSCC, out of an identified £5m in the WSCC Capital Programme. WSCC previously allocated £400k for public realm design fees, to date £310k has been spent and committed. A further £90k is planned to fund the next stage of detailed and engineering design on Portland Road in order to mitigate risk to the final build budget. A further £2.91m for Portland Road has been allocated to phase 1 of the scheme by WSCC from its capital programme in its key decision dated 28 May 2020 (link appended).
- 4.4 As highlighted in 3.6, its proposed WBC will now act as the delivery body and project manage the Portland Road element, with WSCC agreement on collaboration (see 4.5). This proposal is supported by a similar report through the WSCC governance process entitled “Adur and Worthing Growth Programme, Worthing Public Realm Works (Portland Road Project)”. In both this report and the WSCC notice (28 May 2020), its recommended that WBC agree to be the delivery body for the Portland Road scheme, and continue to work in partnership with WSCC on Railway Approach.
- 4.5 WSCC have agreed to reimburse WBC on a quarterly basis for costs incurred on the project, within an overall capped contribution to budget (£3m). WSCC have approved funding to be drawn down over a number of key stages, with reviews to be carried out by both parties, in line with the partnership governance controls.
- 4.6 A final specification for Portland Road will be drawn together by professional technical advisors, WBC and WSCC officers, endorsed by WSCC Highways, the Public Realm and Growth Boards, including the WSCC Executive Director of Place, prior to WBC procuring for a construction partner.



- 4.7 It is proposed to appoint Project Centre Consultants as technical advisors to project manage and supervise these works on behalf of WBC (see 4.8). The appointment will be under the ESPO framework. As part of the next phase WBC, supported by Project Centre, will develop the procurement strategy associated with the main works.
- 4.8 Project Centre Consultants have extensive experience in delivering public realm works and have recently assisted other local authorities in West Sussex with similar schemes. Their proposal and scope of works are appended to this report.

## **5. Coast to Capital Offer**

- 5.1 In August 2019 WBC, jointly with WSCC, submitted a Local Growth Fund (LGF) application to Coast to Capital LEP to support the delivery costs of Portland Road. The submission included a detailed business case, proposed spend profile and support letters. This was set against the backdrop of the wider public realm package of works.
- 5.2 Further to the application, WBC have been offered £697k from Coast to Capital LEP towards the Portland Road scheme (on 1st May). It's recommended WBC agree to the terms and conditions and enter into a funding agreement with C2C. The offer letter is appended to this report; any transfer of funds is subject to WBC entering into the Funding Agreement.
- 5.3 As per 5.2, a Funding Agreement will be established between WBC and C2C to allow for the transfer of C2C funds allocated to Portland Road Project Budget. C2C will reimburse WBC on a quarterly basis for costs incurred on the project, within an overall contribution capped at £697k.
- 5.4 The Funding Agreement will also set a requirement that C2C are referenced as funding partners on the project, including in any communications or marketing associated with the same.

## **6. Engagement and Communications**

- 6.1 The Worthing Public Realm Board has been engaged in the concept design for Portland Road from the outset. At each stage of design the Board have supported it's development, however members of the Board agreed that local consultation was critical. Portland Road is at an advanced stage of project design, and therefore Members and officers agree this should be

prioritised over other projects contained in the overall Worthing Public Realm programme.

- 6.2 Akin to 3.3 and people-centred design, the Portland Road scheme has been developed in collaboration with local stakeholders. Positive feedback was received in response to the initial consultation and more detailed and targeted activities thereafter. WBC and WSCC officers have, and continue to, listen to feedback from local businesses (especially those impacted), key stakeholders (including the Worthing Town Centre Initiative) and community groups to tailor the final design. This will continue for the next phase.
- 6.3 The design engagement has included a series of workshops and public exhibitions to ensure all stakeholders had the opportunity to contribute their thoughts to this stage. WBC and WSCC officers also targeted a select number of consultees, including Royal Institute of Blind People (RNIB), to ensure accessibility was a key attribute of the initial design.
- 6.4 The initial design has also considered the integration of sustainability measures and alignment of works to install the rollout of fibre into Portland Road, as part of the wider programme to implement a full fibre network across Worthing (and Adur). These elements will be further considered as the work progresses to finalise the design, and through to construction.
- 6.5 Based on the consultation activities above, the current design supports the requirements of increased pedestrianisation, accessible walkways, additional green infrastructure and upgraded cycle storage, all of which were suggestions as part of the design process to date. As the design progresses, these will be further considered, in line with the impacts on the immediate businesses and wider regeneration of opportunities of the Portland Road public realm scheme.
- 6.6 The Growth Board and Worthing Public Realm Board have been consulted and agree that it's crucial to focus resources on the delivery of Portland Road. Not only will this scheme add longer term benefits to Worthing town centre, it will also be an important project to integrate with the short to medium term recovery planning around the COVID-19 pandemic, and the need to improve public spaces.

## **7. Financial Implications**

- 7.1 The total budget allocated to the Portland Road scheme is estimated to be £3.697m which is fully funded as follows:

	£'000
West Sussex County Council	3.000
Growth Fund	0.697
Total scheme budget	<u>3.697</u>

- 7.2 The Project Centre fees have been agreed and will be funded from this budget.
- 7.3 WBC will claim back any costs on a quarterly basis from WSCC and C2C LEP in arrears.
- 7.4 To ensure value for money and compliance with the Council's contract standing orders, any procurement activity undertaken by the Project Centre will be overseen by the WBC's procurement team.
- 7.5 The expenditure planned is defined as capital by regulation. Regulation 25 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003 No. 3146) extends the statutory definition of capital, on a proper practices basis, to include "the giving of a loan, grant, or other financial assistance, to any person, whether for use by that person or by a third party towards expenditure which would, if incurred by the authority, be capital expenditure' and 'expenditure incurred on works to any land or building in which the local authority does not have an interest, which would be capital expenditure if the local authority had an interest in that land or building.
- 7.6 Under the Council's financial regulations, any successful external funding bids over £250,000 should be approved by the Joint Strategic Committee. Any such report will include the approval of any budget virement and any procurement activity.

## **8. Legal Implications**

- 8.1 Prior to entering into the proposed contract with Project Centre and prior to entering into the construction contract which will be required for the delivery of the Public Realm project, the Council must ensure that the terms and conditions by which WSCC is to provide the funding referred to in this report, are agreed in writing and that the C2CI Grant Funding Agreement is executed.

- 8.2 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of its functions.
- 8.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 8.4 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 8.5 Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.
- 8.6 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of goods and services to be purchased exceeds a financial limit of £189,330 (or for works contracts £4,733,252 any procurement exercise to contract for those goods and services must be conducted in accordance with the Public Contract Regulations and a failure to do so may be declared upon receipt of a procurement challenge, anti-competitive and in breach of the Regulations.
- 8.7 Further contracts recommended by Project Centre arising from its Project Management of the public realm works, must be awarded subject to the Council's Contract Standing Orders and within the budget authorised by this report.

## **Background Papers**

- [Adur and Worthing Growth Programme, Worthing Public Realm Works \(Portland Road Project\) - West Sussex County Council Paper - 28 May 2020 \(subject to call-in\)](#)
- [Project Centre Proposal \(figures redacted for commercial confidentiality\)](#)
- [Coast to Capital Funding - Offer Letter \(May 2020\)](#)

## **Officer Contact Details:-**

Andy Willems

Head of Place & Economy

01273 263179

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## **Sustainability & Risk Assessment**

### **1. Economic**

- Public realm improvements are important to create the right setting for our town centres and economy, including our business base, to operate. Not only does this project represent an opportunity for our businesses (in Portland Road and the immediate vicinity), it will also provide alternate possibilities for 'open space' activities, including events and pop up markets.
- The aforementioned activities are vital to support and revitalise our changing high streets; even more so in response to the current COVID-19 pandemic. The 'in store' and 'out of store' experiences will need to balance; public realm improvements at Portland Road, and future schemes, will support and give confidence to residents and visitors regarding the outdoor environment.

### **2. Social**

#### **2.1 Social Value**

- The scheme will support a number of stakeholders, including those immediate businesses in Portland Road. The proposal will upgrade and improve the open space experience, which will serve both visitors and residents to Worthing town centre. Additional benefits include supporting cycling and walking interventions in this location, subsequently supporting the wellbeing agenda. All elements combine to improve the attractiveness of Worthing town centre.

#### **2.2 Equality Issues**

- Initial design for Portland Road included consultation with accessible groups. This consultation, and wider equality points, will be considered and implemented further as the project progresses through detailed design, procurement and delivery.

#### **2.3 Community Safety Issues (Section 17)**

- The improved public realm works will fully consider crime and disorder act implications through the detailed design phase of the project. Consideration will also be given to the ongoing environment that the new public realm will create in relation to providing a safe and enjoyable space.

#### **2.4 Human Rights Issues**

- The improvements at Portland Road will require extensive construction work. During this period it's anticipated there will be disruption to local residents and businesses in the immediate area. WBC, with guidance from Project Centre,

will assess the impacts throughout and consider mitigating actions to reduce the disruption where possible.

- During the construction phase, parts of Portland Road won't be accessible to the public, however alternative routes and options will be provided.

### **3. Environmental**

- The initial scheme design includes additional green infrastructure and the integration of sustainable methods, to include water retention. Environmental improvements will continue to be developed through the final design, in readiness for construction.
- The scheme will also support improvements to the cycling and walking infrastructure in Worthing town centre, encouraging residents and visitors to utilise the additional pedestrianised space to support their own wellbeing.

### **4. Governance**

- The Growth Board and Public Realm Board are existing and functional, and they will act as the key governance control for this project. These will have strict oversight of all elements of the project (including spend and programme) through from final design to construction and completion.
- The Growth Board and Public Realm Board combine Members and officers from WBC and WSCC.







## Portland Road Public Realm Improvements, Worthing

Professional Services RIBA Stage 3 to 6

Worthing Borough Council

Document Reference: 4144 Fee Proposal Issue 03

Date: 27/05/20

### Document Control

Project Centre has prepared this report in accordance with the instructions Adur and Worthing Councils. Project Centre shall not be liable for the use of any information contained herein for any purpose other than the sole and specific use for which it was prepared.

