



WORTHING BOROUGH  
C O U N C I L

6 March 2024

**Joint Strategic Sub-Committee (Worthing)**

<b>Date:</b>	<b>14 March 2024</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>Northbrook Barn Community Centre</b>

**Committee Membership:** Councillors Caroline Baxter, Dr Beccy Cooper (Chair), Sophie Cox, Rita Garner, Emma Taylor-Beal, John Turley, Carl Walker (Vice-Chair), Vicki Wells and Rosey Whorlow

**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 6 February 2024, 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 11 March 2024 to Democratic Services, [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

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

#### **4. 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 11 March 2024 to Democratic Services, [democratic.services@adur-worthing.gov.uk](mailto: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. Worthing Theatres and Museum 2025/26 and 2026/27 Service Fees and 2025 - 2030 Business Plan** (Pages 5 - 12)

To consider a report by the Director for Place, copy attached as item 6

#### **7. CIL Neighbourhood Fund 2023 into 2024** (Pages 13 - 106)

To consider a report by the Director for Place, copy attached as item 7

#### **8. Worthing CIL Infrastructure Investment Plan (IIP) 2023-2026** (Pages 107 - 136)

To consider a report by the Director for Place, copy attached as item 8

#### **9. 3rd Quarter Capital Investment Programme & Projects Monitoring 2023/24** (Pages 137 - 152)

To consider a report by the Director for Sustainability and Resources, copy attached as item 9

#### **10. Freehold Land Sale of Teville Gate to Homes England** (Pages 153 - 164)

To consider a report by the Director for Place, copy attached as item 10

#### **11. Selective Licensing Scheme for Worthing** (Pages 165 - 178)

To consider a report by the Director for Housing and Communities, copy attached as item 11

#### **12. Successful Public Sector Decarbonisation Scheme Phase 3c Bid** (Pages 179 - 188)

To consider a report by the Director for Sustainability and Resources, copy attached as item 12

- 13. Union Place – Joint Venture Partnership with Roffey Homes Ltd. to secure the redevelopment of the site and delivery of new and affordable homes** (Pages 189 - 202)

To consider a report by the Director for Place, copy attached as item 13

- 14. Proposed Sale of industrial land** (Pages 203 - 208)

To consider a report by the Director for Place, copy attached as item 14

- 15. Exclusion of the Press and Public**

In the opinion of the Proper Officer the press and public should be excluded from the meeting for consideration of the following items. Therefore the meeting is asked to consider passing the following resolution:

'that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 3 of Schedule 12 A to the Act indicated against the item'.

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

- 16. Union Place – Joint Venture Partnership with Roffey Homes Ltd. to secure the redevelopment of the site and delivery of new and affordable homes - exempt appendices** (Pages 209 - 260)

Exempt appendices to agenda item 13

- 17. Proposed Sale of Industrial Land - Exempt appendix** (Pages 261 - 264)

Exempt Appendix to agenda item 14

### **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:
Chris Cadman-Dando Senior Democratic Services Officer 01903 221364 email: <a href="mailto:chris.cadman-dando@adur-worthing.gov.uk">chris.cadman-dando@adur-worthing.gov.uk</a>	Andrew Mathias Senior Solicitor – Legal Services 01903 221032 <a href="mailto:andrew.mathias@adur-worthing.gov.uk">andrew.mathias@adur-worthing.gov.uk</a>

**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.



WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Committee  
14 March 2024

Key Decision [Yes/No]

Ward(s) Affected:

## **Worthing Theatres and Museum 2025/26 and 2026/27 Service Fees and 2025 - 2030 Business Plan**

### **Report by the Director for Place**

#### **Officer Contact Details**

Martin Randall, Director for Place  
[martin.randall@adur-worthing.gov.uk](mailto:martin.randall@adur-worthing.gov.uk)

### **Executive Summary**

#### **1. Purpose**

- 1.1. The purpose of this report is to set out a proposed Service Fee for Worthing Theatres and Museum (WTM) to cover the first two years of the next 5 year Business Plan period; and to consider WTM's 5 Year Business Plan.

