



WORTHING BOROUGH
C O U N C I L

6 January 2023

Joint Strategic Sub-Committee (Worthing)

Date:	12 January 2023
Time:	6.30 pm
Venue:	Gordon Room, Worthing Town Hall

Committee Membership: Councillors Dr Beccy Cooper (Chair), Rita Garner, Martin McCabe, Helen Silman, Emma Taylor, John Turley, Carl Walker (Vice-Chair), Vicki Wells and Rosey Whorlow

NOTE:

The start time of this sub-committee meeting is dependent upon the finishing time of the preceding Joint Strategic full committee meeting.

Agenda

Part A

1. Declarations of Interest

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 Worthing Joint Strategic Sub-Committee meeting held on 5th December 2022, copies of which have been previously circulated.

3. Public Question Time

To receive any questions from members of the public.

Questions should be submitted **by noon on Monday 9th January 2023** to Democratic Services, democratic.services@adur-worthing.gov.uk

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

4. Members Questions

Pre-submitted Members questions are pursuant to rule 12 of the Council & Committee Procedure Rules.

Questions should be submitted **by noon on Monday 9th January 2023** to Democratic Services, democratic.services@adur-worthing.gov.uk

(Note: Member Question Time will operate for a maximum of 30 minutes.)

5. Items Raised under Urgency Provisions

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

6. UK Shared Prosperity Fund - Investing in Place (Pages 5 - 18)

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

7. Outcome of the public consultation in respect of the locally-determined 100% one-month Council Tax discount in respect of unoccupied & substantially unfurnished properties (Pages 19 - 30)

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

8. Memorial Gardens (Pages 31 - 72)

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

9. Teville Gate Marketing (Pages 73 - 94)

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

Part B - Not for Publication – Exempt Information Reports

None.

Recording of this meeting

Please note that this meeting is being live streamed and a recording of the meeting will be available on the Council's website. This meeting will remain on our website for one year and will be deleted after that period. 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:
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Duration of the Meeting: Three 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.

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WORTHING BOROUGH
COUNCIL

Worthing Joint Strategic Sub-Committee
12th January 2023

Key Decision Yes

Ward(s) Affected: All
Cabinet Portfolio: N/A

UK Shared Prosperity Fund - Investing in Place

Report by the Director for Communities

Officer Contact Details

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Executive Summary

1. Purpose

- 1.1. The purpose of this report is to outline to Members the opportunity to obtain funding from Central Government, as part of the UK Shared Prosperity Fund (UKSPF) and use this to deliver against predetermined interventions relating to People and Skills, Community and Place and Supporting Local Business.
- 1.2. To outline how the funding will assist Worthing deliver interventions against agreed core themes which are pertinent locally. These include; Cost of Living, Community-led Sustainable Transport Solutions, Community Participation and Engagement, Fuel Poverty and Business Support.

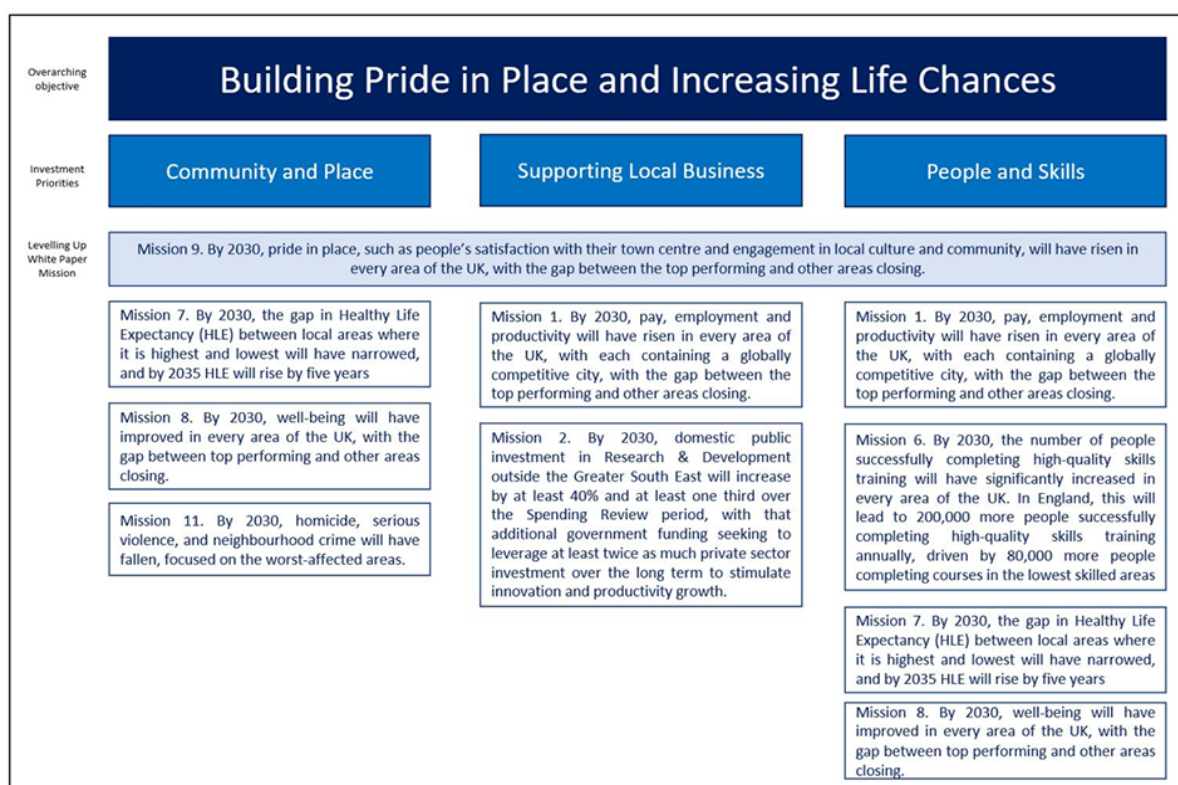
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|------|--|
| 1.3. | To outline the impact of the UKSPF and associated interventions for Worthing Borough Council (WBC) with particular reference to those priorities that have been identified through other work strands. |
| 1.4. | To present rationale for WBC to deliver the project and agree relevant delegations and budgetary requirements to facilitate this. |

2. Recommendations

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| 2.1. | To note that the s151 Officer has entered into a non-legally binding Memorandum of Understanding with the Secretary of State for Levelling Up, Housing and Communities (SOS) regarding the administration and delivery of the UK Shared Prosperity Fund. |
| 2.2. | To delegate authority to the Director for the Economy and/or the S151 Finance Officer to enter into a binding Funding Agreement with the SOS for receipt of the funding (if required to do so) on terms substantially the same as those set out in the MOU and this Report. |
| 2.3. | To approve the virement of the UKSPF into the Council's budget and for that budget to facilitate accurate reporting for the receipt and spend of funds. |
| 2.4. | To delegate authority to the Director for the Economy, Director for Communities and Director of Digital, Sustainability and Resources to develop a procurement strategy for the delivery of the interventions and to enter into any necessary contract, grant funding agreement, or make any required investment under the Council's Treasury Management Policy, to enable the interventions specified in this Report, providing the spend does not exceed the UKSPF Budget. |
| 2.5. | To agree to an annual report being submitted to JSC to provide an update on the intervention delivery and monitor the spend against authorised budget. |

3. Context

- 3.1. The UK Shared Prosperity Fund (which replaces previous EU Structural funding) will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives:
- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
 - Spread opportunities and improve public services, especially in those places where they are weakest
 - Restore a sense of community, local pride and belonging, especially in those places where they have been lost
 - Empower local leaders and communities, especially in those places lacking local agency
- 3.2. Underneath the overarching aim of building pride in place and increasing life chances. It is accepted that the local economy, lives are shaped by the social and physical fabrics of the community and the unique character of local areas shapes where people want to live, work and invest.
- 3.3. There are three UKSPF investment priorities: **communities and place**; **supporting local business**; and **people and skills**. There are detailed objectives associated with each of these priorities which are aligned to the relevant Levelling Up White Paper mission.



3.4. The UKSPF provides a unique opportunity to engage and address local issues, elements of Government's national priorities whilst also adhering to the criteria of building pride of place and increasing life chances. The funded interventions will have a direct impact on and combat the following areas of concern/local priorities:

- Cost of living (which also includes fuel poverty)
- Support for local businesses
- Community participation and engagement
- Community-led sustainable transport solutions

All of these interventions deliver against UKSPF criteria, UK Government White Paper priorities, Adur & Worthing Councils 'Our Plan' and Member's strategic priorities.

3.5. Key dates for the funding are detailed below;

- Prospectus launch: February 2022
- Fund launch: April 2022
- Submission window: 30th June 2022 - 1st August 2022 (extension permitted)
- First payments expected to early local authorities: from October 2022
- Funding period: April 2022 - March 2025

The Council submitted the Investment Plan for Worthing Borough on 9th September 2002, aligned to the extension window.

3.6. All South East lower tier authorities received an allocation of £1m for the three years. Therefore, Worthing Borough Council will have £1m to spend on the agreed priority areas through to March 2025. The government provided the Council with prescriptive yearly funding allocations, as below. This profile, as well as the overarching themes, have dictated when and how the Council can deliver on the interventions. The profile for Worthing is:

- 2022-23: £68,814
- 2023-24: £137,628
- 2024-25: £793,558

3.7. The funding is a split of capital and revenue with capital being required for 10% of the interventions in year 22/23, 13% in 23/24 and 20% in 24/25. The majority of the capital intervention will be seen under the Community-led sustainable transport solutions theme.

3.8. Each allocated fund can only be accessed following submission and acceptance of an Investment Plan. The Investment Plan details how the funding will be used in terms of the interventions, the local priorities and how they will be addressed, the funding and how this will be managed.

3.9. The UKSPF will be delivered by officers from Worthing Borough Council and will therefore be subject to internal project governance. This will consist of a monthly project meeting comprising Project Leads and Sponsors with specific invitations issued to other Officers and third parties where applicable. Members will be provided with regular updates from the project team.

4. The proposed work programme

4.1. The identified interventions align to Worthing's priorities (see Background Papers) through supporting infrastructure locally, developing sustainable transport, connecting communities, supporting local business and promoting the development of local skills. In addition to the economic gain, the funding will facilitate the delivery of interventions that will seek to alleviate or prevent key issues around

housing, finance and wellbeing through schemes such as Proactive and supporting Food Networks.

- 4.2 The proposed interventions align to UKSPF Criteria, Levelling Up and Adur & Worthing Council's Our Plan corporate strategies. In addition the interventions identified align with local and Member priorities. The projects support interventions to address key themes including; cost of living, sustainable transport, business support, wellbeing, community participation and fuel poverty.

The Worthing Cost of Living Roadmap details the high level actions that the Council and its partners in the not for profit, government and private sectors will take to address the impacts of the rising cost of living. Further detail about the initiatives, including who will lead on their delivery, timeframes, and measures of success, are set out in an accompanying Cost of Living Action Plan which broadly covers four major areas of focus:

1. Coordinating an urgent response to the cost of living emergency through helping to meet short term need
2. Developing a sustained and co-ordinated community response to ensure that residents who are vulnerable and most at risk of experiencing financial exclusion are able to achieve better financial wellbeing and resilience
3. Considering Council's own organisational culture, policy and practice to ensure it addresses the cost of living crisis
4. Ensuring partners in Worthing work collaboratively to better utilise resources to meet community needs and promote financial wellbeing and resilience

We have allocated significant investment from the UKSPF to ameliorate against the impacts of the Cost of Living emergency, as there is a clear recognition that following the impact of the pandemic on Worthing communities, in particular for more vulnerable households, there is a need to act urgently to help alleviate income pressures.

- 4.3 Under the aforementioned themes, the interventions that have been identified to be delivered will be done so over the three year project duration. The timing of the interventions are based on priority and funding available per annum.

The identified interventions and proposed timings include;

Year 1:

- Cost Of Living - Support the delivery of our Proactive approach delivering to our Thriving People Mission by embedding resources in the Multidisciplinary Team, to deliver services to the right people, at the soonest possible time.
- Further embed and expand our TellJO pilot, using the online screening tool that residents can access by completing a simple online questionnaire which will show them how to request a fair repayment plan with the Councils, get discounts on their utility bills and receive debt advice.
- The tool also provides signposting to third sector organisations offering support for those dealing with issues including mental health conditions, drug or alcohol problems, or domestic abuse. Where residents face barriers in accessing digital forms of support, or where there residents face higher levels of complexity, there is person centred contact support offered through our OneStop service that will underpin and complement our TellJo offer.
- Developing through a local community bank a **No Interest Loan Scheme (NILS)** which supports our Ethical Debt policy and approaches. An investment of £ 50,000 for Worthing, matched by Adur, is anticipated to have a lasting legacy beyond the funding duration, due to this being a replenishing pot, through loan repayments.
- Financially excluded or vulnerable households have no access to affordable loan products. They can't borrow funds because they don't have sufficient income, and they can't afford to pay back interest on any funds borrowed.
- In the context of financial exclusion, no income loans are usually offered by non profit, community based, credit agencies such as credit unions, or community banks. They offer no interest loans that attract no interest and repayment is solely of the principal loan amount. Loans are typically small - on average around £2,000 and used to purchase essential goods or services that enhance financial independence for the borrower.
- A loan repayment schedule is established based on the real income of the borrower. Repayment schedules are tailored to reflect borrower's financial circumstances, other calls on their money and their capacity to pay.

- Community Participation and Engagement - develop a culture of participation to enable people to be better informed, engaged with and involving people in every day decisions that affect their lives.
- Fuel Poverty - Grant scheme to provide financial assistance to households that are experiencing hardship and require help with fuel.

Year 2:

In addition to the Year 1 interventions:

- Reduce housing demand, improve homelessness prevention services, developing upstream approaches and target hardening entrenched high cost accommodation, through building additional resource capacity.
- Community-led Sustainable Transport Solutions - enable an increase in active and sustainable travel with improved infrastructure and a role to promote and coordinate community projects initiatives and resident engagement campaigns.

Year 3:

In addition to the Year 2 interventions:

- Business - private sector investment, incubation and start ups - support to develop digital and decarbonisation capabilities whilst also seeking to attract new green economy investment and providing a platform for business to innovate.

4.4 Due to the nature of the interventions identified and the project delivery method applied, the programme may shift during its natural evolution. This will be discussed regularly within the project group meetings however all proposed changes will be detailed within the Annual Review. Any proposed changes must be agreed by the delegated authority internally before being formally agreed with the UKSPF Relationship Manager. The interventions detailed are those that reflect the most pertinent priorities locally at the current time and appreciation must be made that these could change over the three year life of the project.

4.5 It must be stressed that the interventions identified are not new or additional to the current priorities and or planned workstreams. All interventions align with the UKSPF criteria and address local priorities and have been identified to combat such issues and whilst the funding will facilitate the delivery but it must be emphasised that the interventions had been identified prior to the UKSPF application.

- 4.6 The project will be overseen by the delegated responsibility (Directors), with the project team being made up of key and senior officers and sponsored by the Head of Place and Economy. All members of the project team have an evidenced track record of delivery and be governed by Worthing Borough Council project practices.

5. Issues for consideration

- 5.1. To ensure the smooth receipt of UKSPF grant money and to meet the deadline set by the funder (to return the Memorandum of Understanding and Grant Conditions document), it was necessary for the Chief Executive to sign the required documentation and return it to the funder by COP 23rd December.
- 5.2. To ensure transparency and a full audit of the decision making process, a decision notice was presented to Members and published prior to the deadline for submission.
- 5.3. The UKSPF funded interventions present a significant opportunity to improve and create a sustainable model to support the lives of those that have a connection to places in Worthing.
- 5.4. The project will seek to address issues on a local and national scale as well as deliver interventions that will provide significant strides towards achieving pride of place, improving life chances and reducing carbon usage.
- 5.5. To facilitate the delivery of the interventions Members approval is being sought to approve the following elements;
- Approval to receive the funding and agree to the proposed delivery and core objectives.
 - Approval to create a UKSPF budget to receive funding and facilitate expenditure.
 - Delegation of responsibility to the Director for the Economy, Director for Communities and Director of Digital, Sustainability and Resources to approve appropriate procurement processes and agree contracts associated with the delivery of the interventions. All delivery will be subject to the development of a procurement strategy, the outcome of a compliant procurement process and the award being within the available budget.
- 5.6 To ensure compliance to WBC project governance and to ensure appropriate monitoring of expenditure and delivery, approval is sought

for a six monthly report, which will be submitted to JSC. The Project Team will also complete quarterly reports to ensure the delivery and spend is progressing as planned with any key decisions or issues raised and presented to the relevant delegated authorities.

- 5.7 The Investment Officer, in collaboration with senior Finance Team officers will take the role of Budget Managers for the project with Delivery Leads being formed of key Heads of Service (Wellbeing, Major Projects and Place and Economy) and Service Managers (Housing Needs, Carbon Reduction Manager and Participation Leads).

6. Engagement and Communication

- 6.1. A UKSPF Project Group has been engaged in the design for interventions that can be delivered based on the local priorities and permitted use of funding. To start, Senior Officers within the organisation were tasked with creating a 'long list' of interventions and local priorities. From the long list, Senior Officers engaged with teams, services and partners to rationalise the list down to a short list that identifies the most pressing local themes that also adhere to the funds criteria. Themes were developed and interventions designed with the Project Group seeking engagement with Officers and Members to ensure the correct methodology is employed and resulting interventions reflect the local need.
- 6.2. Partner agencies and stakeholders were contacted as part of the process, notably around the possibility of engaging delivery partners, with potential agreements to be formed upon acceptance of the Investment Plan.
- 6.3. As with Officer and Member engagement, the interventions and core themes align to national and local government strategies as well as political policies and manifestos.
- 6.4. Throughout the delivery the Project Team will continue to engage internally and externally to ensure the maximum benefit is realised to all with a connection to Worthing.
- 6.5. The funding will provide the resources to deliver interventions to combat 'real' issues that are critical to so many locally. It is imperative that the funding realises the maximum benefit as future opportunities (both externally and internally) are very uncertain.

7. Financial Implications

- 7.1. There is no financial implication to the Councils budget as the expenditure associated with the proposed will be met from the UK Shared Prosperity Fund allocation. Overall the Council will receive £1.02m as follows:

	2022/23	2023/24 Indicative Allocation	2024/25 Indicative Allocation
	£	£	£
Revenue			
- General funding	58,814		
- Capacity funding	20,000		
Capital	10,000		
Total	88,814	137,628	793,558

In addition to the £1m each lead authority has been awarded from the UKSPF, £20,000 capacity funding has also been provided to enable the preparation of investment plans.

- 7.2. The main financial consideration will be aligning the intervention work with the allocation of the funding over the next 3 year period with the largest proportion of the funding coming in 2024/25.
- 7.3. Under the MOU, if the Council exceeds the funding allocation then this will be the responsibility of the Council to fund.

8. Legal Implications

- 8.1 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 their functions.
- 8.2 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
- 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 Local Government (Contracts) Act 1997 confers power on the Council to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the Council.
- 8.5 When entering into a public contract, the authority is required to comply with the Councils' Contract Standing Orders found at Part 4 of the Councils' constitution. All expenditure of the Grant Funding needs to be in accordance with the terms of the grant.
- 8.6 In using the grant funding for its purpose, the Council is to ensure that consideration is given to the rules relating to Subsidies.

Background Papers

- [UK Shared Prosperity Fund Prospectus](#)
- [JSC Paper \(5 July 2022\) - Priorities for Worthing Borough Council](#)
- [JSC Paper \(6 September 2022\) - Cost of Living Roadmap](#)

Sustainability & Risk Assessment

1. Economic

- Interventions that create a 'Pride of Place' and 'Increase Life Chances' are important to create the right setting for the local economy. By improving local infrastructure, engagement practices, skills, sustainable green economy and alleviating financial pressures for many, the local economy will benefit through local spend, improved and sustainable business, increased employability and viability to live, work and visit the area. Not only does this project represent an opportunity for our businesses, it will also provide possibilities for all to improve their 'quality of life'.
- A number of the activities will support our changing high streets, notably regarding business support; even more so in response to the outturn experienced by the COVID-19 pandemic, as well as transport infrastructure and skills development. The 'interventions' will support and give confidence to residents and visitors regarding the Adur and the benefits of living and working within.