Job Number	Issue	Description	Originator	Checked	Authorised
1000004144	01	First Issue	Rhys Hutchings 27/03/20	Geoff Waller 30/03/20	Geoff Waller 30/03/20
1000004144	02	Amended Client to Worthing Borough Council and Assumed start 27/04/20	Rhys Hutchings 16/04/20	Geoff Waller 16/04/20	Geoff Waller 16/04/20
1000004144	03	Update to reflect potential Early June 2020 start		Geoff Waller 27/05/20	Geoff Waller 27/05/20

File path: "G:\Project Centre Brighton\Brighton\Project-BST\1000006164 - AWC - Portland Road Costing\1 Project Management\8 Detailed Design\Submission\4144 AWC Portland Road Fee Proposal.docx"

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## 1. INTRODUCTION

- 1.1 The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing Town Centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.
- 1.2 The Portland Road Public Realm Improvements Scheme is the first of several public realm improvements as part of this Adur and Worthing Growth Programme.
- 1.3 This project is heavily focused on the delivery of high-quality urban design and place making as a mechanism to transform the public realm to:
- Making pedestrians the priority - Pedestrianise between Montague Street and Chandos Road
  - Make it work better for everyone – provide a clearway for those with visual impairment / mobility issues, comfortable and attractive seating, sufficient bike racks to encourage cycling.
  - Creating interest – use quality materials, interesting planting, artwork and lighting

## 2. PROJECT SCOPE

- 2.1 The project needs to ensure it meet the needs of all users of the public realm and include consideration of the needs of the various disability groups, Adur and Worthing Council's (AWC) own internal policies and other good practice.
- 2.2 The Concept Design has been carried out and consulted on by WSCC in partnership with Worthing Borough Council (WBC) and this project shall further develop this Concept to Detailed Design.



- 2.3 The project will be undertaken at the same time as the commissioning of public art and as such, it is expected that this project will work with the Public Artist in order to incorporate the public art into the design of the public realm improvements.
- 2.4 A palette of materials and street furniture will need to be specified that meets the objective of creating an attractive place and also meets the requirements of a busy trafficked shopping street. All materials will need to meet the vehicle loading requirements and be approved and adopted by WSCC as Highway Authority. The selection will reflect the differentiation in functionality (carriageway, pedestrian route etc.).
- 2.5 The scope of engineering needs to address the construction methods to be used in using a certain pallet of materials. This should include the following core requirements as a minimum:

- Vehicle loading and turning forces
- Drainage including Water permeability and materials used
- Fire / emergency services access including a fire path
- Longevity of the public realm using case studies and past examples
- Demonstration of an understanding of the materials available, their properties and the impact of their intended functions
- Fit for purpose assessment of materials including stain and slip resistance (but incorporating the needs of wheelchair users)
- Assessment of all materials chosen in consideration of cleaning, maintaining and replacement
- Warranty / guarantee for road materials and street furniture
- Consideration of constructability of materials into a public realm scheme

2.6 The project scope for the consultant will deliver, but not be limited to, the following tasks as part of this commission:

### **TASK 1A - DESIGN DEVELOPMENT AND FINALISATION (RIBA STAGE 3) PRELIMINARY DESIGN**

- Agree the Programme milestones and timescales for delivery with the WBC project team
- Review and further develop the concept designs that have been produced and consulted on
- The public realm interventions will seek to reduce the dominance of cars by design, freeing road-space for community and social activity
- Ensure that the proposed designs provide sufficient pedestrian, highway and access capacity for all modes expected to travel through the Portland Street. The priority should be placed on pedestrians
- Review the existing delivery and loading arrangements including discussions with local businesses to understand their current arrangements and requirements. This will also include a review of the delivery times and operations
- Review the existing Traffic Regulation Order (TROs) and make recommendations on the TROs required for delivering the improvements
- WBC will provide all previous work and outputs carried out by WSCC including drawings and details
- WBC will provide topographical survey and Ground Penetrating Radar (GPR) survey data for the agreed study area. The consultant will identify the specification for further

Ground Investigations (GI) that is required. This is particularly important in the event the emerging design is taken forward as there are likely ground issues at this location

- Complete the necessary Statutory Undertakers' enquiries
- Develop the preliminary design, including an assessment of the drainage and level design, materials and specification, lighting, landscaping and street furniture
- Undertake geometrical checks to ensure proposed alignments work for all users
- Complete a designer's response to the Road Safety Audit (RSA) that would be undertaken by WBC
- Produce design recommendation for street lighting, directional signing and drainage plan
- Liaise with artists and WBC to identify areas for public art and establish constraints. All artwork will be commissioned and managed by Client .
- As part of the Landscape Design:
  - Review the background information, record street spaces and consider the material palette in the wider town centre
  - Prepare an initial material palette for agreement. Identify materials that could be used to meet the design and operational requirement of the improvement area taking into account the expected future vehicular activity
  - Prepare a material palette technical note
  - Input into the preliminary design considering materials, street marking and street furniture choices and the positioning of equipment
  - Prepare tree and planting species choices and specification
  - Preparation of Stage 3 Report including budget costings and identifying any key constraints and risks
- Act as Principal Designer under the CDM regulations.

### **TASK 1B PRODUCE PLANNING DOCUMENTATION (RIBA STAGE 3)**

- Liaise with WBC and Planning Authority to determine requirements
- Prepare suitable planning drawings; visualisations are not required and WBC will make available the previous visualisations if required by the Planning Authority
- Arrange for additional surveys and reports as required by the Planning Authority, all third-party costs paid directly by the Client
- Prepare Design and Access Statement
- Package up planning documents and submit via Planning Portal
- Deal with any planning queries and attend Planning meeting

## TASK 2 PRODUCE DETAILED DESIGN AND CONSTRUCTION DRAWINGS (RIBA STAGE 4)

- Produce detailed design of the preferred design to allow scheme to be costed using unit construction rates (or local, recent rates, if available)
- Prepare a design construction cost estimate
- Prepare a Detailed Design Risk Register
- Secure estimates from statutory undertakers for diversion costs based on C3 and obtain C4 estimates.
- Complete a designer's response to the Stage 2 Road Safety Audit (RSA) that would be undertaken by WBC.
- Liaise with WSCC to determine the information and documentation required to secure S278 approval.
- Preparation of S278 application to include all required drawings, design information and material specifications. All S278 Fees to be paid by the Client.
- Liaise with SSE for any lighting design. All third-party costs paid directly by the Client
- Liaise with CCTV provider regarding the possible relocation of existing CCTV.
- Produce the following, but not be limited to, design drawings at the appropriate scale for tendering of the works:
  - Public realm design and detailed material palette
  - Landscaping and planting
  - Street Furniture
  - Wayfinding improvement design, based on task 1 outputs
  - Drawings - Plan showing the proposed scheme with associated highway changes
  - Drawings - General Arrangements
  - Drawings - Statutory Undertakers equipment locations and proposed diversions required
  - Drawings - Sections and construction details
  - Drawings – Drainage designs and construction details
  - Drawings – Lighting designs and Construction details
  - Drawings - Indicative construction phasing plan for adoption by the works contractor
- Act as Principal Designer under the CDM regulations.



### **TASK 3 PROCUREMENT OF THE WORKS (RIBA STAGE 4)**

- Prepare a procurement strategy in consultation with the Project Team
- Preparation of tender documents including
  - Conditions of Contract
  - Works Information and Specification
  - Site Information
  - Pricing Document
  - ITT Document
- Assist WBC in the selection of suitable Contractors and posting the ITT
- Assist WBC in the Tender Assessment process and selection of the preferred bidder
- Assist WBC in the Award of the Tender

### **TASK 4 CONSTRUCTION AND CONTRACT SUPPORT (RIBA STAGE 5)**

- Provide construction support to ensure that the works are constructed in accordance with the drawings and specification (Supervisor role under the NEC).
- Provide contract support and change management during the works (Project Manager role under the NEC)
- Provide continued design support throughout the construction period including change management.
- Act as Principal Designer under the CDM regulations.
- Liaise with WSCC as part of the S278 process

### **TASK 5 SIGN OFF (RIBA STAGE 6)**

On Completion of the works the Consultant will provide support to ensure completion, including:

- Sign off and completion of the S278 process including dealing with any issues following a Stage 3 RSA
- Monitor the works in use and provide support through the defect period and issue final certificate of completion
- Act as Principal Designer under the CDM regulations and completion of the Health and Safety File

## GENERAL TASKS

- 2.7 In partnership with the WBC project officers, organise and facilitate a risk workshop with risk identification, avoidance, reduction, mitigation and quantification of cost. The risk workshop would cover all risk elements associated with development, delivery, governance and stakeholder and political considerations, including contingency, budgetary and programme considerations.
- 2.8 The consultant will nominate a Project Manager who will lead all works undertaken by the consultant. The Project Manager will be responsible for managing all the tasks above and the quality of outputs and timely completion of the work. The project will be managed by an WBC Client Project Manager, supported by a project board consisting of WBC and WSCC officers.
- 2.9 The consultant will prepare all documents as required and the Project Manager will attend meetings where required, including Working Group meetings and Board meetings, in order to update on project progress and gain approvals where required.

## REPORTING REQUIREMENTS

- 2.10 Meetings are to be adequately attended as follows:

### Design Stages: Tasks 1 to 3

- Monthly progress meeting to include updates on cost control, progress of the design, programme and milestones.
- Monthly delivery team meetings
- Weekly conference calls with Client Project Manager
- Immediate contact when required for updates / discussions.

### Construction Stages: Tasks 4 to 5

- Be available for regular communications as Project Manager role.
- Be available for regular communications as Supervisor role.
- Undertake regular meetings with the Contractor and WBC as appropriate for the construction stage.