#### **2. Recommendations**

- 2.1. That members of the Sub-Committee:
  - 2.1.1. approve a Service Fee to WTM of £1,330,247 for 2025/26 and £1,260,234 for 2026/27;
  - 2.1.2. agree that the remaining 3 years of the Service Fee will be negotiated and agreed before March 31st 2026;
  - 2.1.3. welcome WTM's 5 year Business Plan as a positive contribution toward enhancing Worthing's cultural offer in accordance with WTM's contract with the Council.

### 3. Background

- 3.1. Members of the Sub-Committee will recall that Worthing Theatres & Museum (WTM) was established as an independent charitable trust at the beginning of November 2019.
- 3.2. The Council's Contract with WTM requires the Council to pay an annual service fee to WTM in two equal instalments in April and October respectively. Over the past 5 years the service fee has been paid as shown in Table 1 below.

3.2.1. TABLE 1

<b>Worthing Theatres Contract Sums Paid 20019 to 2024</b>			
	<b>APRIL</b>	<b>OCTOBER</b>	<b>TOTAL PAID</b>
Nov 2019 - March 2020	0	583,750	583,570
2020 - 2021	730,005	730,005	1,406,010
2021 - 2022	738,950	738,950	1,477,900
2022 - 2023	733,145	733,145	1,466,290
2023 - 2025	711,865	711,865	1,423,730
2024 - 2025	700,130	700,130	1,400.260

- 3.3. A further contractual requirement is that both the Council and WTM should discuss and agree the Service Fee for the period 1st April 2025 to 31st March 2030 during the period April 2023 to March 2024, so that the Service Fee is agreed a full 12 months prior to its introduction.
- 3.4. The new Service Fee for the 5 year period 2025-30 should also be accompanied by a five year Business Plan for the period which advises the Council of any service improvements and investment proposals.
- 3.5. The Financial Proposal
- 3.5.1. A proposal for consideration by members of the Committee has been reached through a negotiation with WTM. The negotiation has inevitably focussed on the challenging public sector finances and the impact that has had on the Council's budgets.
- 3.5.2. Mindful of the financial context, the Council has proposed that an initial two year agreement is agreed as part of the next 5 year term, to allow for further review of the financial position

and to gauge the impact of WTM's Business Plan. The Council is particularly keen to see the outcome of the proposed focus on securing external funding as set out below.

- 3.5.3. The proposal then, is that over the next two years, the Council's contribution to WTM is reduced by 10% using the 2024/25 figure as a baseline. This reduction is split equally per annum (2 years of a 5% reduction of £70,013 based upon the 2024/25 contribution). In practice, this means that the Council's contribution would fall from its 2024/25 level of £1,400,260, to £1,330,247 for 2025/26 and to £1,260,234 for 2026/27.

### **3.6. The Business Plan**

- 3.6.1. WTM is a charitable company limited by guarantee: its management team reports to a Board of Trustees who are responsible for agreeing the 5 Year Business Plan in consultation with the Council as part of the regular cycle of negotiating and agreeing a Service Fee.
- 3.6.2. WTM's 5-year business Plan is founded on 6 Strategic Aims (set out below) supported by a series of objectives, together with expected outcomes and an indication of how these will be achieved. The Business Plan identifies Key Performance Indicators (KPI's) which have been prepared and reviewed in consultation with the Council through quarterly monitoring; and establishes the financial context for WTM's operational activity and development over the business plan period.

### **3.7. Serving our community**

- 3.7.1. The key objective focuses on supporting those in need in our local communities; engaging with young people and removing barriers to entry into creative activity. Aspects of delivery that are measured include the number of opportunities for active participation; engagement with local voluntary and charitable groups; and the diversity and inclusiveness of the creative programme.

### **3.8. Programme Development**

- 3.8.1. Programme Development objectives are founded on creating high quality work that enhances Worthing's cultural reputation; celebrating the good night out and family fun; championing

inclusion and work that celebrates diversity; promoting local artists. The outcomes that are measured include the number of new local partnerships with local artists; audience satisfaction; and the experience of audiences and participants.