2. Social

2.1 Social Value

- The interventions will support a number of stakeholders, including those local businesses, residents and employees. The proposal will upgrade and improve the sustainable transport experience whilst also serving to improve life skills, employability and the wellbeing agenda. All elements combine to improve the attractiveness of Adur and the opportunity for the local community.

2.2 Equality Issues

- The interventions are aimed to ensure all that live, work and visit Adur are positively affected. Wider equality points will be considered and implemented further as the interventions progress through design, procurement and delivery.

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

- Interventions include projects seeking to decarbonise local businesses with grants also made available to facilitate retrofitting of local residential properties which will see a significant reduction in carbon and help work towards Adur & Worthing Council's net zero target.
- The scheme will also support improvements to the cycling and walking infrastructure in Adur, encouraging residents and visitors to utilise the additional pedestrianised space to support their own wellbeing.

4. Governance

- The UKSPF Project Team is 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 progression.
- Overall delegated authority will be help by the Directors for Economy, Communities and Digital and Sustainability and Resources
- These groups combine Members and Officers from WBC and WSCC.
- Further granularity of key roles can be found in point 5.5



WORTHING BOROUGH
COUNCIL

Worthing Joint Strategic Sub-Committee
12 January 2023

Key Decision: No
Ward(s) Affected: All
Portfolio: Citizen Services

Outcome of the public consultation in respect of the locally-determined 100% one-month Council Tax discount in respect of unoccupied & substantially unfurnished properties

Report by the Director for Digital, Sustainability & Resources

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Executive Summary

1. Purpose

- 1.1 At the meeting of the Worthing Joint Strategic Committee Sub-Committee meeting held on 8 November 2022 it was determined that a public consultation should be undertaken by Worthing Borough Council with a view to ending the one-month 100% Council Tax discount in respect of unoccupied and substantially unfurnished properties.
- 1.2 This report details the consultation responses that have been received and recommends that the one-month 100% discount should end from 1 April 2023.

2. Recommendations

- 2.1 The Worthing Joint Strategic Sub-Committee is asked to note the content of this report and recommend to the Full Council that with effect from 1 April 2023 the one-month 100% discount should be discontinued.

3. Context

- 3.1 Since 1 April 2013, local authorities have been able to amend the period when no Council Tax is payable in respect of properties that are unoccupied and substantially unfurnished.
- 3.2 In November 2012, the Joint Strategic Committee determined that the statutory Class C exemption in respect of unoccupied and unfurnished properties that lasted for up to six months should be replaced with a local discount of 100% lasting for a maximum period of one month.
- 3.3 In September 2019 and January 2020, the Joint Strategic Committee considered further reports:
- Recommending to Full Council that “Long-term empty premiums” should be introduced (whereby additional Council Tax becomes payable) in respect of unfurnished properties that have been unoccupied for at least two years
 - Determining that the one-month 100% discount in respect of unoccupied and unfurnished properties should be retained for properties in the Worthing area.
- 3.4 These changes mean that since 1 April 2021, unless a property meets the criteria for a statutory exemption, the Council Tax liability within Worthing in respect of properties that are unoccupied and unfurnished is:
- £nil in respect of the first month
 - The usual charge (based on the property Band) from month two to month twenty-three
 - 200% of the usual charge from years two to year five
 - 300% of the usual charge from years five to year ten
 - 400% of the usual charge where the property remains empty for ten years or more
- 3.5 On 8 November 2022 the Worthing Joint Strategic Sub-Committee considered a report about the 100% discount in respect of the first month that a property is unoccupied and unfurnished.
- 3.6 The Sub-Committee determined that a public consultation should be held in the context of Worthing having a shortage of homes and that this policy change will encourage a quicker turnaround between one occupant and the next, supporting the administration's aims of tackling the housing crisis.
- 3.7 Delegated authority was given to the Head of Revenues & Benefits, in consultation with the Cabinet Member for Citizen Services, to finalise the consultation content, with the results and any recommendations to be reported back to a future meeting of the Joint Strategic Sub-Committee.
- 3.8 The consultation was open for just under six weeks between 23 November 2022 and 2 January 2023 with 54 responses received. A summary of the responses is detailed in Appendix A.

- 3.9 In response to the consultation this additional comment was received from a resident who is the owner of a property in Worthing:

I very much understand the council's concerns about the lack of housing in Worthing. Working as I do with many people on the margins of society, I too am concerned by this situation. However, I would suggest that in order to try to remedy this, the council really needs to target owners of properties which have been unnecessarily vacant for a significant period of time.

In regard to the specific proposal to remove the exemption from council tax for one month for empty properties, I would just like to point out that when a tenancy comes to an end, it usually takes at least a month to be able to find a new tenant and to settle them in the property. The month's exemption from council tax is therefore a welcome relief for those, like myself, who are dependent upon a very modest rental income for our day-to-day living (I'm sure very few landlords in the town have multi-property portfolios which they operate as a business).

Moreover, in my experience, I have had no problems in regard to calculation of periods of exemption; indeed, I have always found the Worthing Borough Council council tax team to be exceedingly helpful and efficient. I would therefore respectfully ask that the council retain the exemption.

4. Issues for consideration

- 4.1 The one-month 100% discount is most commonly awarded in respect of rented properties during the period when one tenancy ends (and the former tenant vacates) and a new tenancy starts. However, it is also awarded when properties are sold and either the former owner vacates the property prior to the completion date or the new owner doesn't immediately occupy after the date of completion. There can only ever be a single one-month discounted period.
- 4.2 In respect of rented properties, the landlord/owner becomes liable for Council Tax during periods between tenancies and the discount is typically applied to their account. However, it is not uncommon for the former tenant to vacate the property shortly before the end of their tenancy and in these circumstances:
- The former tenant is awarded the discount from their date of vacation until the end of the tenancy
 - The landlord is awarded the balance of the one-month discounted period
- 4.3 This can result in uncertainty about the Council Tax to be charged to landlords/owners and challenges are frequently received about whether the former tenant actually vacated prior to their tenancy end date. Removing the discount would simplify the administrative process because the liability start and end dates (based on sale completion or tenancy start/end dates) are rarely disputed.

- 4.4 The local discount of 100% currently lasts for a maximum period of one month and thereafter the full Council Tax charge becomes payable. The number of unoccupied properties as at October 2022 (together with comparable figures from 2019 when the discount was last considered) was:

	May 2019	October 2022
Total number of Council Tax properties	50,547	51,530
Total number (and percentage) of empty properties	835 (1.65%)	764 (1.48%)
Number (and percentage) of properties with a 100% discount	64 (0.13%)	38 (0.07%)

The number of empty properties is constantly changing as residents buy and sell properties and tenancies commence and end.

- 4.5 The following table shows the number of properties that were subject to the one-month 100% discount reduction using one day in October 2022 as an example:

Property Band	Number of properties	Total value ¹ of Council Tax discounts
Band A	18	£2,033.01
Band B	10	£1,317.69
Band C	5	£752.97
Band D	5	£847.09
Band E	0	£nil
Band F	0	£nil
Band G	0	£nil
Band H	0	£nil
Total	38	£4,950.76

Note 1: the value is an approximation because Council Tax is a daily charge, there are a variable number of days in each month and each discounted period does not necessarily last for a full month

- 4.6 The totals shown above assume that the 100% discount is awarded for a full one-month period although if the property is re-occupied before the end of this time the normal Council Tax charge will become due.

- 4.7 For the current financial year only 12.41% of the total value of Council Tax that is charged for relates to the borough council precept (with the remaining 87.59% relating to the West Sussex County Council and the Sussex Police & Crime Commissioner precepts), if the discounted period was abolished this would result in a maximum additional income of £7,450 per annum for Worthing Borough Council.
- 4.8 Whilst the financial gain to the Councils is modest, Members may consider that in the context of the continued pressures on the local housing supply the abolition of the discount may encourage Council Tax payers to bring these properties back into use more quickly.
- 4.9 Ending the discount would also simplify the administration of Council Tax because disputes about the date on which a property became unoccupied would become irrelevant. In turn this will provide officers with more time to focus on utilising their skills to provide help and support to residents.
- 4.10 Members may wish to be aware that other neighbouring local authorities provide the following discounted periods from 1 April 2022

	Discount
Adur	No discount
Arun	50% discount for a maximum period of three months
Chichester	No discount
Crawley	100% discount for a maximum period of seven days
Horsham	No discount
Mid Sussex	No discount
Brighton & Hove	No discount

- 4.11 If the 100% one-month discount is abolished, this will not affect the other statutory exemptions that are awarded in respect of unoccupied properties, for example:
- Certain properties owned or rented by a charity
 - When the Council Tax payer has passed away and the executors are awaiting the grant of probate
 - Properties kept empty for a minister of religion
 - Repossessed properties

5. Engagement and Communication

- 5.1 The consultation was widely publicised via the Councils' website, social media and other communication channels to maximise the number of responses. Consultations have also been undertaken with the major precepting authorities (West Sussex County Council and the Sussex Police & Crime Commissioner).

6. Financial Implications

- 6.1 If members approve the removal of the discount, this will generate additional income to the Collection Fund, albeit the financial gain is likely to be marginal in the region of £60,000. The Council benefits from 12.41% of any tax generated and so this would increase income by £7,450 per year.

7. Legal Implications

- 7.1 Section 11 of The Local Government Finance Act 2012 amended the Local Government Finance Act 1992 by inserting sections 11A & 11B enabling the Council to abolish Council Tax exemptions for certain empty dwellings and increasing local authorities' discretion over discounts for empty dwellings. The Act also gave local authorities a new discretion to increase the Council Tax for certain empty dwellings.
- 7.2 The exemption for dwellings which are unoccupied and substantially unfurnished (Class C of The Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003, as amended by The Council Tax (Prescribed Classes of dwellings)(England)(Amendment) Regulations 2012) was abolished with effect from 1 April 2013.
- 7.3 Under s.11B of the Local Government Finance Act 1992 (as inserted by the Local Government Finance Act 2012), from 1 April 2013, where a dwelling remains unoccupied and substantially unfurnished for a period of two years or more, the Council has discretion to charge an empty homes premium in addition to the full Council Tax charge.
- 7.4 s3(2)(a) of the Local Government Act 1999 places a general duty on the Council to consult representatives of persons liable to pay any tax, precept or levy to or in respect of the authority.

Background Papers

Minutes of the Joint Strategic Committee meetings held on 10 September 2019 and 14 January 2020

Minutes of the meeting of Worthing Borough Council held on 18 February 2020

Minutes of the Worthing Joint Strategic Committee Sub-Committee meeting held on 8 November 2022

Sustainability & Risk Assessment

1. Economic

Income from Council Tax represents an important source of income to the Councils. The additional income that would be received if the local discount were to be abolished is modest, but they may encourage properties to be brought back into use more quickly.

2. Social

2.1 Social Value

Matter considered and no issues identified.

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

Matter considered and no issues identified.

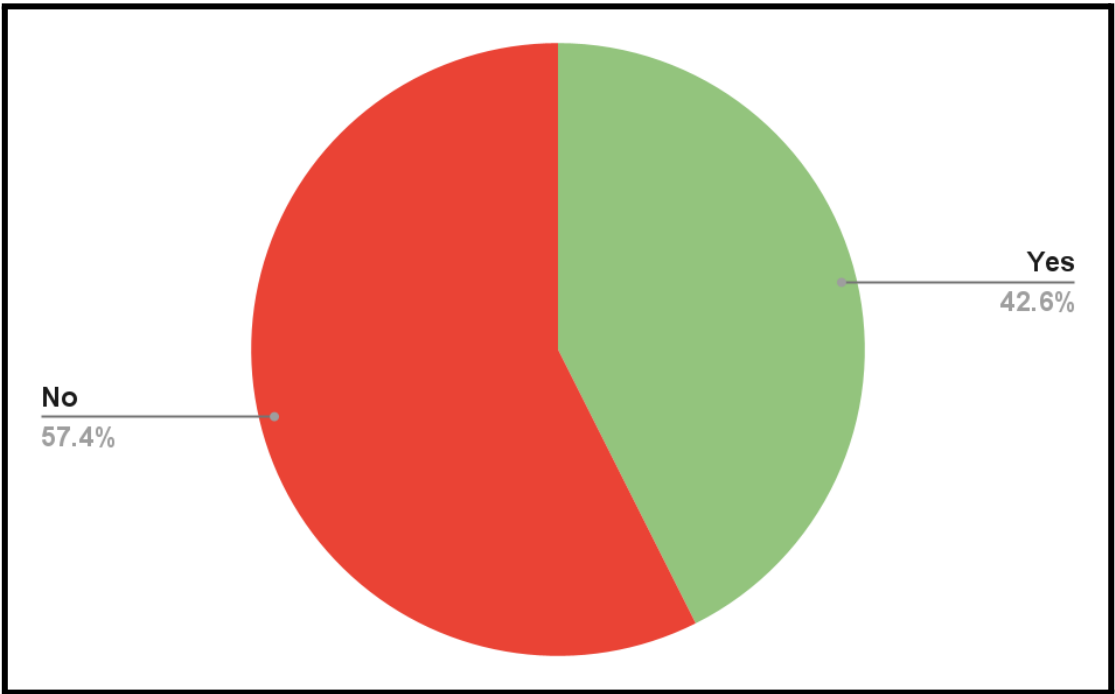
4. Governance

Matter considered and no issues identified.

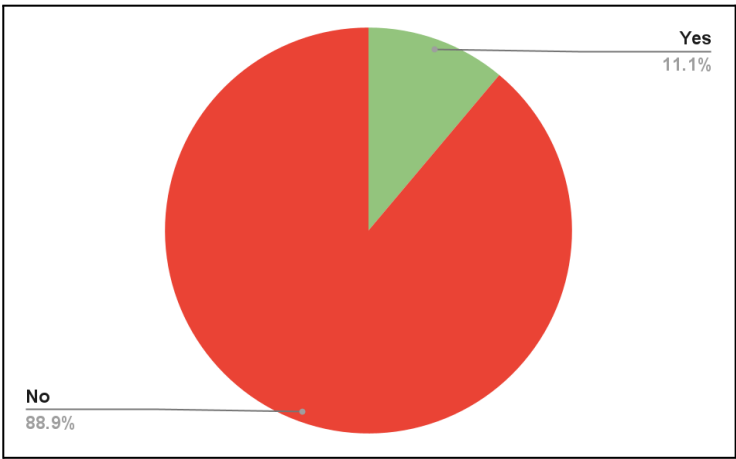
Appendix A - responses to the public consultation

Total number of responses received: 54

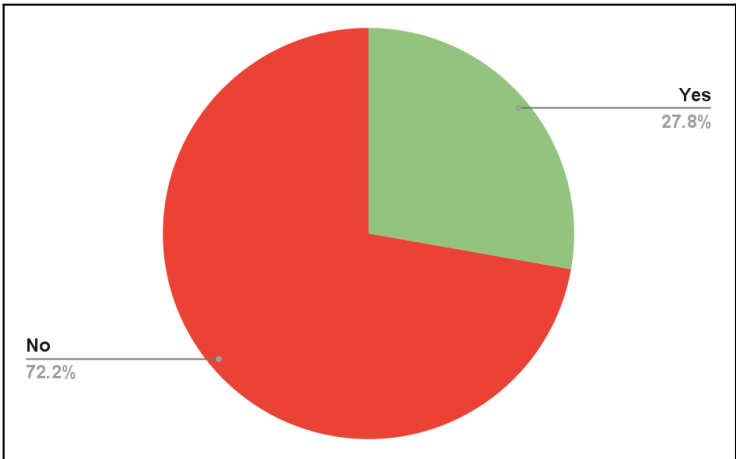
Should the one-month Council Tax discount for empty properties be abolished from 1 April 2023?