### 3. PROJECT TEAM

#### 3.1 Project Centre staff

3.2 This work will be undertaken by the following team. Geoff Waller will be the Project Manager for the project and will coordinate efforts from the various disciplines and manage delivery of the various project elements. He will also be closely involved in authoring of deliverables and presentation of outputs.

3.3 Please find detailed below the staff table. The team's full CVs can be found in appendix A.

Team member	Position	Role
<b>Mary Gillett</b>	Technical Director	Project Director
<b>Geoff Waller</b>	Associate Director	Project Manager and Highways Lead
<b>Rhys Hutchings</b>	Associate	Highways
<b>Iain Grice</b>	Senior Engineer	Highways
<b>Wayne Bridgeland</b>	Senior Engineer	Highways
<b>Thomas Walker</b>	Engineer	Highways
<b>Ian Chambers</b>	CAD Technician	Highway
<b>Joao Toscano</b>	Associate Director	Public Realm Lead
<b>Ed Brooks</b>	Principal Landscape Architect	Public Realm
<b>Stefano Scarano</b>	Landscape Architect	Public Realm
<b>Elise Lim</b>	Urban Designer	Public Realm
<b>Sook Im</b>	Landscape Designer	Public Realm
<b>Herbie Barnieh</b>	Principal Lighting Design Manager	Lighting
<b>Jade Edwards-Samuels</b>	Lighting Engineer	Lighting
<b>Samer Muhandes</b>	Associate	SuDS
<b>Stefan Hofer</b>	SuDS Engineer	SuDS
<b>Bret Seeney</b>	Associate Director	CDM (Principal Designer)

#### 4. FEES

4.1 We have estimated our fees based on our ESPO reference 664-17 Consultancy Services framework as we understand that Worthing Borough Council (WBC) are currently signed up to this.

4.2 We have presented the fee proposal in the ESPO format with the following information:

- Staff Name
- ESPO Grade
- Discipline/Role
- ESPO Daily Rate
- Days to deliver the Tasks

#### 4.3 Standard Working Day

At award of contract the standard working day shall be agreed however, in any event, the minimum number of hours within a standard working day shall be 7.5 hours (exclusive of breaks). No overtime or other enhancement to the Maximum Day Rates shall be paid by WBC to the Service Provider, regardless of how many hours are worked during the day.

#### 4.4 Expenses

PCL has included all normal expenses in connection in providing the service and is included within the above fee. Expenses in connection for tasks performed at a location other than at PCL offices, or the Site or the Council's Offices shall be charged as detailed below:

Where it is required to deliver services beyond PCL's offices, we may charge the WBC for any reasonable expenses incurred. All expenses charged shall be in accordance with, and shall not exceed, the WBC's travel and subsistence policy.

4.5 We have split the fee proposal into the separate Tasks with the scope and deliverables as detailed section 2, These are presented overleaf:

THE FOLLOWING DETAILS OF THE FEE PROPOSAL ARE EXCLUDED FROM THIS DOCUMENT AS THEY ARE COMERCIALY IN CONFIDENCE WITH WORTHING BOROUGH COUNCIL
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## 5. **FORM OF CONTRACT**

- 5.1 We propose to enter into an ESPO Framework call off contract with Project Centre as the Service Provider and Worthing Borough Council as the Customer and would be happy to discuss this with Client Team.

## 6. PROGRAMME

6.1 We have prepared a draft scheme Programme as shown in Appendix B with the following key milestones:

- Start, Early June 2020
- Sign off of RIBA Stage 3- Early August 2020
- Submission of Planning – Mid October 2020
- Completion of Detailed Design – End of October 2020
- Submission of S278 Application – End of October 2020
- Issue of Tenders for the Works – Early November 2020
- Start on Site – Late March 2021
- Completion of Construction – February 2022

6.2 Main Programme Assumptions:

- This assumes commissioning, contracts, and receipt of a purchase order for the works, by Mid June 2020.
- Receipt of all relevant background information and details from the previous study, including surveys and studies.
- Our programme also relies on timely discussions and agreement with the Planning Authority on their planning requirements, particularly on additional studies and surveys required.
- Our programme also assume that West Sussex CC will engage with us at an early stage and prior to the submission and determination of the planning process. It is also assumed that the Technical Approval will be carried out during the works tender period and will be completed prior to the award of the construction contract in February 2021.

## APPENDIX A – TEAM CV's



## Mary Gillett, Technical Director with 20 years' experience

### Professional Statement

Mary is a Chartered Civil Engineer with a broad range of experience in both the public and private sectors, providing leadership to multi-disciplinary technical and project management teams during the inception, funding, design, procurement and construction of major highway and transportation schemes. Mary has also held senior local government roles, forging stakeholder and political relationships at the highest level. She has significant experience in the creation, management, governance and delivery of major capital highway programmes, securing funding through successful funding bids and third-party contributions.

### Key Experience

A Chartered Civil Engineer and Association of Project Management Practitioner who has held roles with a major civil engineering contractor, several engineering consultants and local authority clients. Some key achievements are:

- Secured circa £350m external funding via Government funding bids and third-party contributions for the delivery of Kent County Council strategic infrastructure.
- Conceived and established the internal management and political governance regime for major capital Programmes within Kent County Council, including the high-profile Local Growth Fund Programme and National Productivity Investment Fund.
- Successfully planned and delivered many major schemes e.g. £8m North Farm Link Rd, Tunbridge Wells and £10m Rathmore Road, Gravesend.
- Led the procurement of several local government term and single maintenance and construction contracts including preparing contract documentation.
- Acted as Project Director on projects such as Highways England M25 Mass Action Scheme.
- Designed and delivered the external works at the multi-million-pound Duke of York's Headquarters redevelopment in the King's Road, London for Cadogan Estates.

### Project Centre Experience

- ✦ Technical Director managing the Engineering Division.
- ✦ Responsible for managing key Local Authority frameworks.
- ✦ Project Director on several projects ensuring projects are completed on time, to budget and to the required standard, whilst seeking out opportunities for innovation and added value for Clients.

#### Skills and Experience

- ✦ Highways & Transportation
- ✦ Project, Programme & Financial Management
- ✦ Procurement & contractual management of major construction contracts
- ✦ Stakeholder and political relations
- ✦ Funding bid preparation

#### Qualifications and Memberships

- ✦ BEng Civil Engineering
- ✦ Chartered Engineer
- ✦ Member of The Institution of Civil Engineers
- ✦ Association of Project Managers Practitioner

#### What Our Clients Say

*"I was impressed with the responsiveness and standard of service"*

**Tony Kennedy, London Borough of Brent**



## Previous Experience

### **Project: M25 Mass Action £0.5m 2018**

**Client:** Connect Plus Services (Highways England)

**Role:** Project Director

**Project Overview:** The aim of the project was to implement road safety measures in a preventative rather than reactive timeline. Measures were designed at eleven key junctions on the M25 and Highways England documents including business cases were prepared.

#### **Added Value / Lessons Learnt:**

This was the first project delivered for this Client; this, together with a very challenging programme led to a very intensive delivery period. Success was realised by using 2 project teams and through collaboration and excellent communication across the project teams and with the client.

### **Project: M20 J4 Eastern Overbridge Widening £5m 2016**

**Client:** Kent County Council

**Role:** Programme Manager

**Project Overview:** This project widened a motorway overbridge by 'stitching' on another deck.

#### **Added Value / Lessons Learnt:**

This work was done partly under licence with Highways England and excellent relationships were built. As a result, the scope of the project was increased to include resurfacing of the M20 on behalf of Highways England, resulting in a more economical solution and better outcomes for the travelling public.

### **Project: Poorhole Lane Widening, Broadstairs £5m 2014**

**Client:** Kent County Council

**Role:** Project Manager

**Project Overview:** This project upgraded a substandard narrow lane into a single carriageway link road with a roundabout junction at both ends linking to 2 key 'A' roads

#### **Added Value / Lessons Learnt:**

This project was funded using Government Local Pinch Point Funding which carried very onerous time constraints. The construction programme was key to meeting these constraints so careful selection of the delivery partner and strict management of the extensive utility diversions were critical.

### **Project: A28 Widening, Ashford £33m 2018**

**Client:** Kent County Council

**Role:** Programme Manager

**Project Overview:** This project widened a single carriageway to a dual carriageway on a key 'A' road, including widening a road bridge over railway lines.

#### **Added Value / Lessons Learnt:**

Added value was achieved on this project by awarded an Early Contractor Involvement (ECI) contract. This allows the contractor and the designer to work together during the design process to refine the design, eliminating buildability issues and carrying out advanced works such as utility diversions

### **Project: Longfield Road Widening, Tunbridge Wells £7.5m 2014**

**Client:** Kent County Council

**Role:** Project Manager

**Project Overview:** This project widened a single carriageway to a dual carriageway through an area, off the A21 which houses over 500 businesses, including major retailers.

#### **Added Value / Lessons Learnt:**

This project was funded using Government Local Pinch Point Funding which carried very onerous time constraints. Stakeholder liaison was also a critical aspect of this project both during the planning and design phases but more critically during construction. Business deliveries were carried out 24hours a day, so access was required at all times. A dedicated team was established to manage the stakeholder communication and response.

### **Project: Duke of York's Headquarters, Kings Road, Kensington and Chelsea External Works £100m 2003**

**Client:** Cadogan Estates

**Role:** Project Manager

**Project:** This project was part of the conversion of a disused military facility into a multi-use residential/retail complex in a prestigious area of London.

#### **Added Value / Lessons Learnt:**

Given that this development was designed and delivered by multiple organisations of multiple disciplines, collaboration, communication and change control were critical to the success of the project.



## Geoff Waller, Associate Director with 30 years' experience

### Professional Statement

Geoff has gained significant experience in all aspects of Civil and Highway Engineering. He has been responsible for the Project Management of Highway, Infrastructure and Public Realm improvement schemes, the majority relating to long term frameworks with Public Sector Clients. Works included inception and feasibility studies, consultation, planning, preliminary/detailed design through to procurement. Geoff has been fully responsible for the management of multi-disciplinary design teams and the consultation with Stakeholders, Members and Council Officers. In addition, he has managed several major associated construction contracts representing the Client as Project Manager ensuring the successful delivery with quality and financial management.