### **3.9. Capital Development**

3.9.1. The key objectives for capital development include exploring the prospect of additional cinema capacity at the Connaught to unlock further opportunities to host theatre and dance in the main auditorium. Improved facilities at the Pavilion, including an increase in space in the theatre wings, are intended to support larger shows. The phased redevelopment of the museum through the 'Let the light in' project is intended to deliver a new café; shop; learning space and archaeology gallery; as well as refurbishment of the main gallery space.

### **3.10. Make our Theatres and Museum green**

3.10.1. A sustainability strategy is intended to achieve the objective of carbon neutrality for all of Worthing's venues by 2030. In addition to minimising waste, the Business Plan envisages ground source heat supply to the Museum, Connaught and Assembly Hall being installed.

### **3.11. Audience Development**

3.11.1. The Audience Development Plan has been developed using data on existing and potential audiences including an area profile report. The Plan looks at how existing audiences can be maximised and where there is potential to grow a new audience by diversifying the programme. Market development outcomes are geared toward increasing the number of first-time bookings and growing the membership scheme.

### **3.12. Financial Stability**

3.12.1. The Business Plan reflects on the impact of the challenging economic climate as well as the potential for WTM to have a positive impact on the local economy. The Business Plan's



stated aim is to ensure that an exceptional customer experience and well-maintained facilities contribute toward financial resilience. Building a robust financial reserve is a priority alongside ensuring business and procurement efficiency. The Plan envisages an increase in secondary spending via its trading subsidiary to support the work for the Trust and stronger links with local businesses including local restaurants.

### **3.13. Fundraising Strategy**

- 3.13.1. One of the areas of activity that the Council has been particularly keen to see develop is WTM's ability to secure external funding to support and develop its activities. The Business Plan sets out a Fundraising Strategy Overview as part of its objective to deliver a robust and diverse funding model that balances the Service Fee from the Council with earned income and externally raised funds.
- 3.13.2. The Business Plan anticipates a further bid to the Arts Council for NPO status to support its participatory agenda; as well as targeted grant funds to support audience development; the Museum; and toward additional cinema space at the Connaught. The Plan identifies the importance of Trusts and Foundation grants over the 5 year period and seeks to expand the membership schemes and opportunities for legacies and individual donations as well as corporate support.

## **4. Issues for consideration**

- 4.1. The Agreement (the contract) relating to the management operation of Worthing's Theatres and Museums is for a 25 year period, ending in October 2044. The Agreement provides scope for changes in the service provided, mindful of changing needs of our communities during this period.
- 4.2. The Agreement with WTM specifies that unless the Council agrees to take into account any exceptional circumstances, the Service Fee shall not increase at any point during the service period or any five year period.
- 4.3. As part of the dialogue around the new Business Plan and negotiation of a Service Fee, the Council has highlighted the challenging economic

circumstances; budgetary pressures and the need to achieve its stated priorities for Worthing. In the context of the Council's wider budget setting for the coming year, a real terms and percentage reduction in the Service Fee is felt to be appropriate.

- 4.4. The Business Plan reflects consideration of alternatives on the part of the consultees and consultation with the Council as part of regular (quarterly) monitoring of a set of Key Performance Indicators that reflect the requirements of the Agreement. The Council has through this dialogue emphasised the importance of WTM securing additional funding from external sources to complement its earned revenue and to invest in Worthing's cultural offer.

## **5. Engagement and Communication**

- 5.1. The Business Plan has been prepared by WTM and agreed with its Board of Trustees. The Service Fee and Business Plan have been proposed as a result of a negotiation between WTM and the Council in the context of the wider Agreement to manage and operate the Council's cultural portfolio over a 25 year period.

## **6. Financial Implications**

- 6.1. Members are recommended to approve service fee payments to WTM of £1,330,247 for 2025/26 and to £1,260,234 for 2026/27. These reflect a £140,026 (10%) reduction on the 2024/25 contract amount of £1,400,260 spread over the 2 years.
- 6.2. The remaining 3 years of the 5 year Service Fee will be negotiated and agreed before March 31st 2026.