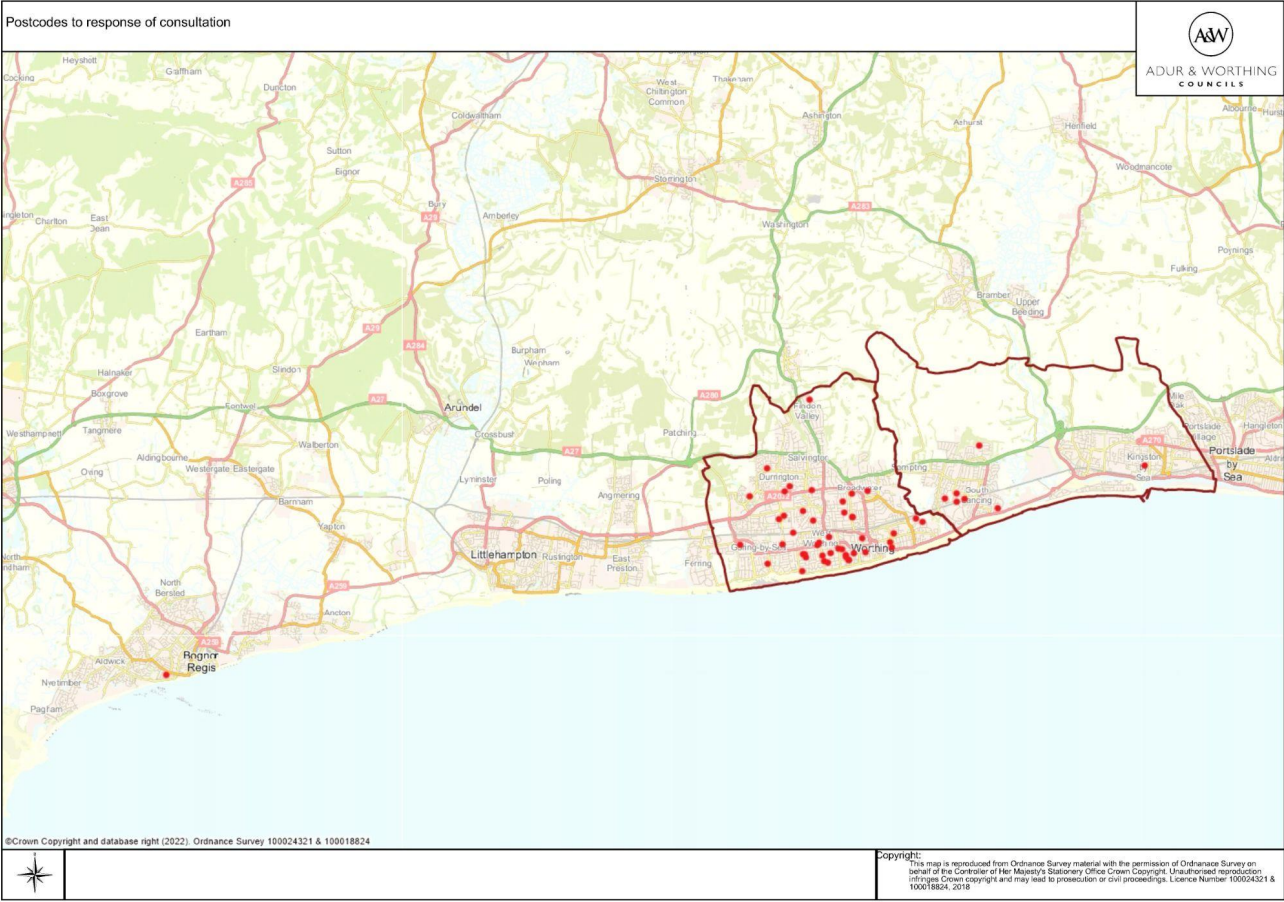
Responses from tenants



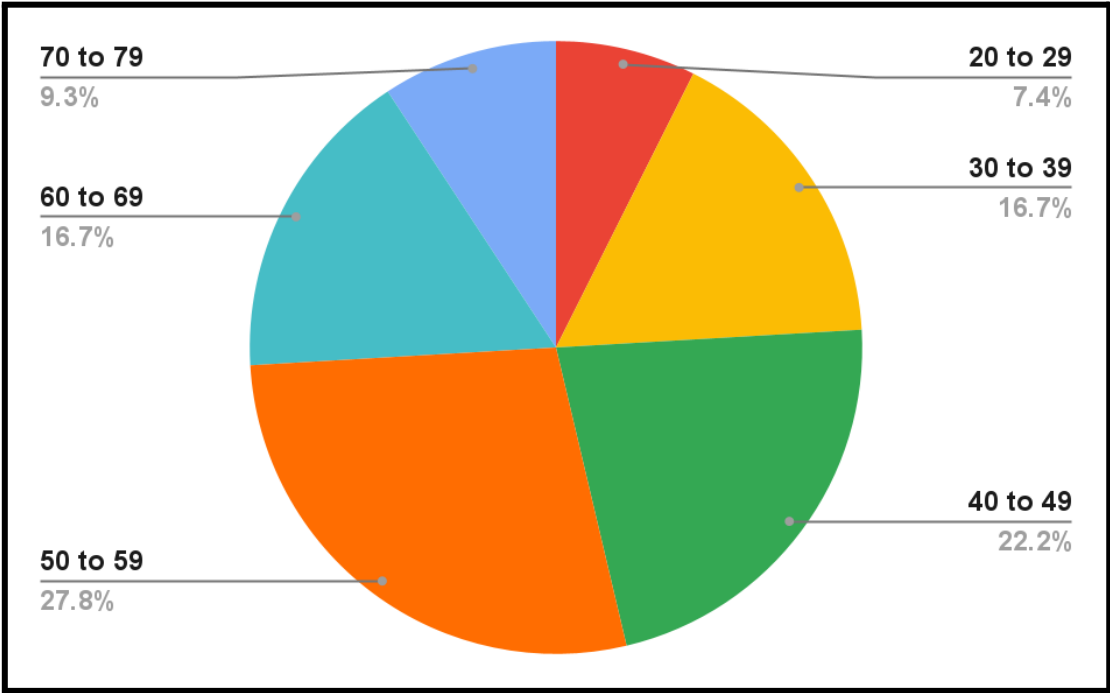
Responses from landlords



Map of the respondents' postcode



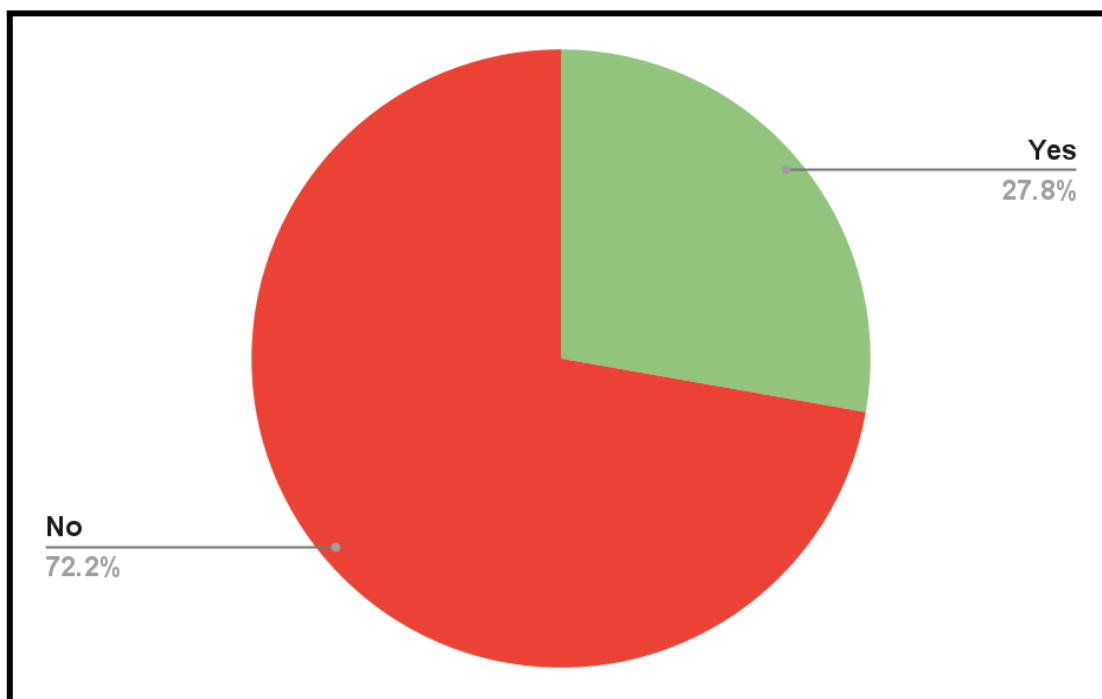
How old are you?



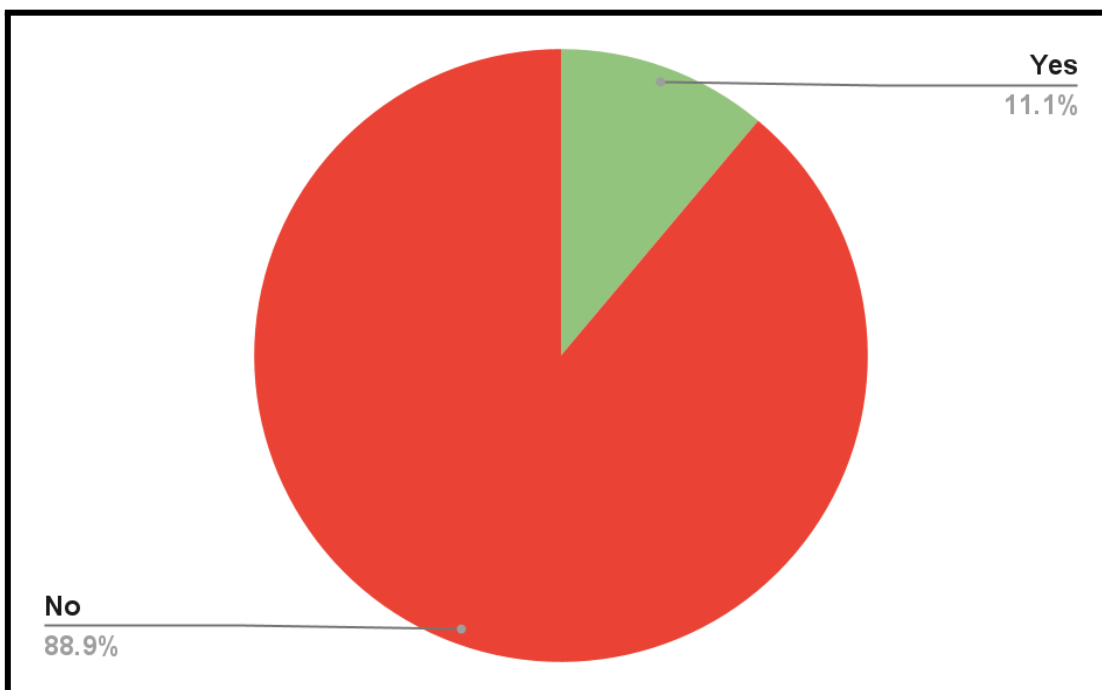
Do you

- Live in Worthing = 49
- Work in Worthing = 16
- Run a business in Worthing = 4

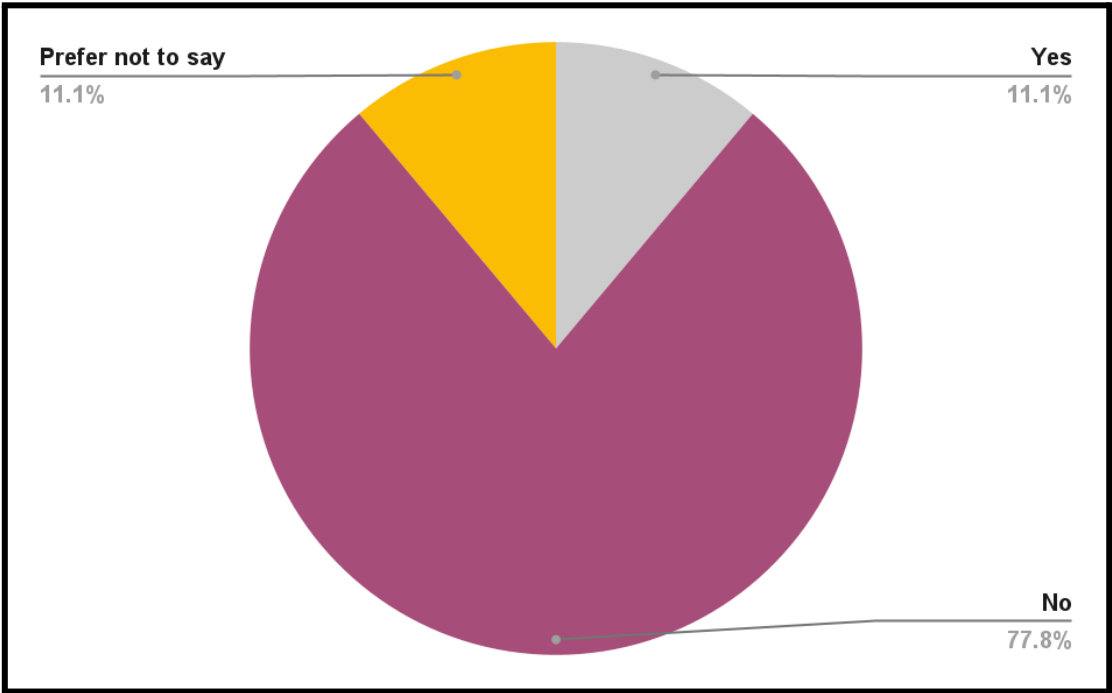
Are you the landlord of a property in Worthing?



Are you the tenant of a property in Worthing?



Are you disabled?





WORTHING BOROUGH
COUNCIL

Worthing Joint Strategic Sub-Committee
12 January 2023

Key Decision [Yes/No]

Ward(s) Affected: None
Cabinet Portfolio: Environmental
Services

Memorial Gardens

Report by the Director for Communities

Officer Contact Details

Kate Greening, Bereavement Services Manager
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Executive Summary

1. Purpose

- 1.1. This report discusses investment required to enable the service to develop the memorial garden at Worthing Crematorium, which will add heritage value to the site through the conservation of the Muntham Court hard landscaping.
- 1.2. Worthing Crematorium has filled all its private garden interment plots and requires investment to deliver further plots to meet demand.
- 1.3. Sustainable design for the benefit of biodiversity lies at the heart of the garden plan.
- 1.4. Funding will be approved and the second phase of procuring a construction partner and construction will proceed.
- 1.5. This report provides details of the project and the costs and the income generating potential.
- 1.6. The report discusses why this is a heritage site of significance and why it is important to conserve some of the historic elements of the grounds in any development of the site.

2. Recommendations

The Worthing Joint Strategic Sub-Committee is recommended to:

- 2.1. Authorise the borrowing of £407,944 over the life of the project for capital expenditure to build the new memorial garden and make conservation level repairs to Muntham Estate walls that are incorporated in the design.
- 2.2. Authorise the annual revenue growth of on average -£51,061 for Bereavement Services to deliver this investment. This revenue growth will be offset by sales in the memorial garden which are estimated to provide an annual average profit margin of -£151,568 or return on investment ratio of -3.96%.
- 2.3. Note that Worthing Crematorium has limited land available for further development after this new memorial garden and the lifespan of the garden is estimated to be limited to five years for duo gardens and 10 years for quad gardens. If this development continues to be the success it is. Further investment in additional land and landscaping will be required.

3. Context

- 3.1. Worthing Borough Council, supported by a dedicated Bereavement Services team, is keen to ensure that the Council is able to continue to provide a wide range of services and memorials options that meet both the needs of our people and our places.
- 3.2. Now more than ever the service has to offer services that are offered at a range of prices, from budget to premium. The service has to ensure it covers its costs and provide additional surplus.
- 3.3. There is a need to extend our current private interment plots for cremated remains, as no further plots remain for new purchase in the Private Garden. These gardens form part of our service's premium offerings.
- 3.4. The Private Garden was part of a crematorium improvement scheme that included the development and construction of the Kingswood Chapel, an extension to the car park and memorial garden put forward in 2004.
- 3.5. Memorial Partnership Ltd were the only contractor with expertise in this area and were commissioned in 2004 to prepare a feasibility study which included a review of existing operations and strategy for a new memorial garden. The original garden was completed in 2006.
- 3.6. Sales for the garden went live in November 2006. The garden was further extended twice in an ad-hoc way, with the final extension completed in 2012.
- 3.7. The plots consist of family plots consisting of space for four interments. These are called 'private gardens'. Plots designed for couples are called 'ribbon gardens' and 'rockeries'. All gardens are now sold or reserved. Not all these burial spaces are full to capacity, meaning there will be some residual income from further interments for each previously purchased plots.
- 3.8. Unfortunately the quality of our records do not enable any understanding of sales trends, by garden type since the gardens were established and it would be a lengthy process to calculate the current capacity.
- 3.9. When full, the existing private garden plots amount to:
 - 120 private gardens (4 sets of cremated remains)
 - 216 ribbon gardens (2 sets of cremated remains)
 - 236 rockery plots (2 sets of cremated remains)
 - Total plots 572

- Total interments 1384

3.10. Over the 15 year period that the garden has existed, sales average at approximately 38 garden sales per year

3.11. The cost of the gardens in 2021 were:

Plot type	20 year lease	50 year lease
Rockery (two interments in communal area)	£1785	£2365
Ribbon (two interments in a dedicated garden)	£2365	£3550
Private (four interments in a dedicated garden)	£4725	£6500

Additional costs	£
Additional interment	105

3.12. Compare these with the costs at our cemeteries

3.13. Brighton and Hove, Eastbourne crematoria do not offer an equivalent memorial option. The Downs and Chichester crematoria do not publish their memorial options.

Description	£
Interment, cremated remains	150
Exclusive right of burial (EROB) (50 years)	750
Transfer of exclusive right of burial	130
Memorial permit (10 years)	Included with

Description	£
	EROB
Inscription on memorial, each after the first	75

4. Issues for consideration

4.1. The Garden

- 4.2. In August 2020 the process to engage a consultant to provide a concept design with estimated costs commenced.
- 4.3. The winning consultants were Deacon Design. In consultation with staff they have developed a garden that met the design and capacity requirements. They have produced a full design and specification.
- 4.4. The area is approx. 30m x 50m in size and is within the current crematorium grounds.
- 4.5. There are 184 proposed duo plots and 90 proposed quad plots. Duo plots are by far the most popular. This provision allows for 728 interments overall.
- 4.6. The next step is to secure funding for the works.
- 4.7. The options are:

- 4.7.1. Garden design - premium
 - Resin bound main pathway with aluminium edging
 - Woodland understory planting
 - Burial plot edging materials
 - Conservation of the original Muntham Estate wall and gate

4.8. Garden design - budget

- 4.8.1. Block paving pathway
- 4.8.2. Woodland understory planting
- 4.8.3. Burial plot edging materials
- 4.8.4. Conservation of the original Muntham Estate wall and gate

4.9. No Garden

- 4.9.1. Limited residual income from interments

- 4.10. The main difference between the premium and garden and budget garden relates to the pathway construction and the finish to the garden burial plots.
- 4.11. The premium garden layout is the preferred option since the existing private garden and the new garden need to be distinct from each other. These gardens are premium offerings and as such the specification needs to be of excellent quality.
- 4.12. The scoping / design concept and layout of the garden can be found in the [Background Papers](#) at the end of this report.

5. Engagement and Communication

- 5.1. There is interest and a desire for additional burial space of this design. This is evidenced by a waiting list of 59 people and the fact that all plots in the existing garden are now sold.
- 5.2. These individuals will be contacted with details of the development and given the opportunity to purchase off plan. Any feedback will be relayed back to the designer for final amendments to the plans.
- 5.3. Consultation boards have been produced and will be displayed at the crematorium, and on the crematorium website.
- 5.4. There is a revenue growth of £10,000 across the first five years for advertising, promotion and marketing.
- 5.5. Consultation took place with South Downs National Park Authority to determine whether planning permission was needed. They advised that the development falls within the permitted development rights afforded to Local Authorities under Schedule 2, Part 12, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (GPDO).

6. Conservation

- 6.1. English Heritage define *conservation* as the process of managing change to a significant place and its setting in ways that will best sustain its heritage values, while recognising opportunities to reveal or reinforce those values for present and future generations¹
- 6.2. Protecting and preserving heritage is a concern for the public across England and the UK. Recent research has found that ninety-five percent of adults in England think it is important to look after historic buildings, seventy-three percent had visited a heritage site over twelve months, over 315,000 people were heritage volunteers, and eighty percent of people thought that local heritage makes their area a better

¹ Conservation Principles, Policies and Guidance, 2008, English Heritage

place to live. Previous research by Historic England has also demonstrated that people who state they live in historic areas have a stronger sense of place to their local area than those who do not, corroborating Historic England's wider place-making strategy. Place-making is a process that shapes our public spaces and buildings, bringing together communities to improve a place's cultural, economic, social and environmental situation. This is assisted through a clear understanding of the historic significance of local areas.

- 6.3. At the same time, a large amount of research in the field of public health and inequalities has been conducted on how urban environments affect various aspects of wellbeing. This includes, for example, evidence on the links between greenspace and health, and the role of built environment interventions in addressing fear of crime and mental wellbeing.
- 6.4. In their document [Conservation Principles, Policies and Guidance, 2008](#), English Heritage set out understanding the heritage values of a place. These include:
- 6.5. *Evidential value* - this derives from the potential of a place to yield evidence about past human activity.
- 6.6. *Historical value* - this derives from the ways in which past people, events and aspects of life can be connected through a place to the present.
- 6.7. *Aesthetic value* - this derives from the ways in which people draw sensory and intellectual stimulation from a place.
- 6.8. *Communal value* - derives from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.
- 6.9. *Commemorative and symbolic values* - reflects the meanings of a place for those who draw part of their identity from it, or have emotional links to it.
- 6.10. *Social value* - is associated with places the people perceive as a source of identity, social interaction and coherence.
- 6.11. *Spiritual value* - is attached to places sanctified by long standing veneration or worship, or wild places with few obvious signs of modern life.
- 6.12. Based on these values alone it can be evidenced the history of the landscape in which the grounds of the Muntham Estate is set; with a rich history of archaeology nearby; the Muntham Estate itself and the

ruins of the house, gardens, the Crematorium and burial grounds within the grounds make the site a significant place of heritage value and worthy of conservation.

- 6.13. The conservation of significant places is founded on appropriate routine management and maintenance.
- 6.14. There has never been appropriate routine management or maintenance that takes into account the heritage value of this site.
- 6.15. **The external walls**
- 6.16. In July 2021 a visual inspection and report on the condition of the external walls was carried out.
- 6.17. Other areas of walls were inspected by a structural engineer. The survey was challenging as some of the areas are very overgrown and difficult to access. A contractor advised the following:
- 6.18. *wall 6* - Herras fencing is needed in this area to keep people away.





- 6.19. *Wall 2* - due to the height of this wall it may not be practical to leave it at this time and just Herras fence it off. This should be reduced in height considerably down to the level of stonework detail.(where it thickens - visible on the second photo)





- 6.20. Wall 5 - Relates to the wall either side of the gate. The top of this wall has dislodged previously. The surveyor proposes that this section of wall should be reduced in height in this immediate area to the height of the buttresses and Herras fencing (or other) erected along where the lines of trees are on the garden side up to the memorial wall area to keep people away from this wall. Also to remove benches from the area and close off the gate area walk through.



- 6.21. The site is at a tipping point in making a decision to conserve the heritage of the site, or to develop the site without consideration to heritage.
- 6.22. To reduce the height of the external walls, as was proposed by the structural engineer.
- 6.23. The proposed health and safety work would devalue the heritage value of the site.
- 6.24. This is why the memorial garden project will include the costs to conserve the external walls within the scope of the project. The council needs to fully investigate and understand the potential heritage value of the site to gain a better understanding and to maximise the attractiveness of the site to all users and other potential commercial and community opportunities.
- 6.25. Bereavement Services will commission a conservation management plan² for the site. To ensure any future decisions about the site, take into consideration the setting and its heritage values.
- 6.26. In the medium to long term it is the services ambition to actively seek to lever in funding from external sources to contribute to developments.