### Key Experience

- ✦ Project Management of long term framework commissions and major schemes including design coordination, programming and job cost control.
- ✦ Project Management of multidisciplinary design teams on major civil and structural engineering schemes.
- ✦ Good communication skills with presentation of schemes to Clients, Stakeholders and interested parties.
- ✦ Production of Tender documentation for major engineering schemes including ITT, Contracts, BoQ's, Specifications, MEAT analysis, tender reviews and appraisals.
- ✦ Broad Site Supervision and management skills including role of Project Manager under NEC EEC and ICE Contracts.
- ✦ Practical approach to site safety and CDM matters including several commissions as Principal Designer as part of the CDM (2015) regulations. Carrying out risk assessments and reviewing method statements.
- ✦ Preliminary and detailed design of Highway and Infrastructure schemes, preparation of Contract Documents and drawings.
- ✦ Liaison and management of various disciplines within the design team and specialist sub consultants.
- ✦ Preparation of inception and feasibility studies and reports on highway, environmental and maintenance schemes including cost estimates.

### Project Centre Experience

- ✦ Associate Director managing the Civil, Transport, Highways and Public Realm team in Project Centre's the Brighton Office.
- ✦ Responsible for managing key Local Authority frameworks and the strategic planning, business development, financial management, technical design, quality and key performance indicators.
- ✦ Ensuring the successful delivery of a wide variety of engineering and public realm schemes maintaining high quality and developing new smart working methods in conjunction with Clients to promote innovation and value for money.

#### Skills and Experience

- ✦ Project Management
- ✦ Contract Management
- ✦ Infrastructure Design
- ✦ Environmental Design
- ✦ Feasibility Studies
- ✦ Team Management
- ✦ Budgeting/finance control
- ✦ Risk Management
- ✦ Stakeholder engagement

#### Qualifications and Memberships

- ✦ BSc (Hons) Civil Engineering
- ✦ MCIHT

#### What Our Clients Say

*"Well done to you both for delivering an outstanding joint (BHCC/PCL) presentation session at yesterday's Transport Partnership. The preparation and ground work really paid off with all partners around the table."*

**Mark Prior - Assistant Director – BHCC**

**Project: Crawley Town Centre Regeneration – Phase 2**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

£2.0 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants. Project Manager under NEC ECC Option A Contract

**Added Value / Lessons Learnt:**

Building on previous phase and the incorporating lessons learnt in material selections and interaction and early contractor involvement.

**Project: Three Bridges Station Improvements**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

The development of a major station forecourt improvement scheme and associated highway improvements.

**Added Value / Lessons Learnt:**

Managing the preliminary design and the expectations of public and station users. Coordination with the Interaction with stakeholder for the provision of improved bus, cycle and pedestrian facilities to and from this major transport hub.

**Project: Valley Gardens Phase 1&2**

**Client:** Brighton and Hove City Council

**Role:** Design Team Project Manager

**Project Overview:**

Major highway regeneration scheme responsible for development of preliminary and detailed highway and infrastructure design.

**Added Value / Lessons Learnt:**

His existing relationships with key stakeholders such as members, bus companies and local transport groups. Over the past 2 years we have demonstrated an ability to communicate the vision of the project whilst addressing and mitigating the key concerns of the stakeholders. Presentations to Stakeholders and Committees.

**Previous Experience**

**Project: Queens Square Regeneration**

**Client:** Crawley Borough Council

**Role:** Scheme and Contract Project Manage

**Project Overview:**

£3.2 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants. Project Manager under NEC ECC Option A Contract.

**Added Value / Lessons Learnt:**

Coordination of Multidisciplinary design team, Public Realm design incorporating water feature and public event spaces.

**Project: Little Trees Cemetery**

**Client:** Crawley Borough Council

**Role:** Scheme and Contract Project Manage

**Project Overview:**

£2.0m new Cemetery scheme including feasibility, planning application including detailed Ecological and Geo-environmental surveys, detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including S278 process.

**Added Value / Lessons Learnt:**

Principal Designer Role and Project Manager under NEC ECC Option A Contract.

**Project: Ifield Mill Pond**

**Client:** Crawley Borough Council

**Role:** Project Manager

**Project Overview:**

£9.5 m Dam and Reservoir upgrade involving preliminary design, consultation, planning, procurement and Contract Management during Construction Phase

**Added Value / Lessons Learnt:**

Stakeholder Engagement and Consultation. Early stage planning and economic appraisals.



## João Toscano, Associate Director CMLI with 13 years' experience

### Professional Statement

Joao is a chartered landscape architect with a proven track record of excellence in Place-Making and Landscape Design. Passionate about landscape architecture and design, his strengths and interests also extend to broader strategic thinking, research and management. Joao also has strong communication skills and the ability to work in multi-disciplinary teams delivering highly complex projects.

### Key Experience

- Joao's broad experience includes a key role in the Rio Olympic Park delivery and valuable input as part of the teams that delivered high quality public spaces such as the North-West Cambridge Development, Leicester Square and the Millenium Town Park in Jersey.
- His experience also includes smaller scale public realm interventions in Southwark where he led the landscape design component for three different projects as part of a framework with the council: Keyworth Street, Lower Road and St.Olav's Square.
- Previously Joao was an Associate Director at AECOM and during his time there he was selected for the AECOM UK Emerging Talent Group

### Project Centre Experience

- Involved in a wide range of projects, Joao has managed the delivery of progressive public realm projects such as Southfields Public Realm, Walworth Road phase 2, Bridge Avenue, Hammersmith Grove and Brookside Open Space.
- Key involvement in the public realm design for the Dartford Town Centre Regeneration, Hammersmith Grove and Camberley High Street. Joao has also been involved in providing planning advice in public realm design to the Royal Borough of Windsor and Maidenhead.

#### Project: York Road Development

**Client:** Royal Borough of Windsor and Maidenhead

**Role:** Providing advice to planning officers regarding public realm proposals

**Project Overview:** September 2017 – On going. Project Centre has been advising the Royal Borough of Windsor and Maidenhead on the public realm proposals for the York Road Development. This is a key scheme within the town centre that will have substantial impact on the quality of Maidenhead's streetscape environment.  
**Added Value / Lessons Learnt:** Experience in a wide variety of landscape/public realm projects as well as in large scale complex schemes. Importance of clear strategic document on public realm guidelines that will drive proposals and ensure that the quality of design is of a high standard and following latest guidelines.

#### Project: Dartford Town Centre Regeneration

**Client:** Dartford Borough Council

**Role:** Led the public realm design and managed the delivery of the concept design report

**Project Overview:** Project Centre has been developing the public realm concept design for the town centre regeneration of Dartford, one of the most exciting schemes around London at the moment. A multi-disciplinary approach has been key to the development of the proposals which aim to be bold but also follow best practice and latest guidelines on streetscape design. Our progressive approach is in line Dartford's ambition and growth in the coming years.

**Added Value / Lessons Learnt:** Experience in complex schemes and multidisciplinary competency within PCL. The importance of clear communication with the client and stakeholders as well as the ability to foresee challenges ahead.

#### Project: West Ealing CCM

**Client:** London Borough of Ealing

**Role:** Project manager

**Project Overview:** September 2017 – On going  
Project Centre has been developing the public realm design for the area surrounding the proposed West Ealing Station. A multi-disciplinary team that includes landscape architects, engineers and lighting designers has been developing a design approach based on current best practice that responds well to Ealing's objectives for the scheme whilst being sensitive to the needs of local residents.

**Added Value / Lessons Learnt:** Design experience within public environment. A deeper understanding of the constraints and opportunities related to the implementation of a new Crossrail station.

#### Skills and Experience

- High level strategic thinker
- Experience across geographies
- Public realm design
- Hard and soft landscape design
- Site supervision
- Leadership training
- Studio operations

#### Qualifications and Memberships

- Chartered Member of the Landscape Institute
- Degree in Landscape Architecture from the Technical University of Lisbon

#### What Our Clients Say

*"Project Centre provide an excellent service and look for ways to improve the brief in order to provide additional quality to the scheme."*

**Andy Smith, Watford Borough Council**

### Project: Brookside Open Space

**Client:** London Borough of Hillingdon

**Role:** Managed the delivery of the feasibility design report

**Project Overview:** March 2018 – On going. Project Centre has been developing the landscape strategy for this key open space within the London Borough of Hillingdon. The team has worked on high level masterplan concept that brings together the extensive sports facilities brief with a civic/ecological agenda that make can make transform this space into substantial asset for the borough and its residents.

**Added Value / Lessons Learnt:**

Experience in sports facilities as well as the integration of these into a more urban civic park setting. Importance of a clear brief and a good understanding of the budget. Clarity on the implications of creating such a facility.

### Project: Walworth Road – Phase 2

**Client:** Southwark Council

**Role:** Project manager for the delivery of the Technical Review document

**Project Overview:** July 2017 – On going. Bridge Avenue is another small scheme within Hammersmith's town centre that aims to show how a car dominated environment can be transformed into positive area for pedestrians and cyclists whilst maintaining its car parking capabilities. This project is closely linked to the implementation of CS9 (Cycle Superhighway) and has also important elements linked to cycle sharing, public art, play, tree planting and creating seating opportunities.

**Added Value / Lessons Learnt:**

Experience in public realm design and knowledge of high quality solutions that are in line with the latest agendas.

Testing of proposals that will enable the client to take forward the design and seek funding.

### Project: Hammersmith Grove

**Client:** London Borough of Hammersmith and Fulham

**Role:** Key element for the public realm design

**Project Overview:** August 2017 – On going. £200K (Estimated budget) Project Centre has been working side by side with the London Borough of Hammersmith and Fulham in a series of projects that aim to showcase sustainable place making. Hammersmith Grove is a small scheme within Hammersmith's town centre that aims to show how an unattractive polluted road can be transformed into space for people with less cars and a clear 'green' agenda. The phase 1 of this project aims to reduce carriageway widths, vehicle movements and car parking to give way to EV charging points, a cycle sharing station and various parklets that will create a complete new feel to that section of Hammersmith Grove.

**Added Value / Lessons Learnt:** Design experience within public environment. A deeper understanding of the constraints and opportunities related to the installation of parklets within the public realm.

### Project: Camberley High Street

**Client:** Surrey Heath Borough Council

**Role:** Lead for public realm design

**Project Overview:** May 2018 – On going. Project Centre has been developing the public realm concept design for this large-scale town centre regeneration, one of the most ambitious schemes around London at the moment. A multi-disciplinary approach has been critical to the design process which aims to be bold but also follow best practice and latest guidelines on streetscape design. Our progressive approach is in line Camberley's ambition and growth in the coming years.

**Added Value / Lessons Learnt:**

Ability to coordinate a multi-disciplinary team in order to deliver a high-quality output that will be thoroughly scrutinized.

The importance of engaging relevant parties early in the process whilst making sure that key objectives of the scheme are still taken forward.

### Project: Bridge Avenue

**Client:** London Borough of Hammersmith and Fulham

**Role:** Project manager for the delivery of the feasibility design report.

**Project Overview:**

December 2017 – On going

**Added Value / Lessons Learnt:**

Knowledge of latest agendas for public realm interventions and multidisciplinary experience.

### Project: Southfields Public Realm

**Client:** Wandsworth Council

**Role:** Project manager for the delivery of the design development report and stakeholder engagement with a design group which included a wide range of interest parties.

**Project Overview:** Project Centre has been developing the public realm design for the area surrounding Southfields Underground Station, a key destination for the Wimbledon Championships as well as an area with a strong residential focus. A multi-disciplinary team that includes landscape architects, transport planners, engineers and lighting designers has been developing a design approach based on current best practice that responds well to Wandsworth Council's objectives for the scheme whilst being sensitive to the needs of local residents and key stakeholders.

**Added Value / Lessons Learnt:** AV -

Quality of outputs, capability of coordinating a multi-disciplinary team and flexibility in responding to client's requests. -The importance of having extensive and accurate base information for development of proposals.

## Previous Experience

### Project: Dreamland Margate

**Client:** Sands Heritage Ltd

**Role:** Key element on the design and delivery of the extensive refurbishment in this heritage amusement park.

**Project Overview:** December 2016 – May 2017. AECOM was commissioned for the extensive landscape enhancements of this well-known heritage amusement park in Kent. This was an ambitious project where the landscape component played a key role in creating a new identity for the park. The delivery also involved a wide variety of expertise that had to come together quite quickly in order to respond to a very tight programme.

**Added Value / Lessons Learnt:** Experience in design and delivery of complex landscape schemes. Extensive coordination regarding amusement park related specifications and constraints as well as coordination regarding delivery in a very short time.

### Project: St. Olav's Square

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** November 2014 – December 2015. £450k (Estimated budget) AECOM developed design proposals for this small-scale public space in Rotherhithe which was built recently. This small scheme in Southwark was designed in a way that complements the grade II listed building of St. Olav's Church and was delivered by a multi-disciplinary.

**Added Value / Lessons Learnt:** Experience in public realm. Ability to respond well to the client's brief. Heritage aspect of the project was important as well as communicating efficiently with the client.

### Project: North West Cambridge

**Client:** University of Cambridge

**Role:** Key element on the design of some of the main landscape and public realm components within this progressive masterplan.

**Project Overview:** March 2013 – December 2013. £280M (Phase 1 total cost of development). AECOM has been responsible for the masterplan development and planning applications for the 150-ha North West Cambridge Development, which will provide the University of Cambridge with an opportunity to establish a new, University-led urban quarter to meet its future needs.

**Added Value / Lessons Learnt:** Experience in multidisciplinary teams and design capability related to different spaces. Coordination with the art consultant.

### Project: Leicester Square

**Client:** Westminster City Council

**Role:** Full time on site supervision

**Project Overview:** January 2012 – May 2012. £17.1M. In 2007 Burns + Nice won a design competition for the redesign of Leicester Square and its nine connector streets in the heart of London's West End. B+N led all design stages of the project and supervised its construction.

**Added Value / Lessons Learnt:** Attention to detail and capability to manage communication and stress well in a very high-pressure delivery. Understanding how to deliver efficiently a high-profile scheme, communication with client and contractor as well as on site personnel.

### Project: Rio Olympic Park

**Client:** EOM (Olympic Delivery Authority)

**Role:** Key role on the landscape team that delivered this complex high-profile scheme.

**Project Overview:** August 2012 – February 2013 and February – March 2015. In August 2011, AECOM led a multi-disciplinary design team that won an international design competition for the masterplan of the Rio 2016 Olympic Village. The Landscape Studio in London was responsible for the park and this work involved extensive coordination with the master planners, sports architects, engineers and lighting designers.

**Added Value / Lessons Learnt:** Ability to work in multidisciplinary teams, coordinate with local consultants, presenting to the client group as well as manage some of the deliverables. Understanding the importance of good team coordination, development of strong designs solutions and quality outputs, as well as good client management.

### Project: Angola Olympic Village

**Client:** Mitrelli

**Role:** Project manager for the landscape component of the masterplan.

**Project Overview:** June 2015 – December 2015. AECOM has developed a masterplan for the Angola Olympic Village. This is a large-scale project located on the coast, 70 Km south of the capital Luanda. This project aims to provide a world leading sports training facility for Angola. AECOM has multidisciplinary team working on it and the landscape component plays a key role on creating the right training environment as well as grounding the scheme on a high value/scenic site.

**Added Value / Lessons Learnt:** Experience in sports projects and working in a multi-disciplinary team.

### **Project: Lower Road**

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** March 2015 – May 2015 Lower Road is traffic calming scheme in a key artery within Southwark Council and part of TFL Cycle Superhighways. AECOM was asked to develop high level public realm proposals together with an indicative transport design scheme.

**Added Value / Lessons Learnt:**

Experience in public realm which allowed quick turn over of proposals. Good communication with other disciplines. Positive impact of 'urban acupuncture'-type of proposals onto public realm quality.

### **Project: Keyworth Street**

**Client:** Southwark Council

**Role:** Led the landscape design component.

**Project Overview:** November 2013 – July 2014. £1.2M (Estimated budget)

**Added Value / Lessons Learnt:**

Strong concept ideas that respond well to the urban campus environment. Articulation of concept ideas and standard guidelines.

### **Project: Millenium Town Park**

**Client:** States of Jersey

**Role:** Key element in the detail design delivery and on-site supervision.

**Project Overview:** May 2011 – November 2011. £11.5M The site for the Millenium Town Park is situated in a built up residential area to the north of St. Helier town centre. B+N in conjunction with Parsons Brinckerhoff have been commissioned by the States of Jersey to create a high quality public park which was delivered in 2011.

**Added Value / Lessons Learnt:**

Experience at different stages of design and flexibility to accommodate delivery. Good performance on site with sound judgement regarding procedure. Good understanding of the detail design package/specifications and ability to influence quality of works.

### **Project: Bilaj Al Jazayer**

**Client:** Edamah

**Role:** Project manager for the landscape component – stage 1

**Project Overview:** October 2015 – March 2015 Edamah has asked AECOM to develop a masterplan for this 130ha site on the west coast of Bahrain. This is a key project for Bahrain in terms of creating a leisure destination on one of the few public beaches of the country.

**Added Value / Lessons Learnt:**

Experience in complex, large scale, multi-disciplinary landscape masterplans. Good understanding of the brief. LL Experience in resort-town master planning.

### **Project: Imperial West**

**Client:** Imperial College

**Role:** Part of the team that developed concept design and basic detail design elements for phase 1.

**Project Overview:** October 2009 – March 2010. Whitelaw Turkington (Grontmij) partnered with Aukett Fitzroy to create the masterplan for Imperial West, a new west London campus for Imperial College as part of a new vibrant urban quarter.

**Added Value / Lessons Learnt:**

Knowledge in urban campus design.

### **Project: Nordhavn Design Competition**

**Client:** Municipality of Copenhagen

**Role:** Project manager for the landscape architecture element of the masterplan.

**Project Overview:** June 2008 – September 2008. Nordhavnen is a large metropolitan development project where a key area in Copenhagen will be transformed from a dense industry and harbour area into an attractive urban district.

**Added Value / Lessons Learnt:**

Knowledge in large scale master planning.

# Rhys Hutchings: Associate with 16 years' experience



## Professional Statement

Rhys has gained significant experience in all aspects of Civil and Infrastructure Engineering. He has been responsible for the Project Management and delivery of Civil, Infrastructure and Public Realm improvement schemes, the majority relating to long term frameworks with Public Sector Clients. Works included inception and feasibility studies, consultation, planning, preliminary/detailed design through to procurement. Rhys has been fully responsible for the management of teams and the consultation with Stakeholders, Members and Council Officers. In addition, he has managed numerous construction contracts representing the Client as Project Manager ensuring the successful delivery with quality and financial management.

## Key Experience

- ✦ Good Knowledge Computer Design Packages (AutoCAD, Micro Drainage and 12D Ground Solutions)
- ✦ Experience of Infrastructure and Highway Design
- ✦ Knowledge of Health and Safety with respect to CDM
- ✦ Experienced in Project Management, Contract Administration and Site Supervision.
- ✦ Production of Tender documentation for major engineering schemes including ITT, Contracts, BoQ's, Specifications, MEAT analysis, tender reviews and appraisals.
- ✦ Liaison and management of various disciplines within the design team and specialist sub consultants.
- ✦ Experienced in the preparation and issuing of Planning Applications
- ✦ Experienced in the preparation of Flood Risk Assessments
- ✦ Experience 3D Ground & Highway Modelling and Micro Drainage - Drainage Modelling
- ✦ Experience of presentations to Clients, Council Members, Stakeholders and Public Consultation
- ✦ Experience in Site Surveying, measurements
- ✦ Managing and Developing teams
- ✦ Good communication skills with presentation of schemes to Clients, Stakeholders and interested parties.
- ✦ Design and delivery of workshops to promote Engineering within Schools

## Previous Experience

- ✦ Consultant infrastructure design engineering / project manager, ensuring the successful delivery of a wide variety of engineering and public realm schemes. Maintaining high quality and developing new smart working methods in conjunction with Clients to promote innovation, sustainability and value for money.
- ✦ Contracts Manager within Local Authority responsible for delivery of Key Capital infrastructure works programme.
- ✦ Senior Engineering Manager at Shoreham Port assisting with the development of their vision, strategy and implementation of their master plan. Engineering maintenance and capital improvements of all infrastructure inclusive of flood defences, locks and pump house.