2

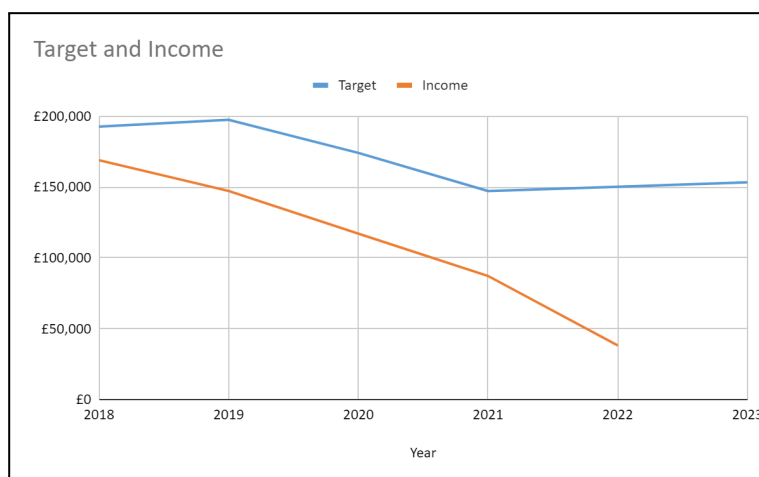
<https://historicengland.org.uk/advice/technical-advice/parks-gardens-and-landscapes/maintenance-repair-and-conservation-management-plans-for-historic-parks-and-gardens/>

7. Financial Implications

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Exclusive right of burial (duo plot)	£4,560	£4,740	£4,930	£5,125	£5,330	£5,545	£5,765	£5,995	£6,235	£6,485	
Exclusive right of burial (quad plot)	£8,415	£8,750	£9,100	£9,460	£9,835	£10,225	£10,630	£11,055	£11,495	£11,950	
Number of duo plots sold per year	54	27	27	27	27	22	0	0	0	0	184
Number of quad plots sold per year	6	3	3	3	3	8	16	16	16	16	90
Total plots sold per year	60	30	30	30	30	30	16	16	16	16	274
Further interments	0	0	0	5	5	5	5	5	5	5	35
Cash inflow											
Capital	£315,004										
Duo sales	-£246,240	-£127,980	-£133,110	-£138,375	-£143,910	-£121,990	£0	£0	£0	£0	-£911,605
Quad sales	-£50,490	-£26,250	-£27,300	-£28,380	-£29,505	-£81,800	-£170,080	-£176,880	-£183,920	-£191,200	-£965,805
Interment sales	£0	£0	£0	-£844	-£877	-£912	-£949	-£987	-£1,026	-£1,067	-£6,663
Exclusive right to erect and maintain a memorial (based on 90% take up of memorials)	-£1,350	-£2,106	-£2,920	-£3,796	-£4,738	-£5,749	-£6,434	-£7,165	-£7,945	-£8,775	-£50,978
Memorial sales profit	-£7,600	-£7,904	-£8,220	-£8,549	-£8,891	-£9,247	-£9,616	-£10,001	-£10,401	-£10,817	-£91,246
Net income	-£305,680	-£164,240	-£171,550	-£179,944	-£187,921	-£219,698	-£187,080	-£195,033	-£203,292	-£211,859	-£2,026,298

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Cash outflow											
Cost of borrowing	£40,794	£40,794	£40,794	£40,794	£40,794	£40,794	£40,794	£40,794	£40,794	£40,794	£407,944
Cost of memorials	£4,750	£4,940	£5,138	£5,343	£5,557	£5,779	£6,010	£6,251	£6,501	£6,761	£57,029
Plants	£1,859	£967	£1,005	£1,045	£1,087	£1,131	£627	£652	£678	£706	£9,757
Promotion	£2,850	£2,500	£2,000	£1,500	£1,150						£10,000
Expenses	£1,500	£1,560	£1,622	£1,687	£1,755	£1,825	£1,898	£1,974	£2,053	£2,135	£18,009
Carriage	£1,500	£780	£811	£844	£877	£912	£506	£526	£547	£569	£7,874
Cost of investment	£53,253	£51,541	£51,371	£51,214	£51,221	£50,442	£49,836	£50,198	£50,574	£50,965	£510,614
Profit margin	-£252,427	-£112,699	-£120,180	-£128,730	-£136,701	-£169,256	-£137,244	-£144,836	-£152,718	-£160,894	-£1,515,684
Return on investment	-574.01%	-318.66%	-333.95%	-351.36%	-366.89%	-435.55%	-375.39%	-388.53%	-401.97%	-415.70%	-396.84%

- 7.1. These calculations are based on the assumptions that the lifecycle of the garden is 10 years, borrowing is at a rate of 5%, inflation at a rate of 4%. Prices are rounded up or down to the nearest five pounds.
- 7.2. Bereavement Services has an annual income target (budget) associated with the memorials and the memorial garden.
- 7.3. The service has not achieved this income target in any of the past five years and the gap is widening due to the lack of plots available to sell.



- 7.4. The current income budgets for the the memorials service compared to forecast outturn are :

	2022/23 Budget	2022/23 Forecast outturn (as at quarter2)	Estimated Shortfall
Memorials	£46,330	£26,330	£20,000
Memorial Gardens	£106,950	£11,950	£95,000


- 7.5. The creation of a new memorial garden is expected to generate annual income £202,630 averaged over 10 years which will close the current shortfall in the income against the budget and generate additional income. As there is a waiting list for memorial plots it is likely that the income will be greater in the first year of operation as highlighted in the table in section 8.
- 7.6. The service will not be able to meet this income target if no garden is created and the financial situation in these budget lines will worsen.

- 7.7. There will be additional revenue costs of £51,061 per annum (average) over the 10 year appraisal period associated with the new garden. These additional costs will be offset against the income, the average annual net income position over the 10 year period is projected to be £151,568.

8. Legal Implications

- 8.1 The regulations for operating a Local Authority Burial grounds are governed by [The Local Authorities' Cemetery Order 1977](#)
- 8.2 *Article 3* permits , a burial authority may do all such things they consider necessary or desirable for proper management, regulation and control of a cemetery.
- 8.3 *Article 9 (1)* requires a burial authority to maintain a plan showing and allocating distinctive numbers to—
- (a) all graves or vaults in which burials are made after the coming into operation of this order or are known to have been made before that event; and
 - (b) the grave spaces subject to the specified rights.
- 8.4 *Article 9 (2)* requires a burial authority to maintain records, by reference to the numbers in the plan, of—
- (a) the burials made after the coming into operation of this order in any graves or vaults; and
 - (b) the specified rights existing in any graves or vaults, or grave spaces, and the names of the grantees thereof as recorded in the register maintained under Part II of Schedule 2 or in the registers described in paragraph 2(b) of that Part.
- 8.5 *Article 10* empowers burial authorities to sell Exclusive Right of Burial and the right to erect a memorial in grave spaces for a limited period, not exceeding 100 years thus removing any right to sell in perpetuity.

Background Papers

-  2019.10.08 - JSC - Bereavement Services
- [Protecting groundwater from human burials - GOV.UK](#)

Sustainability & Risk Assessment

- Sustainable design for the benefit of biodiversity lies at the heart of the garden plan.
- The garden design integrates the attractive structure of the existing tree avenue
- A non-dig pathway using permeable construction will afford a walkway without impact to the existing tree health or affect on surface water drainage
- The introduction of native woodland flora beneath these trees echos the local ecosystem services diversity, avoid for the need for challenging grassland maintenance beneath the dry and shady tree canopies
- In drawing inspiration from local habitats, we can reduce maintenance challenges and contribute more seasonal variation of colour and interest for wildlife benefit and visitor interest.
- The proposal includes a Mediterranean inspired planting design that will sit amongst the burial plots; this would be greatly beneficial to the site's pollinating insects. This type of planting typically has a long pollen/nectar season which provides the early and late season resources that are crucial to the survival of many pollinating invertebrates. The proposed planting design is focused around nectar producing sub-shrubs; it may include key species like *Lavandula angustifolia*, *Erigeron karvinskianus* and *Thymus vulgaris*.
- Flowering sub-shrub planting will also be a very sustainable option as it requires very little maintenance as it is naturally slow growing and will not require irrigation once established.
- The Mediterranean influence will allow the planting to thrive in both the current and future climate of the South of England, ensuring that the garden will continue to provide for pollinators. At the centre of the site, visitors would find a sensory garden that wraps around a central seating area where groups of people can gather. This area will have a variety of sensory herbs and flowering shrubs that will be attractive to both visitors and a wide range of pollinating insects.
- At the far side of the Memorial Garden there is a proposed wildlife garden with native ecological ground cover vegetation and small scattered evergreen trees. Great care has been taken within the proposed design to ensure that the pollinators have been considered throughout.

1. Economic

- The development of the garden provides additional income

2. Social

2.1 Social Value

- The consultation process will surface more benefits
- The garden is designed to incorporate a sensory garden which will be of benefit to all users of the garden
- Conservation management plan to be developed

2.2 Equality Issues

- This forms part of the consultation process.

2.3 Community Safety Issues (Section 17)

- The grounds are partially covered by CCTV to support health and safety, crime prevention and good discreet site management
- The team use the lone worker app
- Appropriate risk assessments will be carried out to ensure any issues are managed.

2.4 Human Rights Issues

- The proposal does not impinge on anyone's human rights

3. Environmental

- Environment Agency guidance on protecting groundwater from human burials

4. Governance

- Alignment with Sustainable AW
- No implications to the Councils' reputation or relationship with our partners or community. Blindspots will be covered off during consultation
- All senior members of Bereavement Services have completed IOSH or NEBOSH Health and Safety professional training.
- South Downs National Park



MEMORIAL GARDEN DESIGN WORTHING CREMATORIUM

SCOPING STUDY & CONCEPT DESIGN | JANUARY 2022



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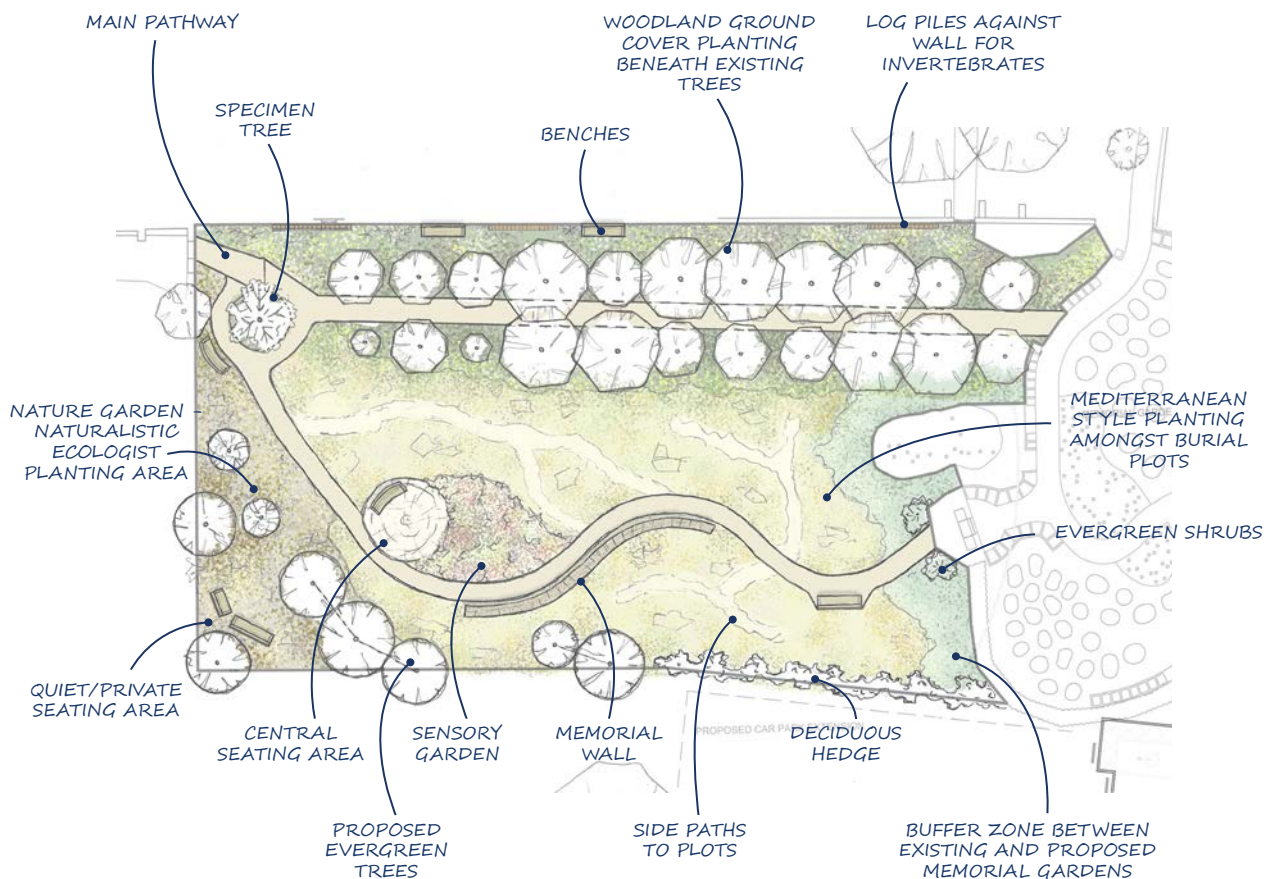
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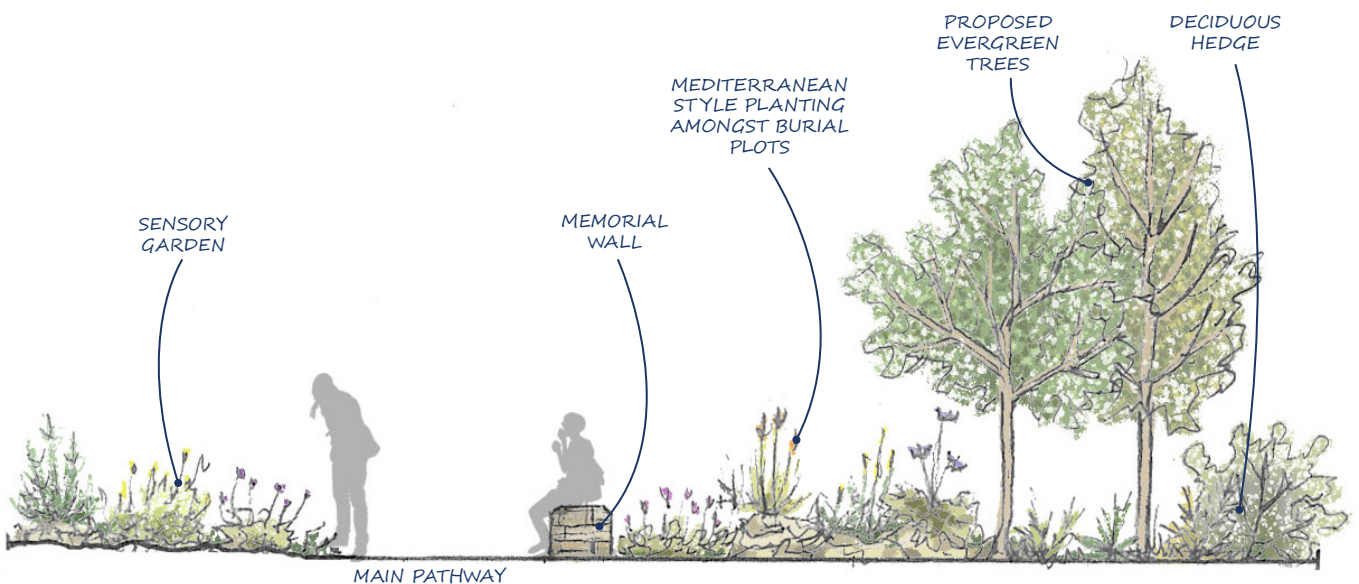
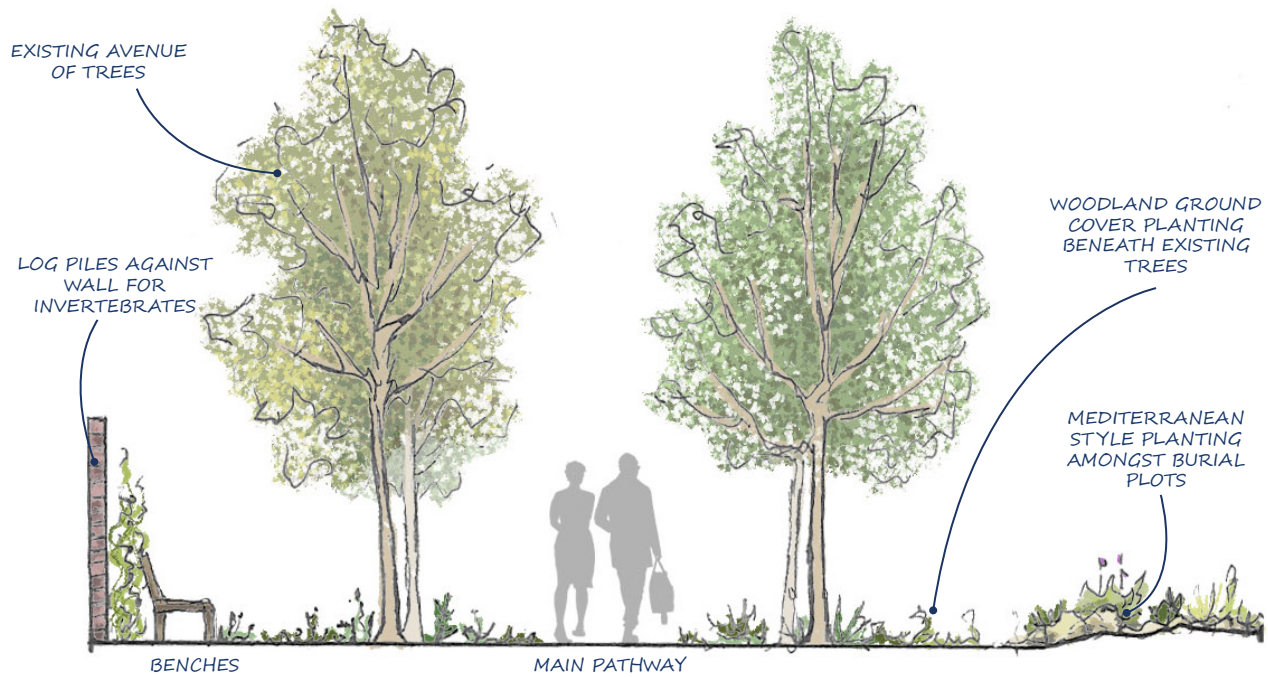
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OUR DESIGN PROPOSAL



The Memorial Garden design is focused around meeting the memorial and remembrance needs of its visitors. It provides spaces for quiet and private reflection whilst also designating larger open areas for groups of visitors to gather. The proposed design aims to connect the existing Rockery Memorial Garden and the Memorial Wall together with a cohesive pathway network and complementary planting design and hard materials.

When visitors enter the proposed Memorial Garden from the Rockery Garden entrance, they will meet a buffer zone of attractive ornamental planting. The change in planting will indicate to visitors that they have moved into a different memorial space whilst allowing for a smooth transition between the two gardens. The proposed meandering pathway will take visitors into the main area of the garden which will be designated for burial plots, the plots will sit amongst



ecological flowering sub-shrub planting. A secondary pathway network will connect visitors to each of the individual burial plots that are scattered throughout the planting. As visitors move through this space, they will encounter a memorial wall that runs adjacent to the meandering pathway, the wall will provide structural interest and a place for people to sit. The wall could also provide an alternative memorial feature option (e.g., engraved plaques).

Within this area there is a side path that leads to a private seating area that can be used for quiet reflection. The meandering path eventually meets a feature point at the end of the existing tree avenue creating a circulatory pathway network. The shady area between the boundary wall and the tree avenue will act as a wildlife corridor with provision for invertebrates as well as quiet seating areas for visitors.

MATERIAL PALETTE

The materials used in the memorial garden must be hard-wearing, long-lasting, and complementary to the Mediterranean style planting. The materials need to be sensitive to both the memorial function of the landscape and to the site's history as the previously existing Muntham estate. We propose a combination of resin bound paving and block paving to provide the greatest impact and longevity whilst keeping the material and construction costs down. Both block paving and resin bound paving are relatively low maintenance and sustainable surfacing options that are also water permeable.