### Skills and Experience

- ✦ Project Management
- ✦ Contract Management
- ✦ Infrastructure Design
- ✦ Feasibility Studies
- ✦ Team Management
- ✦ Budgeting/finance control
- ✦ Risk Management
- ✦ Stakeholder engagement

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### Qualifications and Memberships

- ✦ BEng (Hons), MEng (Hons) in Civil & Structural Engineering

### What Our Clients Say

*"The transition from the old Professional Service provider to the Project Centre couldn't have gone smoother, thanks to the dedication of the team."*

**Peter Wright, Thurrock Council**



## Previous Experience

### Project: Tilgate Access Road

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

**Project Overview:** £1.5m new access road linking Tilgate Park with the A23 including feasibility, planning application including detailed Ecological surveys, detailed design, procurement and construction management. Project Manager under NEC ECC Option B Contract.

**Added Value / Lessons Learnt:**

Worked with elected members, residents, local cycling groups and neighbourhood groups to identify key issues and solutions, drawing on best practice.

### Project: Little Trees Cemetery

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager - Inception through to Preliminary Design  
Client Project Manager – Planning & s278

**Project Overview:** £2.0m new Cemetery scheme including feasibility, planning application including detailed Ecological and Geo-environmental surveys, detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including S278 process.

**Added Value / Lessons Learnt:**

Early stakeholder engagement to ensure a scheme that met the requirements of today and those of the future.

### Project: Queens Square Regeneration

**Client:** Crawley Borough Council

**Role:** Client Project Manager

**Project Overview:** £3.2 m Town Centre regeneration scheme including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and specialist water feature consultants.

**Added Value / Lessons Learnt:**

Collaborative working Unitary Authority to deliver a scheme that met both the Borough Council and their own requirements cost effectively.

### Project: Shoreham Port Shed 9

**Client:** Shoreham Port Authority

**Role:** Project Manager

**Project Overview:** £1.5m Construction of new 7,500m<sup>2</sup> steel framed Timber Storage facilities including surveys, detailed design, procurement, construction management. Delegated Engineer under ICE 7<sup>th</sup> Contract.

**Added Value / Lessons Learnt:**

Clear early understanding and communicating of construction constraints to minimise disruption to existing operations throughout construction activities.

### Project: Langley Green Regeneration

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

**Project Overview:** £2m Public realm urban regeneration scheme. including detailed design, procurement and construction management. Liaison coordination of designers and key stakeholders including Landscape Architects and key stakeholders including S278 process. Delegated Engineer under ICE 7<sup>th</sup> Contract.

**Added Value / Lessons Learnt:**

Early engagement with the Environment Agency to develop a cost-effective solution to minimise downstream flood risk and enhance the on-site ecology.

### Project: Bewbush Regeneration

**Client:** Crawley Borough Council

**Role:** Design Team Project Manager

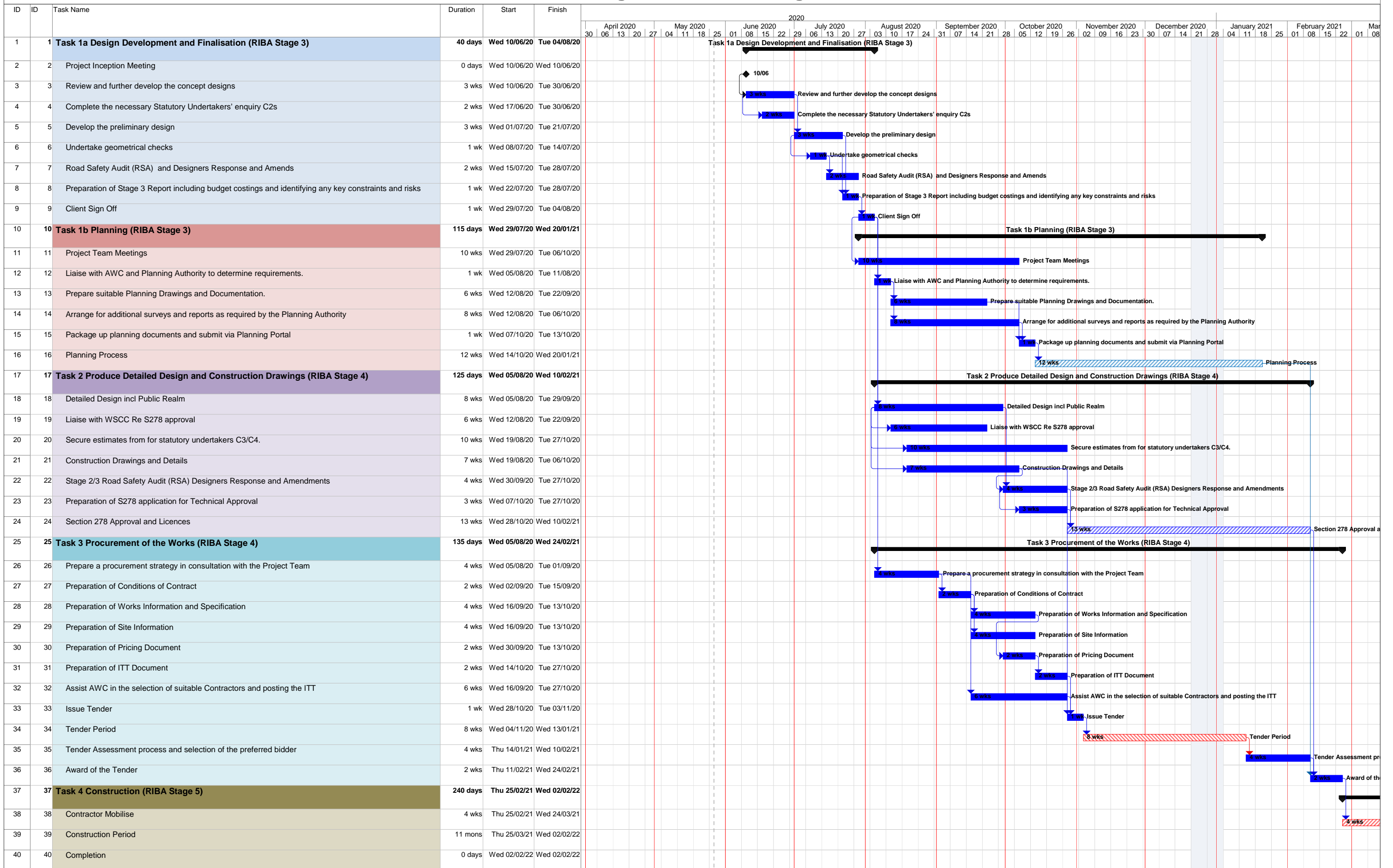
**Project Overview:** £5m Public realm urban regeneration scheme and community centre. D&B Contract.

**Added Value / Lessons Learnt:**

Good communication and clear defined boundaries of responsibility between numerous design consultants.

## APPENDIX B – SCHEME PROGRAMME

# Portland Road Public Realm Scheme Programme RIBA Stages 2 to 5





## Quality

It is the policy of Project Centre to supply Services that meet or exceed our clients' expectations of Quality and Service. To this end, the Company's Quality Management System (QMS) has been structured to encompass all aspects of the Company's activities including such areas as Sales, Design and Client Service.

By adopting our QMS on all aspects of the Company, Project Centre aims to achieve the following objectives:

- Ensure a clear understanding of customer requirements;
- Ensure projects are completed to programme and within budget;
- Improve productivity by having consistent procedures;
- Increase flexibility of staff and systems through the adoption of a common approach to staff appraisal and training;
- Continually improve the standard of service we provide internally and externally;
- Achieve continuous and appropriate improvement in all aspects of the company;

Our Quality Management Manual is supported by detailed operational documentation. These relate to codes of practice, technical specifications, work instructions, Key Performance Indicators, and other relevant documentation to form a working set of documents governing the required work practices throughout the Company.

All employees are trained to understand and discharge their individual responsibilities to ensure the effective operation of the Quality Management System.







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Martin Randall  
Director for the Economy  
Adur & Worthing Council  
Worthing Town Hall  
Worthing  
BN11 1HA

Thursday 1<sup>st</sup> May 2020,

**Re: Award of £697,000 Local Growth Funding for the Worthing Public Realm**

Dear Martin,

I am delighted to inform you that our Investment Committee have agreed to make the above listed award under our Local Growth Fund programme.

As this offer is for a partial funding award at up to 41% of your original ask, we would like you to confirm that firstly the project can go ahead and deliver the original outputs as per the business case submission.

This award is conditional, and is subject to agreement of conditions of funding, and will be confirmed upon completion of final checks to satisfy our Accountable Body, i.e. state aid. You will be shortly contacted by our Investment Programme Managers to finalise the funding agreement and instructions in support of this award. Once this is signed I would urge you to complete the necessary claim forms to draw down the funding as per the schedule that you have committed to in your original application. We will send out the necessary claim documentation to you in due course.

As per the business case declaration, you agreed to pay a fee of £9,500 to cover the cost of processing and preparing the funding agreement. In addition to this, all new projects that are awarded funding are asked to contribute a monitoring fee of £12,000 to enable Coast to Capital to efficiently monitor and review your project and

its delivery until completion. This will include audit reviews and site visits, and once your funding agreement is finalised, we will arrange a meeting to discuss scheduling meetings, and our expectations in terms of project reporting.

Both fees are payable in advance and an invoice will be issued prior to finalising the funding agreement. To assist with this, we would appreciate if you can send over the correct bank/contact address details.

Please note that any announcement regarding this agreement is embargoed until Coast to Capital delivers its initial press notice which is expected to be issued at a more appropriate time in light of Covid19. We would like to work with you to issue a joint press release on your specific project, subject to a funding agreement being signed. Jake Daniels (Communications Officer) will be in contact to arrange this.

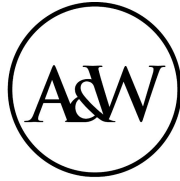
I very much look forward to meeting with you over the next few months to see first-hand project progress.

Yours Sincerely,

ALR Middleton

Chief Operating Officer





ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 15

Key Decision Yes

Ward(s) Affected: Broadwater

## Unlocking Development at Decoy Farm

### Report by the Director for the Economy

#### 1. Purpose

- To update Members on the progress made towards the remediation of the former landfill site, The remediation (and decontamination) of Decoy Farm will ensure that the money funded by the Local Enterprise Partnership is spent by the March 2020 deadline.
- To inform Members of the timetable for remediation works commencing on site including the procurement of a specialist remediation contractor.
- To seek the delegation of authority to the Director for the Economy to award the required remediation contract to enable the works to be carried out subject to a compliant procurement process.
- To note that a further report will come forward in due course outlining a strategy with future ambitions for the site.

#### 2. Recommendations

- To authorise the Director for the Economy to undertake the procurement for the remediation contractor and to award that contract and any recommended contracts arising from the works as necessary to support and enable the remediation works at Decoy Farm, the costs for which shall be met from the budgets set out below.

### **3. Context**

- 3.1 At over 7ha, Decoy Farm is the most significant opportunity to deliver new employment floorspace for Worthing and one of the last remaining large-scale development opportunities in Coastal West Sussex. Our planning framework has always highlighted Decoy Farm's potential as an opportunity for economic growth, but has been equally clear on the need to address some key constraints:

*"The land was formerly a landfill area and there is clear evidence of existing contamination and flooding problems. Due to these constraints and poor accessibility, this site has remained undeveloped and is in need of significant investment to realise its full potential." (pg 70, Adopted Core Strategy, April 2011).*

- 3.2 Made possible by the funding from the Coast to Capital Local Enterprise Partnership, the Council have made significant progress towards the start of on site remediation works, which will finally unlock this site for development 40 years after lying dormant.

### **4. Issues for consideration**

- 4.1 Resolving historic contamination.
- 4.2 The Decoy Farm project is progressing at pace. With our focus on remediation, our team have undertaken the following:
- Completion of the Preliminary Ecological Appraisal and associated surveys. This has informed detailed discussions and reached the conclusion that the remediation of the landfill plateaus does not constitute Environmental Impact Assessment (EIA) development. A Screening Request has been submitted to the LPA for their consideration, however, we are continuing with the ecological surveys.
  - The preliminary archaeological assessment and topographical surveys have been completed and the Ground Investigations (GI) team are now on site. As well as updating the GI data from 2014 they are also installing continuous gas monitoring. This information will be used directly as part of the work information for the remediation contractor.
  - Applications have been made to the EA for flood modelling and we have liaised with the Sompting Estate as they have more recent modelling. We are working with WSCC to assist the transport assessment, modelling and travel planning.

4.3 Timetable.

4.4 The remediation works are timetabled to commence on site in August 2020. In order for this to take place we shall be continuing with the preparatory works. A high level programme is attached at Appendix 1. Over the next year a significant amount of work will take place to get to the point of a remediation site suitable for industrial development. This includes:

- Receipt of the screening opinion.
- Ecological surveys will be continuing during this time as will our assessments of potential compensatory land. These will then inform the plan for translocation of species.
- Site specific flood and transport modelling will be concluded to inform the remediation strategy as well as providing information to the planning and masterplanning teams.
- Once the on site GI is completed later this month we will have the final analysis report which will support the remediation strategy.
- From these documents we will produce the works information to support the procurement of the remediation contractor to start on site at the end of August/September.
- Subject to the final results from the GI works, we anticipate cleaning / crushing and reusing a significant proportion of material (approximately 40%) suitable for inert capping material as well as soils for landscaping. We will be recycling a similar proportion of wood, metal and some plastics with only a limited amount of material having to be discarded. This cleaning and sorting would happen on site to reduce the wider disruption to neighbouring areas during the remediation.

4.5 Many of these processes will require the Council to enter into contracts with the service provider, including the most significant in financial terms, the contract with the remediation specialist to carry out the on site works.

4.6 We are therefore seeking the agreement of the Committee for this work to proceed and for the Committee to delegate the authority to the Director for the Economy to award the required contracts. The costs will initially be paid from WBC funds, with claims made to the LEP quarterly for repayment in arrears, working with the budget envelope of the agreed £4,844,440 grant funding from the Local Enterprise Partnership.

## 5. Engagement and Communication

- 5.1 Since the last report engagement and communication has been focused on partner organisations, statutory bodies and adjoining land owners. These are critical for the delivery of the remediation works which have prevented this site from coming forward for many decades.
- 5.2 This engagement and communication will continue throughout the process, ensuring that at each stage the requirements and obligations placed on the Council to safely and effectively undertake the works are being met.

## 6. Financial Implications

- 6.1 The overall budget for Decoy Farm is £4.844,440 which is funded from a Local Growth fund grant. This is expected to be spent as follows:

	2019/20	2020/21			
	Q4 £	Q1 £	Q2 £	Q3 £	Q4 £
Expected spend	306,770	329,080	1,151,330	1,950,130	1,107,130

- 6.2 In line with previous Local Growth Fund grants, the Council will claim monies in arrears providing the LEP with proof of expenditure.

## 7. Legal Implications

- 7.1 Section 1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 7.2 Section 1 of the Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract with another person for the provision or making available of assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 7.3 The Council must ensure that any authorised use and development of the site at Decoy Farm is compliant with any obligation imposed on the Council by the Coast to Capital Grant funding terms and conditions.

- 7.4 The Grant Funding must also be spent by the Council in a way that does not breach the funding terms and conditions or create any unlawful state aid to any commercial undertaking.
- 7.5 In procuring for the Contracts referred to in the recommendations, the Council is required to follow a lawful process as required by its Contract Standing Orders and have regard to the Public Contract Regulations 2015 and/or the Concession Contracts Regulations 2016. All the terms of the proposed arrangement are to be set out in a fair and transparent manner to all potential bidders.
- 7.6 Any authorised disposal of the site will be compliant with S123 of the Local Government Act 1972 and the Secretary of State's General Consent on Disposals.

### **Background Papers**

- Appendix 1: Decoy Farm - High Level Programme.

### **Officer Contact Details:**

Ann Phillips

Project Manager, Major Projects & Investment

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## **Sustainability and Risk Assessment**

### **1. Economic**

Through the actions of undertaking the remediation of the site and bringing it back into use, the Council is increasing the supply of land available for employment use. It is making best use of Council assets and bringing brownfield land back into use.

### **2. Social**

#### **2.1 Social Value**

Improving the condition of the site and bringing it back into use for employment use will provide new jobs for the local area.

#### **2.2 Equality Issues**

Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

Matter considered and no issues identified.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified

### **3. Environmental**

The planned remediation of Decoy Farm will improve the overall condition of the site removing contaminants and hazards.

### **4. Governance**

The decontamination and development of Decoy Farm are identified in the Councils Corporate Plan (Prosperous Places : Section 1.8.3 Decoy Farm) and Core Strategy as priorities for the Council.

## Appendix 1: Decoy Farm - High Level Programme

Decoy Farm Landfill Remediation		2020												2021		
ID	Task Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	<b>Remediation</b>															
2	Preliminary Ecological Assessment															
3	Ecology Surveys & Mitigation															
4	Transport Assessment															
5	Topographical Survey															
6	Remediation Strategy															
7	Remediation ES & Planning															
8	Ground Investigation (inc. monitoring)															
9	Contractor Appointment															
10	Remediation															
11	<b>Industrial Development</b>															
12	Development Masterplanning															
13	Securing of delivery partner															

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ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 16

Key Decision [Yes/No]

Ward(s) Affected: As outlined

## **Buckingham Multi-Storey Car Park Regeneration Scheme**

**Report by the Director for the Economy**

### **Executive Summary**

#### **1. Purpose**

- To request that Members agree to the recommended virement to enable the re-profiling of the programme of works for Buckingham and High Street Multi-Storey Car Park refurbishment projects, allowing capital funds of £800,000 to be brought forward for use into the 2020/21 budget year.

#### **2. Recommendations**

- The Joint Strategic Committee is recommended to agree a budget virement of £800,000 from the capital allocation for High Street MSCP to the Buckingham MSCP project budget. This will enable the regenerative benefits and improvement options identified, to be incorporated into the Buckingham scheme.

### **3. Context**

- 3.1 Grafton multi-storey car park will be demolished as part of proposed redevelopment plans for the whole site. This has an indicative timescale of between 2 to 4 years. When Grafton is demolished there will be a need for a quality parking offering closeby to serve Worthing town centre.
- 3.2 The Joint Strategic Committee on 6 November 2018 authorised the retention and refurbishment of High Street and Buckingham Road multi-storey car parks.
- 3.3 The retention and refurbishment of Buckingham Road MSCP will fulfil the Council's aims and contribute to Worthing's economic regeneration programme as set out in the Worthing Core Strategy, Worthing Investment Prospectus, the Platforms for our Places document and Capital Investment Programme for Worthing Borough Council and the Joint Strategic Committee.

### **4.0 Issues for consideration**

- 4.1 The upcoming closure of Grafton multi-storey car park and loss of approximately 430 spaces will place more importance on the need for the Council to provide a quality parking offering closeby in the town centre.
- 4.2 This project will enable important structural and health and safety improvement works to be carried out which do not form part of the routine maintenance schedule.
- 4.3 Buckingham MSCP needs capital investment if the lifespan and value of the asset is to be extended.
- 4.4 The Council is responsible for the health and safety of all users of its car parks. Improving the condition of Buckingham Road MSCP will deliver an enhanced customer experience and result in a greatly improved, quality parking offering to residents, businesses and visitors.
- 4.5 The project is overseen by an officer project board comprising representatives of the Major Projects & Investment Team, Parking, Technical Services and Finance. The board considered a number of options including doing the minimum works required for health & safety and structural reasons; doing a smaller refurbishment project to improve customer experience; and a third maximum version which

included cladding and a more extensive refurbishment to greatly improve the customer experience.