The resin bound paving could be used for the main route (1.8m path) with the side routes and feature areas being constructed with block paving. There is the option to have resin bound surfacing for all the paving areas in

the site; however, high quality resin bound paving has a high cost especially when combined with the additional cost of edging materials. The most affordable option is to exclusively use block paving for all aspects of the site's surfacing, this would reduce the overall cost of materials; however, this may come at a cost to the overall aesthetic of the memorial garden as well as a potential increase in maintenance time and spending.

A combination of both block and resin bound paving could add to the Mediterranean theme in the garden, produced by the Mediterranean planting design. Terracotta colour resin paving could be combined with attractive ending sets to complement the cobble edges to the burial plots and enhance the overall theme.



ABOVE: Resin bound paving construction and granite edging sets



SURESET RESIN BOUND PAVING

Sureset provides high quality commercial resin bound paving options that can incorporate a variety of natural aggregates. Link to Sureset website: <https://www.sureset.co.uk/paving-ranges/natural-aggregate-paving/>



ABOVE: Sureset natural aggregate resin bound paving samples

Sample name: Apollo, Jersey Butter, Tuscan Terracotta, Tuscan Barley Butter (left to right)



PAVING EDGING MATERIALS

Resin bound paving requires an edge constraint to keep the aggregate and resin neat and tidy and prevent it from spreading before it dries. Edging options include edging sets made from concrete or natural stone which function as decorative barriers between the hard and soft landscaping. Another option is metal edge constraints that are made from either aluminium or steel which create clean straight lines at the edges of the paving. Suggested supplier: <https://www.exceleedge.co.uk/>



BLOCK PAVING

Block paving could be used decoratively to draw attention to feature areas within the memorial garden, this could be implemented into the circular seating areas and pull in areas along the main path. This will add to the Mediterranean feel and will create distinct gathering points for groups of visitors.



WATER CAPTURE FEATURES

Water collection points have been included in the design to provide visitors with water for filling vases. The water collection points would also act as bird baths adding to the provision for local wildlife. These structures could also act as commemorative or memorial features.

MEMORIAL WALL

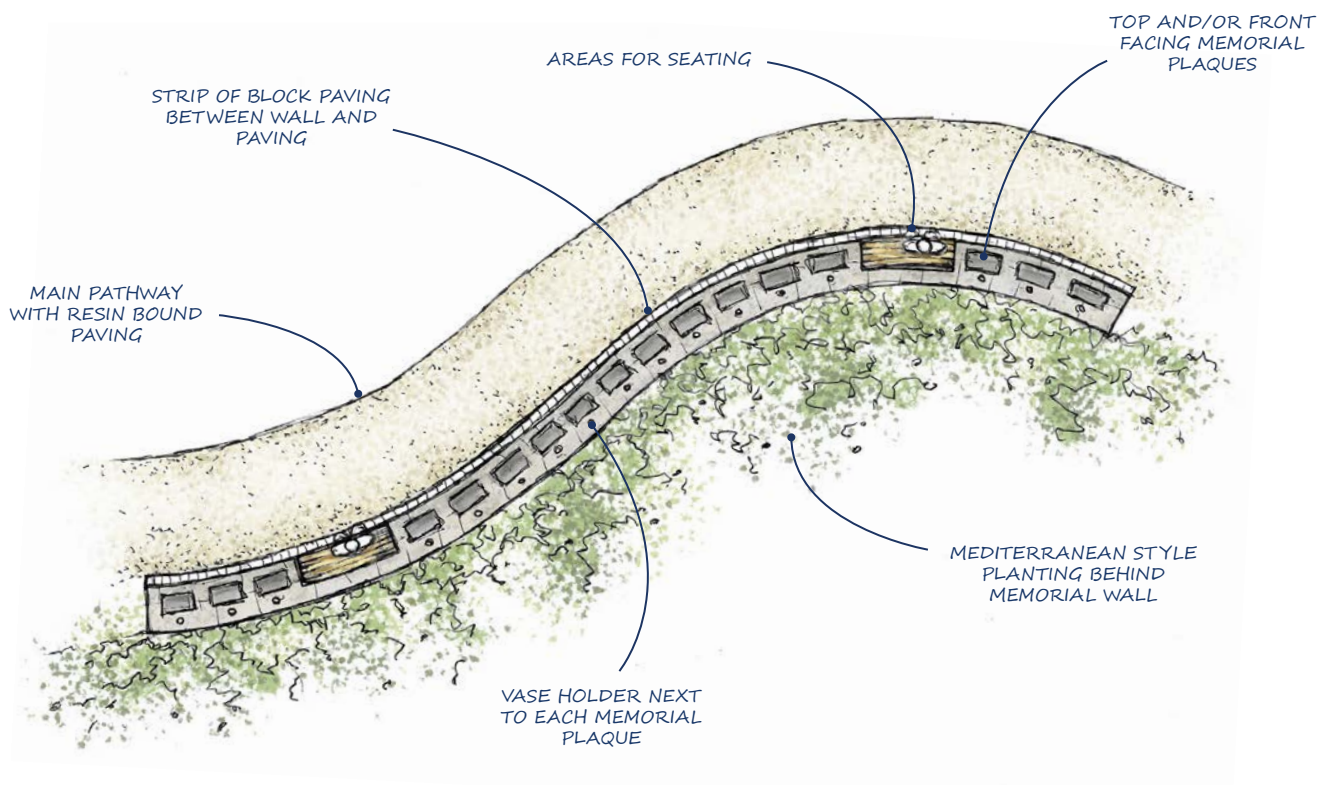


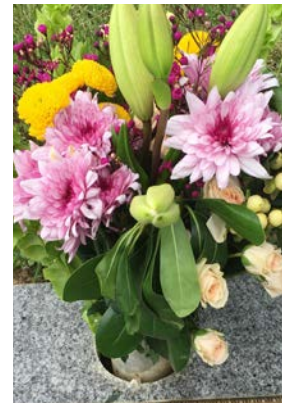
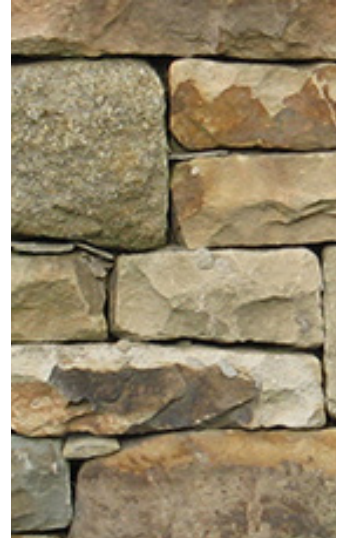
MEMORIAL WALL CONCEPT

The initial concept for the memorial wall was inspired by the wall design by RKLA for the Norfolk Centre Cemetery Association in 2013.

The materiality of the wall will complement the Mediterranean planting and resin/block paving making use of attractive natural stone e.g. reclaimed Yorkstone which would fit well with the historical setting and naturalistic feel.

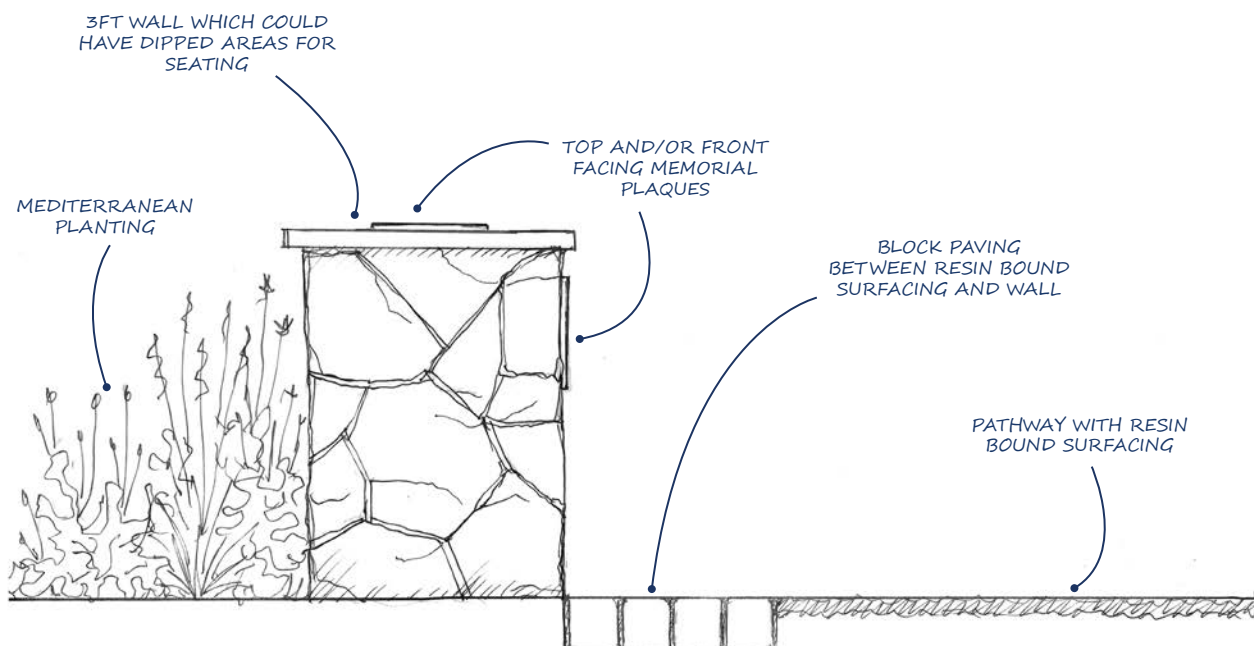
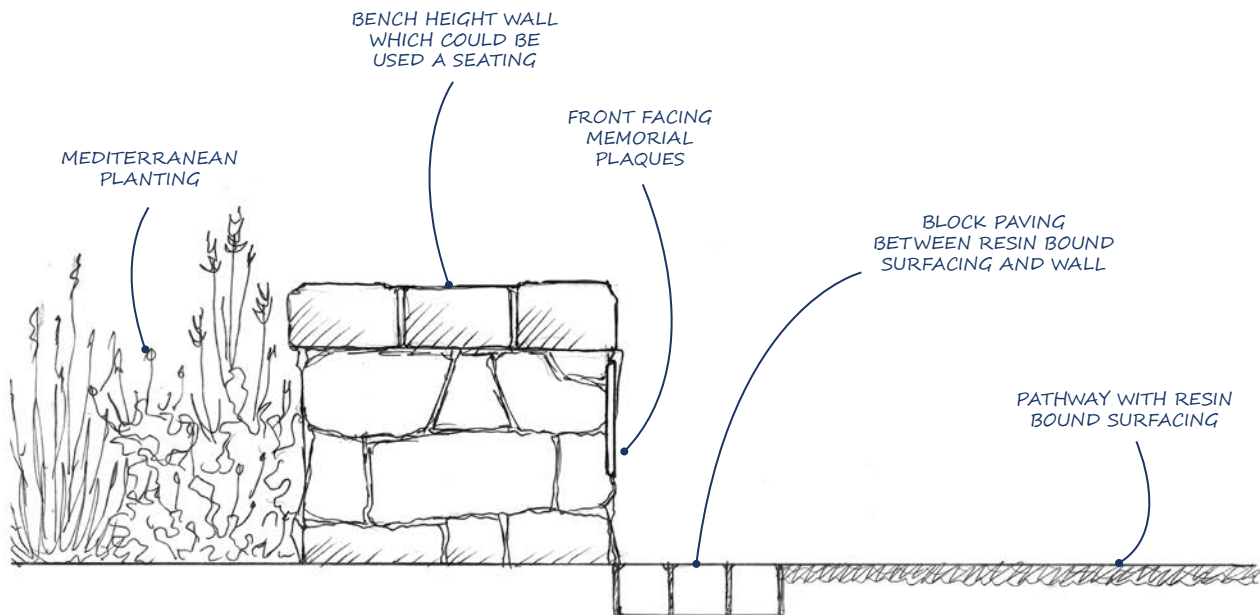
The wall will follow the curved line of the adjacent path. It is shown below at a total length of 17 meters and roughly 50cm in height.





COLUMBARIUM

The memorial wall could alternatively act as a columbarium which would provide an alternative option to burying or scattering ashes. The design of the columbarium could have a formal aesthetic or a more naturalistic dry stone wall approach. The memorial wall as a columbarium would provide addition revenue: however, addition material and construction costs would need to be considered.



MEMORIAL WALL DESIGN

The design for the memorial wall runs adjacent to the meandering pathway, the wall will provide structural interest as well as a place for people to sit. It will also provide an alternative memorial option (e.g., engraved plaques).

The precedent images and memorial wall options above show the different design options for the structure ranging from naturalistic to formal. The first option shows a bench height (50cm), dry stone wall style structure with memorial plaques on the top

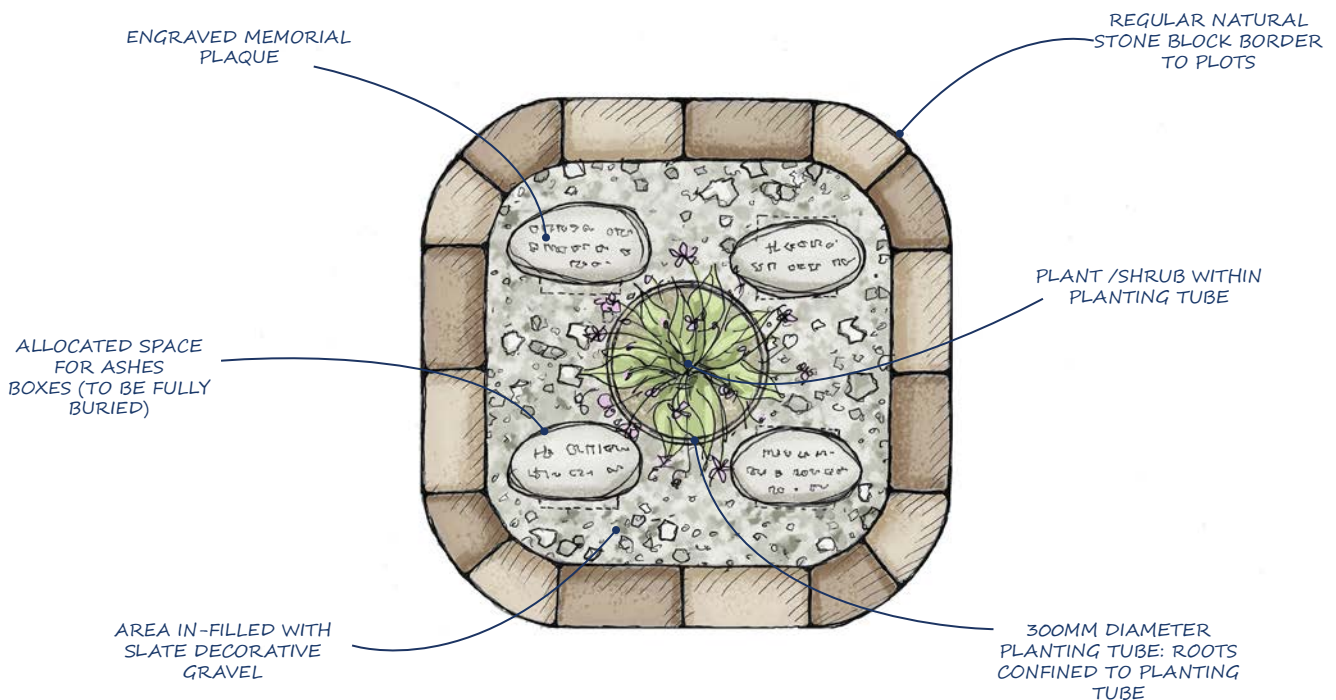
and front face of the wall. This option could be constructed using slate or reclaimed Yorkstone for a naturalistic feel. This design option for the wall would also allow for some seating provision.

The second design option shows a more formal structure that could be constructed using an attractive natural stone like granite. This option is shown at around 80cm allowing for a large number of memorial plaques but would not contribute to the site's seating provision.

BURIAL PLOTS

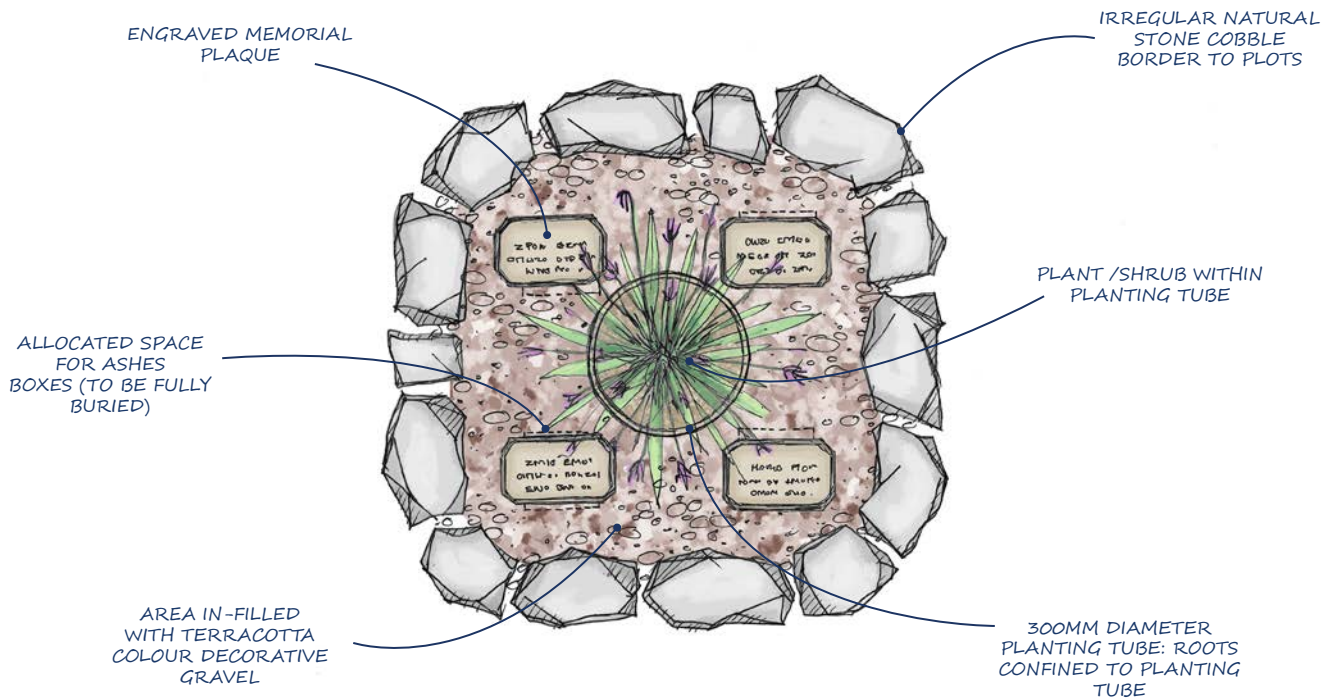
OPTION 1 : CONVENTIONAL NATURALISTIC

An option for the burial plot design is a simple and conventional burial plot with a regular natural stone border and a decorative slate gravel infill. The stone blocks that make up the border could be made from a multi-tonal sandstone for a rustic appearance, to compliment this, naturalistic engraved stone memorial plaques could be used as the memorial feature above the buried ashes.