- 4.6 The western end of the town centre has a programme of works that will tie together to make a significant change to the wider environment and experience for visitors. The redevelopment of Grafton car park site will provide new commercial and residential units along Montague Street, while the proposed pedestrianisation of Portland Place will provide an opportunity for a new food and beverage destination similar to how Warwick Street anchors the eastern end of the town centre. Furthermore, Buckingham Road car park will likely become more popular when the Grafton car park is demolished, becoming the main short-term car park serving the western side of the town centre. Given these considerations, it is critical that the chosen option reflects the long term aspirations for regeneration of this part of Worthing Town Centre and that the scheme will act to reinforce these other interventions to improve the area. It is therefore considered that the preferred option should include a form of cladding to improve the character and appearance of the area, and contribute to the wider programme.
- 4.7 Given these considerations, the third option was considered by the officer project board to be the preferred option, as the development and positive enhancement of the car park will contribute to ensuring the continued strength of Worthing town centre as a retail, leisure and business location.

## **5. Engagement and Communication**

- 5.1 The development of the parking strategy for Worthing town centre is the subject of regular and continued consultation with Members and internally with officers.
- 5.2 The development of the parking strategy and resulting programmes of work have been the subject of extensive internal consultation. It has relied on integrated, cross-directorate co-operation with a number of teams. Officers have worked together to develop a proposal to meet the requirements for parking services as well as the Council's commitment to maintain its assets and regenerate Worthing town centre.

## 6. Financial Implications

6.1 The report to the Joint Strategic Committee on 6 November 2018 recommended a budget of £1,533,000 in the Capital Programme as an estimated cost to refurbish Buckingham Road MSCP and a budget of £3.5m for the refurbishment of High Street Car Park. This programme included the following works:

	Year of improvement works	
	2020/21	2021/22
	Buckingham	High Street
	£	£
Essential works:		
Install new edge protection and barrier	284,280	546,860
Renewal of exterior and interior coatings	180,760	0
Refurbishment of stairwells and lobbies	104,880	0
Concrete repairs	67,750	135,500
Refurbished toilet	0	103,660
Replacement lifts	0	345,530
Other refurbishment costs	184,690	196,260
Deck Coating	696,880	1,309,390
Cladding	0	836,710
EV charging points	13,690	33,360
Total programme	<u>1,532,930</u>	<u>3,507,270</u>

6.2 It is now proposed to vire £800,000 of the budget for the High Street refurbishment which had been previously allocated to the cladding of this car park to the budget for the Buckingham Car Park refurbishment, bringing the budget forward from 2021/22 into 2020/21, in order to facilitate a larger refurbishment programme at Buckingham Road MSCP.

## 7. Legal Implications

7.1 Part 1 of the Local Government Act 2003 sets out the framework for capital finance and expenditure.

- 7.2 S1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation
- 7.3 Section 111 of the Local Government Act 1972 allows the Council to do anything which is intended to facilitate or is conducive to or ancillary to any of its functions.
- 7.4 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.5 Section 1 of The Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both (whether or not together with goods) for the purposes of, or in connection with, the discharge of the function by the local authority.

## **Background Papers**

- Worthing Core Strategy, Worthing Borough Council March 2011
- Worthing Investment Prospectus, Worthing Borough Council 2016
- Joint Strategic Committee Report, 6 November 2018
- Joint Strategic Committee Report, 3 December 2019
- Platforms for our Places, Adur & Worthing Councils.

## **Officer Contact Details:-**

Ann Phillips

Project Manager, Major Projects & Investment Team

[ann.phillips@adur-worthing.gov.uk](mailto:ann.phillips@adur-worthing.gov.uk)

## **Sustainability and Risk Assessment**

### **1. Economic**

The investment by the Council will be supporting the overall regeneration and economic growth of the town centre by providing a high quality and convenient parking facility. The improvements will contribute to ensuring the continued commercial strength of Worthing town centre as a vibrant retail, leisure and business location bringing greater footfall to local businesses.

### **2. Social**

#### **2.1 Social Value**

Matter considered and no issues identified.

#### **2.2 Equality Issues**

The project will contribute to improving the accessibility, lighting, signage and condition of the car park in accordance with the Disability Discrimination Act. There will be no negative equalities and diversity outcomes arising from the project.

#### **2.3 Community Safety Issues (Section 17)**

The programme of works include improvements to the edge protection and barriers, this will reduce the potential risk of accidents and suicide attempts. Works will also include improved lighting and CCTV to increase safety and security for users of the car park.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified.

### **3. Environmental**

Matter considered and no issues identified.

### **4. Governance**

Matter considered and no issues identified.



ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 17

Key Decision: [~~Yes~~/No]

Ward(s) Affected: All Worthing

## Referral of Motion on Notice from Worthing Borough Council

### Report by the Acting Director for Housing & Wellbeing

#### 1. Purpose

- 1.1. This report sets out a motion (attached as Appendix 1) referred from the meeting of Worthing Borough Council on the 18 February 2020.
- 1.2. Members of the Joint Strategic committee are asked to consider and determine the Motion.
- 1.3. Members can either support the motion and ask for further work to be carried out in this regard, or, members can reject the motion.

#### 2. Recommendations

- 2.1. That the Joint Strategic Committee support the motion and determine how further work is carried out; or,
- 2.2. That the Joint Strategic Committee reject the motion.

### **3. Context**

- 3.1 At its meeting on the 18 February 2020, Worthing Borough Council received a motion from Councillor Martin McCabe, seconded by Councillor Bob Smytherman, details of which can be found at Appendix 1.
- 3.2 The motion submitted to Council contained subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it was moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.3 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion. Councillor Martin McCabe has been made aware that the motion has been referred to this Committee.

### **4. Issues for consideration**

- 4.1 The Joint Strategic Committee can either support or reject the motion.
- 4.2 Should the Joint Strategic Committee support the motion, then the Committee should ask Officers to prepare a further report on the substantive issues to be presented at a future meeting of the JSC.

### **5. Financial Implications**

- 5.1 There may be direct financial implications in future depending on the course of action the Joint Strategic Committee wishes to take.

### **6. Legal Implications**

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.



**Background Papers**

Motion to Worthing Borough Council on 18 February 2020

**Officer Contact Details:-**

Neil Terry

Democratic Services Lead

01903 221073

[neil.terry@adur-worthing.gov.uk](mailto:neil.terry@adur-worthing.gov.uk)

**Motion from Cllr McCabe regarding Chat Benches**

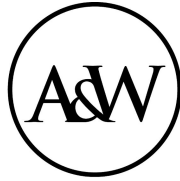
Council notes the benefits of Chat Benches.

These include better mental health, community spirit and tackling loneliness.

Council commits to establishing a Chat Bench scheme in Worthing.

Council asks our Officers to review how best to implement a Chat Bench scheme and publish the findings.

**Proposed by Cllr Martin McCabe**  
**Seconded by Cllr Bob Smytherman**



ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
9 June 2020  
Agenda Item 18

Key Decision: [~~Yes~~/No]

Ward(s) Affected: All Worthing

## **Referral of Motion on Notice from Worthing Borough Council**

### **Report by the Acting Director for Housing & Wellbeing**

#### **1. Purpose**

- 1.1. This report sets out a motion (attached as Appendix 1) referred from the meeting of Worthing Borough Council on the 18 February 2020.
- 1.2. Members of the Joint Strategic committee are asked to consider and determine the Motion.
- 1.3. Members can either support the motion and ask for further work to be carried out in this regard, or, members can reject the motion.

#### **2. Recommendations**

- 2.1. That the Joint Strategic Committee support the motion and determine how further work is carried out; or,
- 2.2. That the Joint Strategic Committee reject the motion.

### **3. Context**

- 3.1 At its meeting on the 18 February 2020, Worthing Borough Council received a motion from Councillor Bob Smytherman and seconded by Councillor Martin McCabe, details of which can be found in Appendix 1.
- 3.2 The motion submitted to Council contained subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it was moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.3 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting of the Executive and explain the motion. Councillor Bob Smytherman has been made aware that the motion has been referred to this Committee.

### **4. Issues for consideration**

- 4.1 The Joint Strategic Committee can either support or reject the motion
- 4.2 Should the Joint Strategic Committee support the motion, then the Committee should ask Officers to prepare a further report on the substantive issues to be presented at a future meeting of the JSC.

### **5. Financial Implications**

- 5.1 There may be direct financial implications in future depending on the course of action the Joint Strategic Committee wishes to take.

### **6. Legal Implications**

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

**Background Papers**

Motion to Worthing Borough Council on 18 February 2020

**Officer Contact Details:-**

Neil Terry

Democratic Services Lead

01903 221073

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**Motion from Cllr Smytherman regarding EU Citizens in Worthing**

Worthing Borough Council Notes:

1. That the current rights of EU citizens living in Worthing should always be fully protected no matter what the outcome of the ongoing UK - EU27 negotiations and council recognizes the invaluable contribution made by EU nationals living and working in the borough of Worthing.
2. That support and protection should be provided for all EU citizens who live or work in Worthing, throughout and after the Brexit process;

Full council resolves to:

Ask the Leader of the Council to write to the Prime Minister to publicly thank all EU Citizens living and working in Worthing to recognise the invaluable contribution they have made in the borough and to see their status safeguarded and offer assistance gaining settled status should this wish to.

This could be accompanied with an online campaign and an article in Worthing news publications to reach as many residents as possible.

Ask the council officers to explore ways in which they can help EU citizens in Worthing during the transition period.

**Proposed by Cllr Bob Smytherman**  
**Seconded by Cllr Martin McCabe**