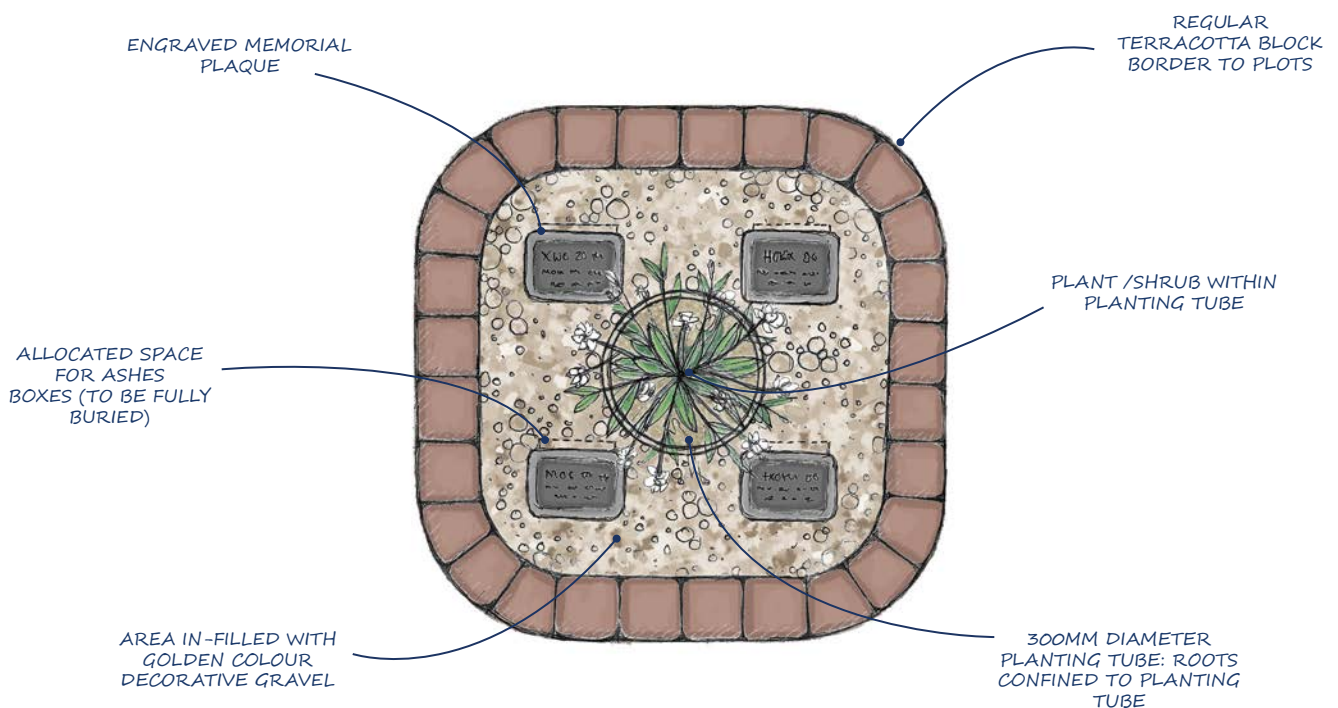
OPTION 2 : RURAL MEDITERRANEAN

Another option for the burial plot design is an informal and naturalistic burial plot with an irregular cobble border and a terracotta colour decorative gravel infill. This design has a Mediterranean aesthetic that would complement the Mediterranean planting design around the burial plots. A more formal engraved memorial plaque could be used to balance out the more naturalistic elements of this plot design.



OPTION 3: FORMAL MEDITERRANEAN

A third option for the burial plot design is a formal Mediterranean style burial plot with a regular terracotta colour block border and a golden colour decorative gravel infill. The Mediterranean aesthetic would complement the Mediterranean planting design around the burial plots as well as a golden/terracotta toned resin bound paving. A contrasting engraved black granite memorial plaque could be used to stand out against the decorative gravel.





BURIAL PLOT EDGING

The blocks / cobbles that make up the border of the burial plots could be constructed using a variety of different materials. Natural stone or concrete blocks would create a more formal and clearly defined border, whilst reclaimed natural stone cobbles would provide a more irregular and naturalistic edge. A combination of different materials / colours could be used to create variation in the plots.



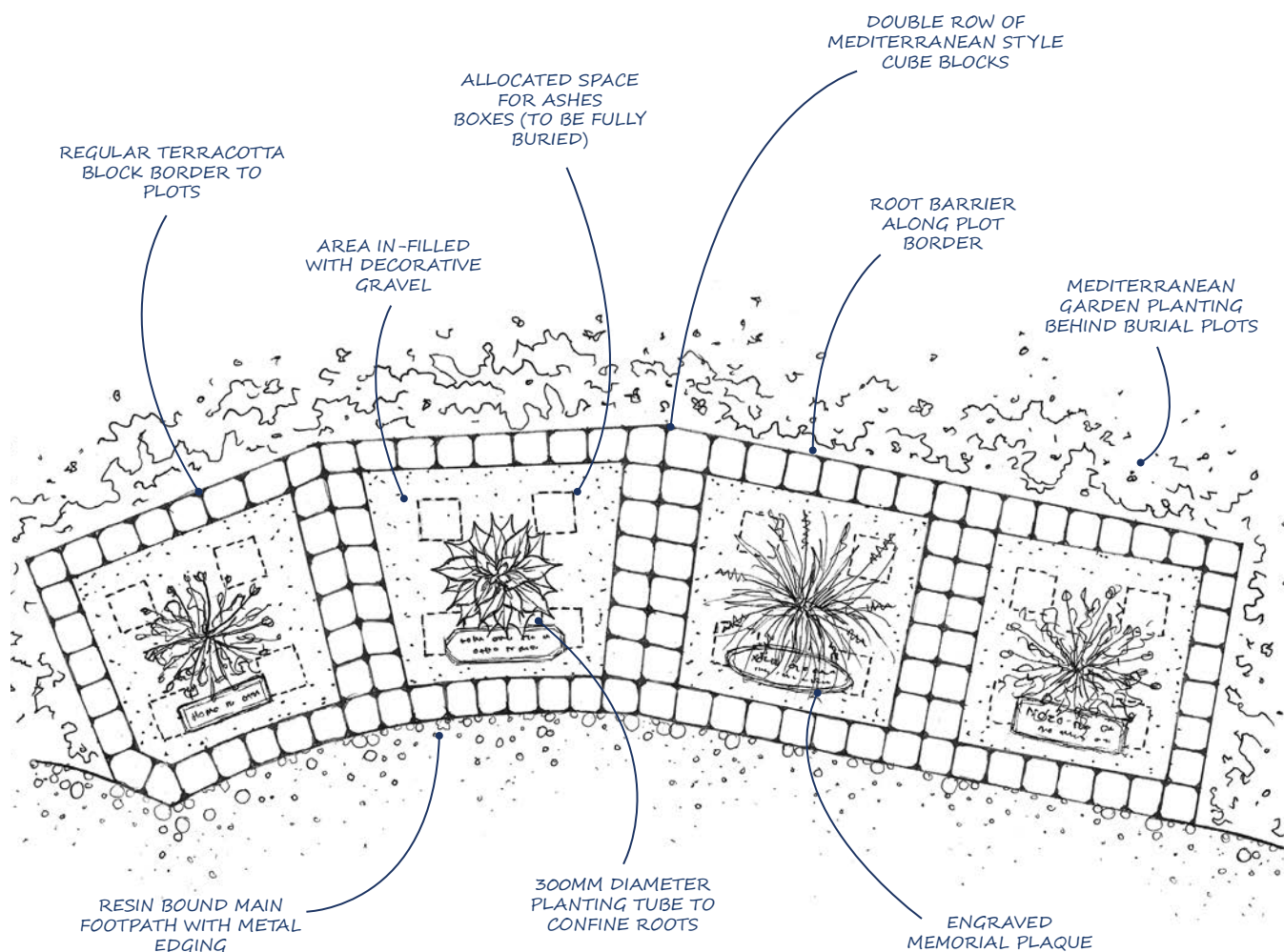
MEMORIAL PLAQUES

A variety of different memorial plaques options could be used depending on the selected plot design. A more naturalistic style memorial plaque made from a natural stone e.g., slate would work well with the Mediterranean style planting and a more naturalistic style plot.

Formal memorial plaques could work well in the case of more regular and formal plot design, this could include plaques made from a polished natural stone e.g., granite.



ABOVE: Decorative gravel options for burial plot infill material



ABOVE: Drawing showing how burial plots join together along straight and curved areas of the footpath

JOINING BURIAL PLOTS

Where the burial plots join there will be two rows of the bordering blocks to ensure adequate separation, this will ensure that the boundaries of each plot are clearly defined. Along the curved areas of the footpath that the burial plots follow, the plots will form a trapezoid shape to accommodate for the curvature of the path. Along straight edges of the path the plot shape will remain square.

PLANTING PALETTE

PLANTING PALETTE RESEARCH

Due to the highly specific site requirements, in-depth research on plant species for the Mediterranean planting zone around burial plots has been carried out. Each species has been assessed in many different facets to determine whether they are appropriate for the situation and site conditions.

Species that are not appropriate have been eliminated (shown in red) and will not be

included in the final planting schedule. Species that score well in multiple facets (shown in blue), are likely to be included in the final design.

Further research will be carried out on all three planting areas to ensure that there is year-round interest, high provision for pollinators and adequate complexity in height, form, and texture. This will ensure that the planting achieves all set requirements.

Botanical plant name	Forb / Sub-shrub / Shrub	Max Hight and Spread (cm)	Hardiness	Growth Speed	Soil pH	Root spread (m)
<i>Artemisia ludoviciana</i> 'Silver Queen'	Forb	90cm	H6	Fast	All	<1m
<i>Dipsacus fullonum</i>	Forb	90cm	H6	Average	All	<1m
<i>Erigeron karvinskianus</i>	Forb	30cm by 100cm	H5	Average	All	<1m
<i>Festuca glauca</i> 'Elijah Blue'	Grass	30cm by 25cm	H5	Average	All	<1m
<i>Lavandula stoechas</i>	Sub-shrub	40cm by 40cm	H4	Average	All	<1.5m
<i>Santolina chamaecyparissus</i>	Sub-shrub	100cm by 50cm	H5	Average	All	<1.5m
<i>Stachys byzantina</i>	Forb	20cm by 45cm	H7	Average	All	<1m
<i>Stipa tenuissima</i>	Grass	60cm by 30cm	H4	Fast	All	<1m
<i>Thymus vulgaris</i>	Sub-shrub	30cm by 30cm	H5	Average	Not Acidic	<1.5m
<i>Festuca amethystina</i>	Grass	60cm by 40cm	H5	Average	All	<1m
<i>Nepeta x faassenii</i> 'kit kat'	Forb	30cm by 45cm	H7	Average	All	<1m
<i>Calamintha nepeta</i>	Forb	60cm by 60cm	H5	Average	Not Acidic	<1m
<i>Salvia spathacea</i>	Forb	60cm by 60cm	H4	Average	All	<1m
<i>Thymus pulegioides</i> 'Archer's Gold'	Sub-shrub	50cm by 20cm	H5	Average to Fast	Not Acidic	<1.5m
<i>Santolina rosmarinifolia</i> subsp. 'primrose gem'	Sub-shrub	40cm by 60cm	H5	Slow to Average	All	<1.5m
<i>Sedum</i> 'Sunsparkler Wildfire'	Sub-shrub	20cm by 40cm	H6	Slow to Average	All	<1.5m
<i>Salvia rosmarinus</i> 'Blue Cascade'	Sub-shrub	40cm by 60cm	H5	Average	All	<1.5m
<i>Jasminum nudiflorum</i>	Shrub	300cm by 300cm	H5	Average	All	<4.5m
<i>Carex testacea</i>	Sedge	70cm by 60cm	H5	Average	All	<1m
<i>Lavandula angustifolia</i> ('Momparter')	Sub-shrub	40cm by 35cm	H5	Average	All	<1.5m
<i>Hebe albicans</i> 'Red Edge'	Shrub	60cm by 45cm	H4	Average	Not Acidic	<1.5m
<i>Euphorbia x martini</i>	Sub-shrub	75cm by 75cm	H5	Average to Fast	All	<1.5m
<i>Hylotelephium telephium</i> 'Touchdown Teak'	Forb	50cm by 50cm	H7	Average to Fast	Not Acidic	<1m
<i>Lavandula angustifolia</i> 'Hidcote'	Sub-shrub	75cm by 60cm	H5	Average	All	<1.5m
<i>Hyssopus officinalis</i>	Sub-shrub	60cm by 100cm	H7	Average	Not Acidic	<1.5m
<i>Rosmarinus officinalis</i> 'Majorca Pink'	Shrub	100cm by 100cm	H4	Average	All	<2.5m
<i>Phlomis russeliana</i>	Shrub	90cm by 75cm	H5	Average to Fast	All	<2.5m
<i>Stipa calamagrostis</i>	Grass	100cm by 120cm	H4	Average	All	<1m
<i>Convolvulus cneorum</i>	Sub-shrub	90cm by 60cm	H4	Average	All	<1.5m



ABOVE: Example of a Mediterranean planting style than utilises low level and slow growing flowering subshrubs - This planting typology is typically highly attractive to both people and pollinators

	Pollinator provision	Pest / disease issues?	Maintenance needs?	Yes/No
	Average	May be susceptible to powdery mildews	Cut back to base of plant in autumn	
	High	Prone to aphids	No pruning necessary	
	High	N/A	Deadheading. Cut back to ground level in autumn	
	Low	May be affected by a rust	Comb out dead foliage and trim damaged parts in spring	
	Average	May be prone to insect pests and honey fungus	Little to no pruning in late spring	
	Average	N/A	Little to no pruning in late spring	
	High	Slugs and caterpillars may be a problem	Deadheading is essential	
	Low	N/A	Comb out dead foliage and trim damaged parts in spring	
	High	N/A	Cut back in spring	
	Low	May be affected by a rust	Comb out dead foliage and trim damaged parts in spring	
	High	May be attacked by leafhoppers and powdery mildews	Trim after flowering to keep plants compact	
	High	May be susceptible to powdery mildews	Cut back in autumn	
	High	May be susceptible to powdery mildews	Remove flower spikes as they fade to prolong flowering	
	High	N/A	Trim back after flowering to maintain a dense, compact shrub	
	Average	N/A	Trim back after flowering to maintain a dense, compact shrub	
	High	N/A	No pruning necessary	
	High	N/A	Regularly prune each spring	
	Average	Aphids and mealybugs may be a problem	Pruning after flowering of damaged or dead shoots back to ground level	
	Average	Susceptible to damage from aphids	Comb out dead foliage and trim damaged parts in summer	
	High	Cuckoo spit, rosemary beetle and grey moulds may be a problem	Trim back after flowering to maintain a dense, compact shrub	
	High	Can get aphids, tortrix moth and leaf spot and a downy mildew	Prune immediately after flowering	
	Average	N/A	Cut back flowering shoots to ground level in late summer or autumn	
	High	May be damaged by slugs, snails, vine weevil and root rot	Cut back after flowering or leave seedheads overwinter	
	High	Can get rosemary leaf beetle, cuckoo spit and grey moulds	Trim back after flowering to maintain a dense, compact shrub	
	Average	Can get leafhoppers	Little to no pruning in late spring	
	High	May be susceptible to brown scale and rosemary beetle	Regularly prune each spring	
	High	Leafhoppers may be a problem	Regularly prune each spring	
	Low	N/A	Cut back all dead leaves and stems in late winter or early spring	
	Average	N/A	Little to no pruning in late spring	



MEDITERRANEAN SENSORY GARDEN PLANTING

The central feature area will be characterised by a plot free zone of Mediterranean planting with attractive sensory species. The combination of forbs and flowering sub-shrubs will form a therapeutic sensory garden that will benefit both visitors and local pollinator populations.





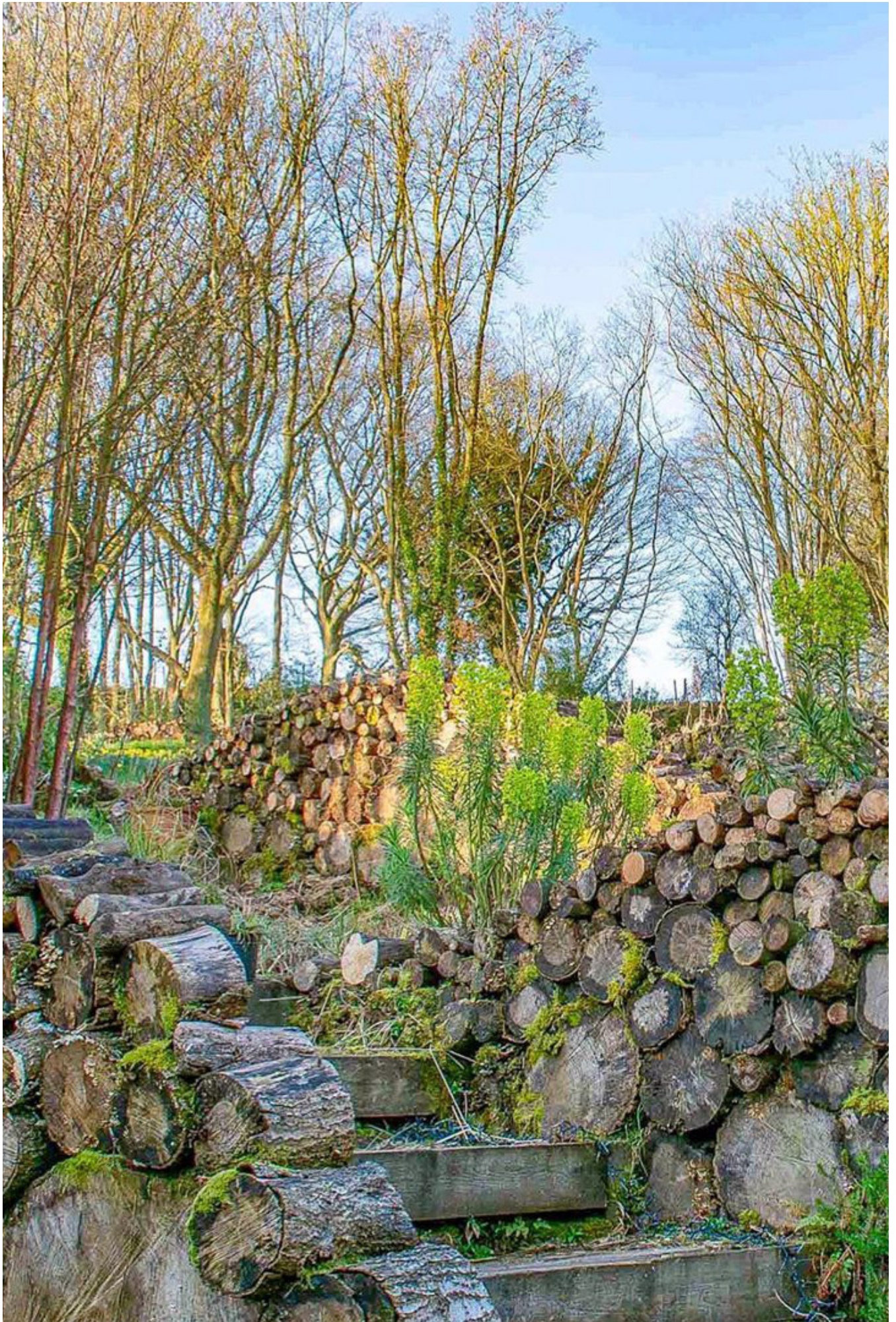
PROPOSED LOW LEVEL MEDITERRANEAN GARDEN PLANTING

The main planting area in the memorial garden that will coincide with the burial plots will be a low-level Mediterranean style planting with specimen feature shrubs. The planting will consist of low-level flowering Mediterranean sub-shrubs that will provide vital resources for pollinator species. The selected species will be slow growing and predominantly evergreen to provide year-round interest.



EVERGREEN WOODLAND UNDERSTOREY PLANTING

This planting typology will be used as a ground cover beneath the existing tree avenue and new tree planting areas. Attractive evergreen species will be used to accentuate areas beneath the tree canopy and to provide for local biodiversity.



SUSTAINABILITY & BIODIVERSITY

Sustainable design for the benefit of biodiversity lies at the heart of everything we do. We start each project by taking the time to understand the existing site landscape. We develop proposals that enhance valuable features of character and protect assets of ecological value. It is the consistency of this approach for the whole duration of a commission that yields the best outcomes. In designing the landscape to solve issues of access or drainage, for example, we explore solutions holistically – why benefit just one aspect, when you benefit many? It is an ethos that we take great pride in, which consistently helps us to deliver places of richness and diversity. For us, this is how we bring landscape to life.

Our proposed Memorial Garden design integrates the attractive structure of the existing tree avenue. A non-dig pathway using permeable construction will afford a walkway without impact to the existing tree health or affect on surface water drainage. The introduction of native woodland flora beneath these trees echoes the local ecosystem services diversity, avoiding the need for challenging grassland maintenance beneath the dry and shady tree canopies. In drawing inspiration from local habitats, we can reduce maintenance challenges and contribute more seasonal variation of colour and interest for wildlife benefit and visitor interest.





POLLINATOR ACTION PLAN

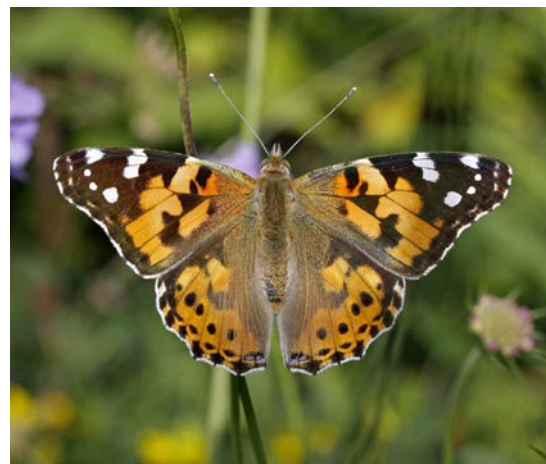
The proposal includes a Mediterranean inspired planting design that will sit amongst the burial plots; this would be greatly beneficial to the site's pollinating insects. This type of planting typically has a long pollen/ nectar season which provides the early and late season resources that are crucial to the survival of many pollinating invertebrates. The proposed planting design is focused around nectar producing sub-shrubs; it may include key species like *Lavandula angustifolia*, *Erigeron karvinskianus* and *Thymus vulgaris*.

Flowering sub-shrub planting will also be a very sustainable option as it requires very little maintenance as it is naturally slow growing and will not require irrigation once established.



The Mediterranean influence will allow the planting to thrive in both the current and future climate of the South of England, ensuring that the garden will continue to provide for pollinators. At the centre of the site, visitors would find a sensory garden that wraps around a central seating area where groups of people can gather. This area will have a variety of sensory herbs and flowering shrubs that will be attractive to both visitors and a wide range of pollinating insects.

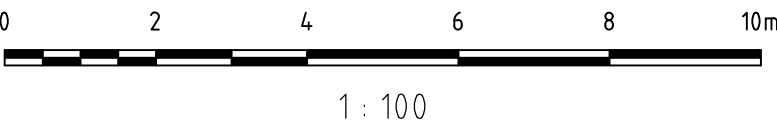
At the far side of the Memorial Garden there is a proposed wildlife garden with native ecological ground cover vegetation and small scattered evergreen trees. Great care has been taken within the proposed design to ensure that the pollinators have been considered throughout.



ABOVE: Suggested sketch design of plots sitting amongst ecological planting.



DEACON DESIGN LTD
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01329 557 820



PLOT QUANTITIES

Number of Quad Plots: 206
Number of allocated space for boxes: 824

NOTES:

1. This drawing is to be read in conjunction with all relevant contract drawings and specifications with any conflicting information to be brought to the attention of Deacon Design before works commence on site.
2. Do not scale from this drawing, (except for planning application purposes only) always work to noted dimensions.
3. All given dimensions in mm.

KEY

Application Site boundary

Soft Landscape

- Existing boundary vegetation to be retained and enhanced following ecologist's recommendations
- Existing trees to be retained. Redline denotes Root Protection Area (RPA) to be read in accordance with Arbor-Call Tree Survey Plan
- Proposed Tree Planting / Hierarchy
Street Tree (> 7meters from building)
Small / Garden Tree (> 3meters from building)
- Note: Root Barrier provision if tree pit is within 3000mm of underground services or kerbs
- Proposed specimen shrub planting
- Proposed low level Mediterranean garden planting
- Proposed Mediterranean sensory garden planting
- Proposed planting to complement woodland setting
- Proposed formal hedge

Hard Landscape

Note: Hard landscape materials to be agreed and approved by client
Footpaths with 'no-dig' construction to RPAs

- Resin bound main pathway with natural aggregate
- Block paving to memorial bench seating areas
- Feature block paving to central seating area
- Block paving side pathways
- Memorial wall

Garden Furniture (to be agreed by client)

- Seating Provision - seat with arm and back rest
Finish material: wood
Fixing: ground anchor to bolt seat to hard surface
- Proposed approximate location of log piles
- Proposed bird baths / water collection areas

Memorial Garden Features

- Quad Plot (design corresponding to draft plot design document)

DRAFT

DATE	DRAWN	DESCRIPTION OF REVISION	REVISION LETTER
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DRAWING STATUS
PRELIMINARY



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PROJECT TITLE:
**Memorial Garden,
Worthing Crematorium**

PROJECT NUMBER:
DD541

PLOT DATE:
04/03/2022

DRAWING SCALE:
1:100

APPROVED BY:
MG

PAPER SIZE:
A1

DRAWN BY:
EP

DRAWING TITLE:
Landscape General Arrangement Plan

DRAWING NUMBER:
L01

REVISION LETTER:
-

DRAWING FILE LOCATION:
Z:\Dropbox (Deacon Design Ltd)\03 PROJECTS 500\DD541 - Worthing Memorial Garden\04-Drawings\Autocad_Keyscape\L-Landscape Dwg\DD541L01_General Arrangement Plan.dwg



WORTHING BOROUGH
COUNCIL

Worthing Joint Strategic Sub-Committee
12 January 2023

Key Decision No

Ward(s) Affected: Central Ward
Cabinet Portfolio: Regeneration & Citizen
Services

Teville Gate Regeneration - Marketing for Development Partner

Report by the Director for the Economy

Officer Contact Details

Cian Cronin

Head of Major Projects & Investment

cian.cronin@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. The purpose of this report is to advise members of the Committee of the proposed marketing of the Teville Gate site and to seek the Committee's approval for the assessment criteria for those bids received.

2. Recommendations

- 2.1. To note the contents of the report and agree the seven site aspirations set out in paragraph 4.6.

3. Background

- 3.1 The Teville Gate site is a key development site in Worthing and the site's development has been a prominent issue affecting residents and businesses in the town for a long period. The site is a cornerstone of the Council's 2016 Investment Prospectus, is one of the most significant housing allocations in the Draft Local Plan for the town. Development of the site relates to two of the missions identified in Our Plan "Thriving Places" and Thriving Economy".
- 3.2 The Council was successful in receiving funding from the Coast to Capital Local Enterprise Partnership in 2018 and the social, economic and environmental outputs that the funding agreement enables are required to be delivered by March 2025. The development of the site will fulfil important regeneration and housing objectives for the town and solve a significant blight in the town, providing confidence for further economic growth and investment.
- 3.3 The Committee considered a report in December 2021 which set out a programme of work to secure a strong delivery partner who would secure the construction of the Teville Gate site. The committee report identified a number of workstreams we would jointly undertake to secure a development partner to deliver the construction of the site.
- 3.4 The committee report identified three priority workstreams that would be the focus of the development strategy before securing a development partner:
- Workstream 1: Maximising the number of homes, especially affordable homes.
- Workstream 2: Focused approach to attract government funding and support to aid viability.
- Workstream 3: Design review and phasing.
- 3.5 The objective of these workstreams was to focus on ensuring the site was used as a policy lever to address key strategic issues facing the town as a whole (delivery of housing especially affordable housing); was working to address a critical impediment (viability); and sought to ensure that it improved the surrounding neighbourhood through more appropriate design, including sustainability issues and buildability (design review). The sum of these workstreams was intended to increase the likelihood of delivery of the site, and increase any development's contribution to the character and appearance of Worthing.
- 3.6 While a delivery partner for the site had been identified at the March JSC meeting following a review of the proposed partnership in Summer 2022, it was felt that a marketing exercise should be undertaken to ensure other

interested parties are given the opportunity to express their interest.

- 3.7 Having undertaken significant work against the three workstreams it is now considered an opportune time to market the site to secure a development partner.

4. Marketing Approach and Assessment of Proposals

- 4.1 The property advisory firm CBRE has been retained by the Council to advise on the purchase, enabling, and disposal of the site in line with the Council's agreed strategy of bringing in a suitable development partner to deliver the site. CBRE has prepared a marketing plan and a draft brochure that is appended to this report.
- 4.2 Importantly, the marketing of the site is an opportunity to make clear the Council aspirations for the site. A workshop was held with the cabinet and chair of the planning committee to ensure a collective understanding of the site, develop knowledge on construction and property development, but critically to ensure that the Councillor's core aspirations for the site were reflected in the marketing brief.
- 4.3 Councillors and officers were broken into two groups which discussed five key themes that had been prepared in advance:
- Design & Place
 - Sustainability
 - Housing Delivery
 - Communities & Economy
 - Housing Standards
- 4.4 Each of the key themes had between two and four objectives to foster discussion within the group with a view to co-producing a number of aspirations that would be included in the the marketing brochure.
- 4.5 Following the discussions officers have identified seven aspirations for the site which are summarised below:



Worthing's Front Door

Teville Gate is one of the most visible sites in the town. The development should deliver high quality architecture that reflects the local character of Worthing that provides new functional, adaptable and accessible homes that are highly energy efficient and, other than for disabled residents who rely on private vehicles, should be secured as 'car-free';



Housing

Ensure that new housing helps to create a more mixed, inclusive and sustainable community by seeking a variety of housing suitable for existing and future households, having regard to household type, size, income and any particular housing needs. This should include homes to buy, but should focus on delivering the homes needed to have a big impact on Worthing's housing register with a diverse range of sizes, including family sized units to meet the needs across the spectrum of household incomes.



Better Public Space

The site will deliver an important public space connecting people from the train station to the town centre. This space needs to provide amenity for residents and people passing through to ensure it properly supports the community and remains attractive to people of all ages and especially for young people.



Getting about

Connecting Worthing Train Station and the town centre with regular reliable public transport is critical to the success of the town as a whole. The development site will lift the wider area by supporting the development of a public transport hub.



Inclusion and Participation

Involves residents throughout design processes to utilise their local knowledge and ensure accountability.



Jobs & Enterprise

The developers will work with local organisations and the community to ensure that the development provides a platform for community wealth building through provision of training and skills development at all stages of the development to lower the barriers for local residents



Sustainability & Environment

Ensuring that the neighbourhood exemplifies the best sustainable building and design solutions to support our changing climate by reducing greenhouse gas emissions and pursuing a zero carbon future. Implementing biodiversity enrichment by planting trees to establish green corridors that connect with the town, aiding water absorption and air quality improvement.

4.6 In considering proposals bids will also be considered based on financial viability and implementation/ deliverability criteria. Considerations will include:

- Financial offer;
- Funding strength;
- Strength of covenant;
- Track record of delivery;
- Due Diligence;

This approach ensured that the assessment balanced the price offered with an ability to deliver the development at pace. Further assessment will take place of bids based on design and sustainability of the project to ensure that it meets high quality design standards that reflect the local context and an assessment of proposals in terms of their environmental impact

4.7 Following the marketing period each of the bids received will be assessed against these aspirations for the site and surrounds, and will help to identify the proposal which contributes most to the overall goals and objectives of the Council for the site.

5. Financial Implications

5.1 Worthing Borough Council previously agreed to release capital funding of £8.12m to fund the acquisition of the Teville Gate report, and within the same report agreed that £50,000 of reserves could be used to fund any revenue costs associated with meanwhile use of the property.

5.2 The final cost of the acquisition was £7,452,550.

5.3 As approved at the December 2021 JSC meeting ground works costing £300,000 were approved which are funded from the overall budget for Teville Gate acquisition.

5.4 The Council purchased the site with a view to holding the site for a maximum of three years. The Council's MRP policy allows that for the first three years, no MRP is made on the expectation that the site was purchased for resale to an appropriate partner. Consequently at the moment, the Council is currently only funding interest costs which will be £298,100 in 2023/24 and contained within the Treasury Management budget.

5.5 If the land is not sold within three years, then the Council will also need to provide for the repayment of debt and the annual cost will increase to £346,920. At the point at which the land is sold, the council will be able to

reduce the associated borrowing costs or potentially eliminate them depending on the amount received.

- 5.6 As part of any land deal, the Council will be disposing of the freehold of the land to the preferred development partner. The final consideration for the land is yet to be determined but will be supported by the expert independent valuation. The proposed approach will ensure that aspirations for the site are reflected in design and commercial decisions which will ensure that the Council's investment is recouped within the planned timescale. Members should be aware that the final price for the land may be a lesser amount than that paid for it depending on prevailing market conditions and how the Council's aspirations (as set out in section 4.5) influence the final use of the land.
- 5.7 The cost of any marketing exercises can be funded from the associated capital receipt if needed using the capital flexibility regulations as the disposal will enable the Council to reduce borrowing costs.

6. Target Milestones & Next Steps

- 6.1 The marketing will commence in January 2022 and will last a number of weeks depending on interest and appetite for the scheme.
- 6.2 Once the marketing team are confident of receiving a range of suitable bids they will call for offers that are accompanied by the required information to respond to the Council's criteria for the site.
- 6.3 It is anticipated that a preferred partner would be identified early in 2023, with a view to having an agreement in place by Summer 2023.
- 6.4 If the above steps are successful a planning application would be expected by the end of 2023 with a commencement on site in mid-2024.

7. Legal Implications

- 7.1 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.
- 7.2 When detailing the Council's core aspirations in the marketing material and when conducting the consequential marketing exercise to find a development partner, it is imperative that specialist legal and procurement advice is taken

on the proposed core aspirations and development partner structure to ensure that the Council's requirements do not create a public works or services contract for which a procurement exercise ought reasonably to be held under the Public Contract Regulations 2015. This is a notoriously complex area of law (often challenged). Where there is any doubt and to protect its position, the Council is advised to carry out a procurement exercise to source the development partner whilst ensuring the most economically advantageous arrangement.

- 7.3 s1 Local Government (Contracts) Act 1997 allows the Council to enter into a contract in relation to any of its functions and the contract with CBRE must be compliant with the Council's Contract Standing Orders.
- 7.4 Section 123 Local Government Act 1972 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.
- 7.5 The Secretary of State for Ministry of Housing Communities and Local Government has issued a direction dated August 2022 (pursuant to s16(2)(b) & s20 Local Government Act 2003) on the flexible use of capital receipts and the treatment of costs as capital expenditure which gives local authorities the continued freedom to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings. Statutory guidance has been released clarifying the extent to which departure costs can be funded from capital receipts restricting this down to statutory redundancy costs only.

Background Papers

- Report to the Joint Strategic Committee dated 7th July 2020: Impact of Covid 19 on the Council's finances - Update on current financial performance and developing a revenue budget for 2021/22
- Report to the Joint Strategic Committee dated 3rd November 2020: A Partnership Approach to Secure New Homes at Teville Gate.
- Report to the Joint Strategic Committee dated 13th July 2021: Securing the regeneration of Teville Gate through acquisition of the site
- Report to the Joint Strategic Committee dated 7th December 2021: Teville Gate next steps and LCR Partnership
- Report to the Joint Strategic Committee dated 2st March 2022: Teville Gate Update & Hyde Housing Proposed Development Partnership

Sustainability & 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 Teville Gate site will contribute to the creation of an enhanced entrance to the town and town centre, providing an economic boost to existing businesses, and encouraging an increase in investment across the town as the most visible regeneration challenge gets addressed.

2. Social

2.1 Social Value

Development on the site would send a positive message to the community, visitors, commuters and business, that change is taking place in Worthing and improvements to the built environment will be realised in the near future.

The existing cleared site and hoarding does little to enhance this part of Worthing from road or rail, and 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)

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 high quality development in a sustainable town centre location. 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.

FOR SALE

Residential Led Mixed Use
Development Opportunity
2.47 acre (0.99 ha) Site

DRAFT



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TEVILLE GATE

Worthing | West Sussex | BN11 1BY



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WORTHING BOROUGH
COUNCIL

CBRE



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INTRODUCTION



» BAYSIDE DEVELOPMENT / ALLIES AND MORRISON

Worthing Borough Council (WBC) are an ambitious Council who have set out a vision to transform Worthing into a highly desirable place to live, work and visit. WBC want to continue to improve its housing offering, especially affordable housing, attract high calibre businesses, and inward investment to help grow its economy in a way that reflects the vision of the Council: fair, green and local.

Worthing has a broadly based, distinctive and appealing seaside town offer which, is increasingly attracting more people to live, work and spend leisure time. Also, like other similar town centres across the UK, it is changing. On the residential front, high quality design and a well-considered combination of quantum, size and affordability will strengthen the prospect of the town centre becoming ‘the’ place to live for young professionals and those in later life alike.

The Council will actively curate and invest in the green regeneration of their land and buildings and work in partnership with those who invest in the town, to ensure that the benefits to our the local communities are maximised. A focus across the town will help ensure that our major developments are not delivered ‘in isolation’ but contribute to the fabric of the Town and where necessary, its repair.




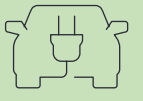


The Council’s ambition, in seeking to make a genuine step change to their town centre by utilising its real estate assets, will greatly aid delivery of the Council’s vision. It is envisaged that the development opportunity will afford new affordable homes (social rent and shared ownership), designed and delivered to high standard of sustainability along with new commercial uses providing active frontages, all set within high quality public realm.

CBRE has been instructed by WBC to undertake a 2 stage informal tender sale of the Teville Gate site. The sale process is expected to lead to the fulfilment of the Councils vision for the site which is summarised within the following parameters:



» UNION PLACE DEVELOPMENT / HAWKINS BROWN

Future development is required to address WBC’s vision for Worthing which is summarised below:

	1	The creation of a highly sustainable and desirable place to live, work and visit to ensure the town’s economic growth.		4	The integration of high quality new sustainable development with existing communities and opportunities.
	2	Regeneration of the town centre and seafront to provide a vibrant and diverse retail, cultural and leisure offer for all.		5	Progress being made to Worthing becoming a carbon neutral town.
	3	The provision of a range of recognised needs, which enhance the Borough’s historic and natural environment, intrinsic character, heritage assets, and its coastal and countryside setting.		6	The achievement of a net gain in biodiversity through the adaptation and implementation of mitigation measures in preparation for the increasing effects of climate change.

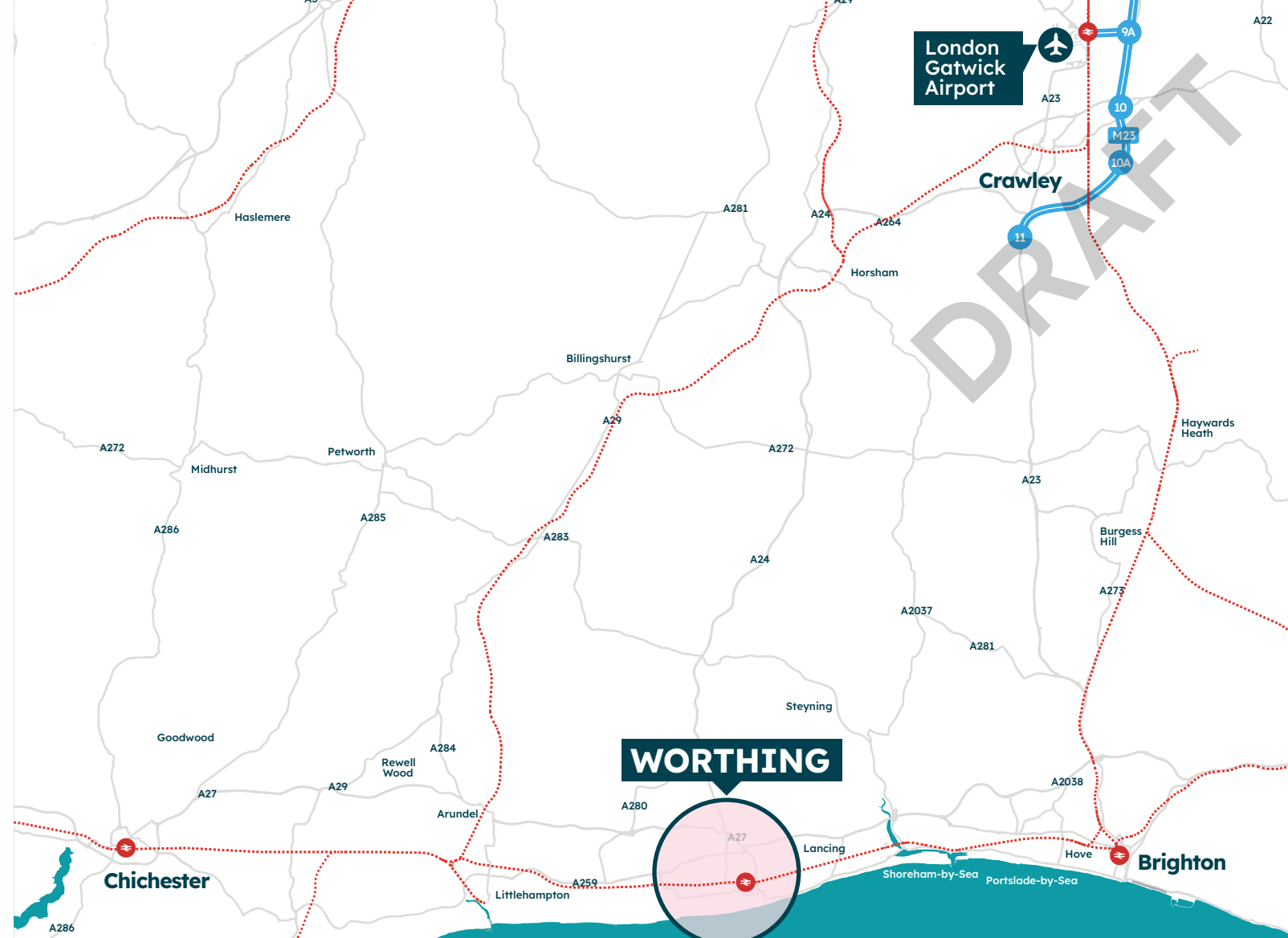
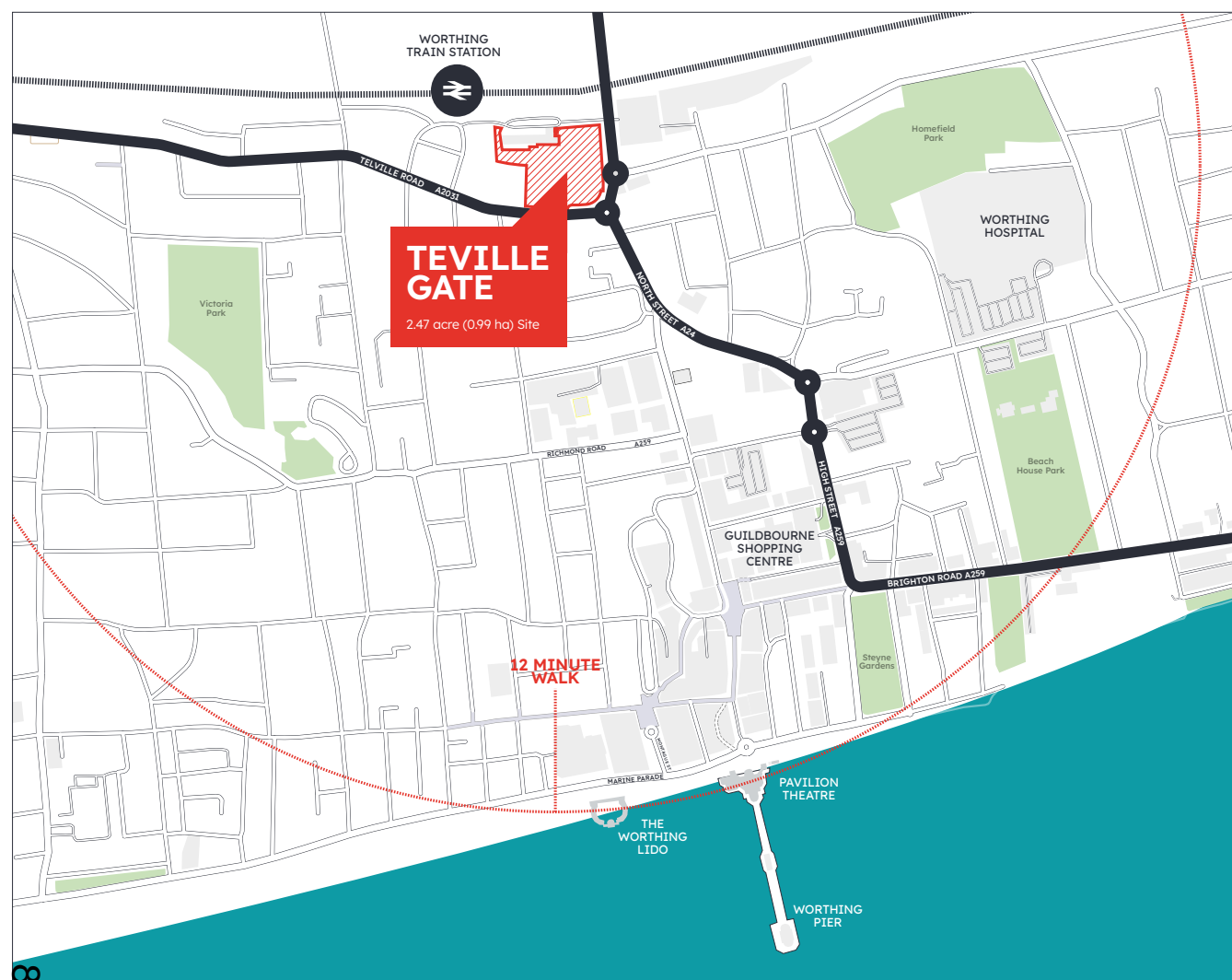
LOCATION

Worthing is a coastal town which lies on the southern boundary of West Sussex and has a population of 110,727 (2020 census data). It is situated at the foot of the South Downs, 10.0 miles (16.1 km) west of Brighton, 18.0 miles (29.0 km) to the east of Chichester and 21.0 miles (33.8 km) to the south of Crawley.

Worthing is accessed by the A27, which links the town with Chichester to the east and Brighton to the west, and the A24 linking the town with Crawley to the north. Central Worthing benefits from three railway stations; Worthing, Worthing West and Worthing East. Worthing Station provides access to the mainline national rail network with regular services to London Victoria.

Gatwick Airport lies some 23.0 miles (37.0 km) to the north of the town, from where a number of domestic and international destinations can be reached.

The site is just a 12 minute walk to the seafront and Worthing Pier and sits adjacent to Worthing railway station.



Gatwick Airport lies 23.0 miles (37.0 km) to the north of Worthing



Worthing Station provides access to the mainline national rail network with regular services to London Victoria in 80 minutes and London Bridge in 95 minutes

London Gatwick Airport



London Victoria Station



TEVILLE GATE THE SITE

The property is significantly important for WBC. It is incredibly well located on a potential new throughfare between the station and town centre and seafront and will act as a catalyst for future regeneration on the site and the surrounding area.

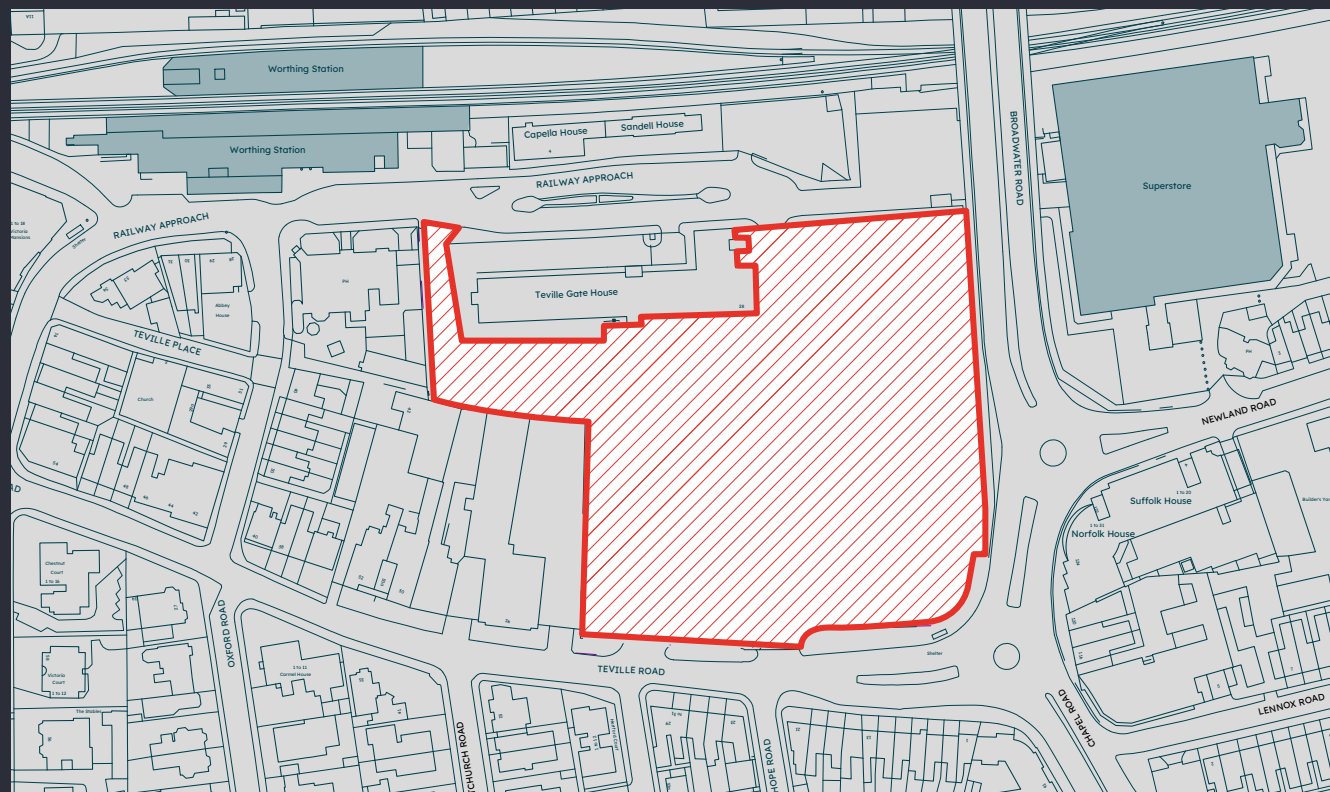
It is ripe for redevelopment and, subject to planning development can quickly be brought forward for execution.

The site extends to 2.47 acres (0.99 ha) and lies in a highly sustainable and prominent location, linking the railway station with the town centre. It formerly comprised the Teville Gate Shopping Centre and multi-storey car park which have been demolished. In advance of redevelopment part of the cleared site is currently in use as a temporary surface car park (providing 66 spaces).

The site is bounded by the south and east by Teville Road and Broadwater Road respectively. The latter rises to form a flyover across the railway lines to the north.

The Teville Gate site is under Council ownership and is held freehold under HM Land Registry Title Number: WSX22513, as identified (outlined in red).

There has been an aspiration to redevelop this prime site for a number of years and various schemes have been proposed.



PLANNING

Planning History



PLANNING

CONTINUED

Planning Policy

WORTHING LOCAL PLAN
DRAFT WORTHING LOCAL PLAN (SDWLP)
JANUARY 2021

The draft plan details
“any future development proposals should:

- a. deliver a mixed use scheme with a minimum of 250 homes, retail and leisure uses, commercial uses and replacement public car parking spaces;
- b. ensure that any contaminated land issues are appropriately assessed, remediated and managed;
- c. ensure the development is made safe from surface and groundwater flooding taking climate change into account; and incorporate appropriate Sustainable Urban Drainage Systems to ensure flood risk is not increased elsewhere and where possible reduce flooding locally whilst protecting water quality including during flood events;
- d. protect and enhance nearby heritage assets and ensure no significant harm is caused to them or their settings;
- e. provide a high quality public realm with cycle and pedestrian links from the station to the town centre, and under the A24 to Morrisons, having regard to the Worthing Public Realm Study;
- f. protect the amenity of future occupants from unacceptable levels of rail and road noise.”



» CURRENT SCHEME

Current Planning Position

The most recent proposal by Mosaic Global was approved by the Council’s planning committee in March 2020. No S106 agreement was signed as they decided to sell dispose of the site and a formal letter Decision Notice was not issued.

The approved application s for a high density, a mixed use scheme comprising three blocks of 378 residential units, an 80-bedroom hotel, a foodstore, and a gym.

In addition, the proposal would provide retail, restaurant and cafe uses, service areas, 300+ parking spaces, public realm with associated hard and soft landscaping and private amenity spaces.

The application gives good guidance on the suitability of the site for density, height, and a mix of uses that is considered appropriate.

PLANNING

CONTINUED

Planning Forward Look

The Council commissioned Assael to undertake a Feasibility Study for the site. The brief was to deliver a viable scheme providing sustainable designed affordable residential led mixed used development and ancillary public realm. the key headlines of the scheme are:

- » c.450 new homes
- » 20,000 sq ft supermarket
- » 100 parking spaces.

Indicative Scheme Summary

The approach taken by Assael was to address the Councils key strategic issues, non least affordable housing, it addressed viability and sought to ensure that it improved the surrounding neighbourhood through more appropriate design, including sustainability issues and buildability. The sum of these workstreams was intended to increase the likelihood of delivery of the site, and increase any development's contribution to the character and appearance of Worthing.

Upon request we will be happy to provide further information on this however we set out the overview of the indicative scheme below:



» PROPOSED FORWARD LOOK SCHEME



» NEW PUBLIC STREET FROM PUBLIC SQUARE



» FOOD STORE ENTRANCE FROM TEVILLE GATE

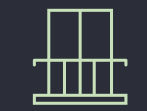
Development Overview



445 DWELLINGS
DELIVERED OVER 3
PHASES



C.20,000 SQ FT NEW
FOODSTORE PROVIDING
AN ACTIVE FRONTAGE
TO TEVILLE GATE



100% PRIVATE
BALCONY PROVISION



PODIUM GARDENS
AND INCREASED
BIODIVERSITY



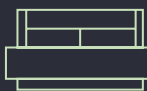
129 NEW RESIDENTIAL
PARKING SPACES &
GENEROUS CYCLE STORAGE



COMMERCIAL
PROVISION FRONTING
TEVILLE GATE & A24



NEW PEDESTRIANISED
GREEN AND SHADED STREET



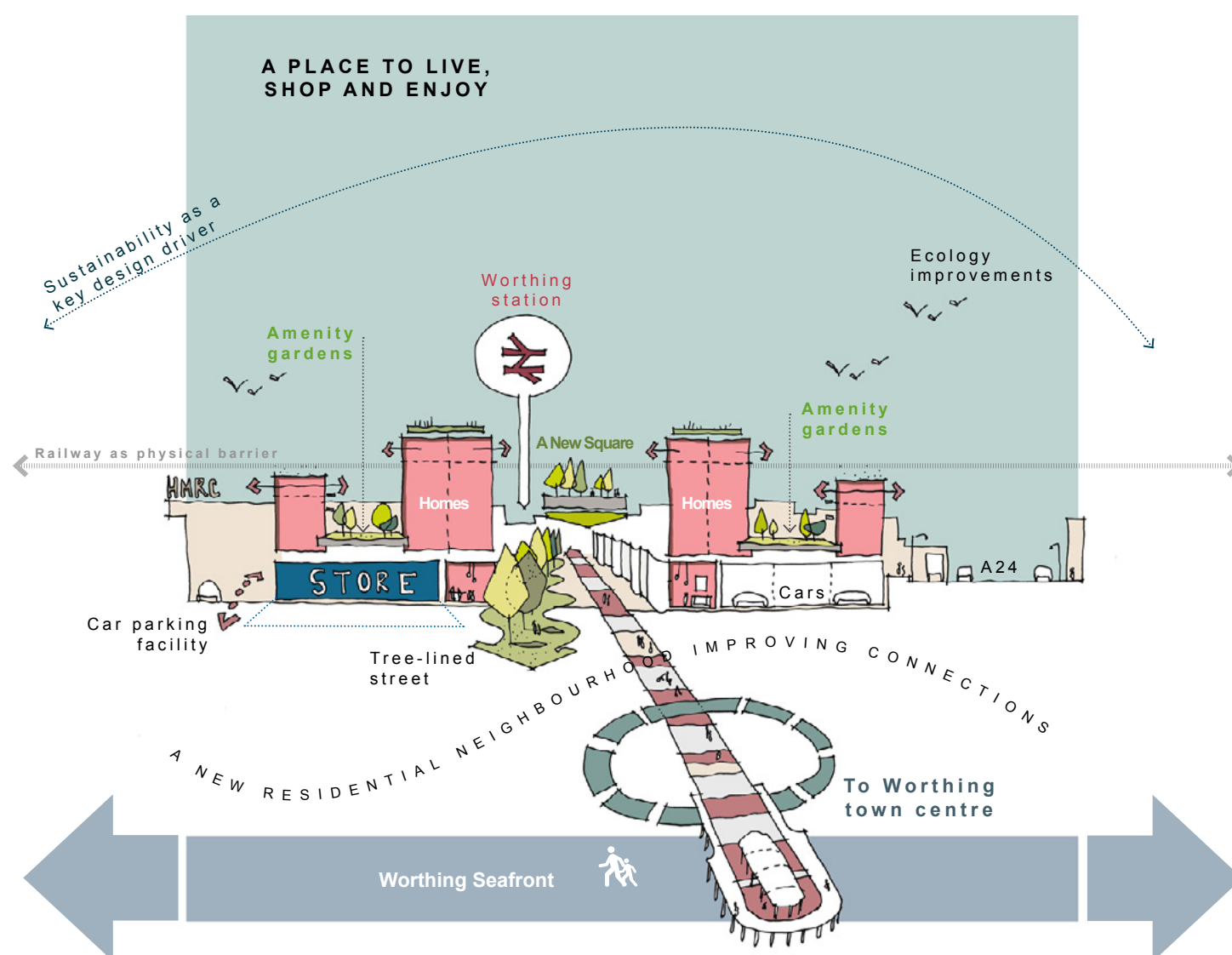
NEW ACTIVE
RESIDENTIAL FRONTAGE



NEW FOOD STORE &
ASSOCIATED PARKING

THE DEVELOPMENT OPPORTUNITY

The Council are affording developers the opportunity work in collaboration with WBC and to step forward to fulfil the Councils ambitions for the site.



Development Principles

The Development Principles are to be discussed and determined with Members during the Teville Gate Workshop (F2F) Monday 12th December.

SELECTION PROCESS

CBRE are appointed to seek expressions of interest as the first stage of a two-stage process to select an appropriate party to bring forward the development of the site.

We invite parties to consider the information provided in this document and respond to the questions set out below.

The Council are seeking a developer in collaboration to regenerate the site and deliver a high quality solution. The responses are required to address the points detailed before.

We are seeking written responses together with any additional comments, observations or suggestions you may feel appropriate.

- » **Delivery capability**
The proposal sets out a delivery programme that is ambitious whilst being realistic. WBC wish to secure a strong developer who would secure the construction of the Teville Gate site.
- » **Approach to satisfying council objectives & development principles**
Provided a detailed and satisfactory strategy for consultation and engagement with appropriate local stakeholders.
- » **Quality of design, connectivity and public realm**
Demonstrate a high quality solution and provides an appropriate use and tenure mix.
- » **Access to Central Government Funding**
Provide details to funding approach and access to grant or affordable housing grant. Lease provide a focused approach and ability to attract government funding and support to aid viability
- » **Track Record**
Working on residential let mixed use, town centre developments of a comparable size, scale and complexity
- » **Financial standing**
Provide relevant guarantor if proposed SPV
- » **Approach to sustainability**
Detail the sustainability approach to the proposed development
- » **Environmental issues**
Demonstrate a solution which meets Council aspirations in terms of environmental and social benefits.
- » **Community Wealth Building**
Demonstrate an people-centre approach to local economic development that derives local benefit in terms of local spend, workforce, assets and community ownership.
- » **Price**

Desired Responses

You are invited to formally provide an expression of interest to this opportunity. Upon receipt of your interest the agent will provide you with the Expression of Interest form for return on **x date**.

FURTHER INFORMATION

Method of Sale

The property is being offered for sale by informal tender.

VAT

The vendor has not opted to tax the property.

Legal Costs

Each party is to bear their own legal costs associated with the transaction.

Data Room

Parties should contact the sole agents CBRE in order to receive access to the data room.

Contact



James Parker

Associate Director
Development Advisory

T - 0799 093 6532
james.parker1@cbre.com

CBRE

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