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

- 7.3. s1 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.
- 7.4. The Contract relating to the Management and Operation of Worthing Borough Council's cultural portfolio was entered into on 19th September 2019. It was agreed that the first five year business plan would run until 1st April 2025 with the proposed business plan for 2025 to 2030 being agreed in advance of the fifth year. The timetable for agreeing the service fee is the same but by paragraph 27.4 of the Contract the parties may agree alternative proposals.

### **Background Papers**

- [Worthing Theatres & Museum Business Plan 2024 to 2030](#)
- [Worthing Theatres and Museum - The Future of Culture for Worthing](#)  
- JSC, 9th July 2019
- [Worthing Theatres & Museum - The Future of Culture for Worthing](#)  
- JSC, 5th March 2019
- [Annual Review 2022-23](#)
- [Key Performance Indicators \(KPI\) Review 2022-23](#)
- [Economic Impact Report 2022-23](#)
- [Social Impact Report 2022-23](#)

## **Sustainability & Risk Assessment**

### **1. Economic**

Culture is of vital significance to our local economy, employing a growing number of people across a range of skilled activities. A vibrant cultural offer is a significant consideration for businesses seeking to attract new employees and helps to support our visitor economy.

### **2. Social**

The contractual relationship with the Trust is predicated on a formal expectation of extending the scope and range of work with our local communities. This includes working with our schools and colleges to support the development of new skills valued by the creative sector.

#### **2.1 Equality Issues**

The Council's contract with WTM includes a formal commitment to inclusive programming which includes youth theatre; signed and audio described screenings and autism and dementia friendly screenings.

#### **2.2. Community Safety Issues**

As is the case with any venue offering public performance and participative programming, careful attention is paid to ensuring that safeguarding remains a priority and that the safety of customers/participants is paramount.

#### **2.3. Human Rights**

Issues Matter considered and none identified.

### **3. Environmental**

The Trust is expected to embody a commitment to sustainable procurement and to pay close attention to minimising waste and its use of resources.

### **4. Governance**

WTM is a charitable company limited by guarantee



WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub-Committee  
14 March 2024

Key Decision [~~Yes~~/No]

Ward(s) Affected: Worthing All

## CIL Neighbourhood Fund 2023 into 2024

### Report by the Director for Place

#### Officer Contact Details

David Attmore, Community Infrastructure Officer,  
(01903) 221493 / david.attmore@adur-worthing.gov.uk

### Executive Summary

#### 1. Purpose

- 1.1. The purpose of this report is to provide a review of the Worthing CIL Neighbourhood Fund programme of 2023 in advance of launching the 2024 funding round in Spring.
- 1.2. The report provides a summary of the types of organisations and projects that have been allocated CIL Neighbourhood Funds in 2023 including the levels of investment in different types of neighbourhood infrastructure and assets.
- 1.3. The report provides evaluation from 2023 including learnings about the council's role as a supporter and enabler of Worthing's diverse and generous voluntary and community sector.
- 1.4. The report proposes a number of recommendations focused on refining the 2024 funding programme and building capacity for future change.

#### 2. Recommendations

**The Committee is asked to approve the following:**

- 2.1.1. Continue with the same programme and governance structure used in 2023 and invite a participatory review to inform minor amendments with officers, ward members and community stakeholders in March, as detailed in paragraph 4.1.
- 2.1.2. Approve the proposed 2024 funding programme timetable, as detailed in paragraph 4.2.

**The Committee is asked to note the wider need to:**

- 2.1.3. Recognise that for the 2024 funding round, it is estimated that around **£200k** will be available to groups. This is less than one-third of the amount available in 2023, as detailed in paragraph 4.3.
- 2.1.4. Begin scoping on potential changes to 2025 funding round later in 2024 as detailed in paragraph 4.4.
- 2.1.5. Review any projects identified by officers as being at risk of not being delivered, as detailed in paragraph 4.5.
- 2.1.6. Consider the opportunity for the Cabinet Member for Communities and Young People to make their decision at a public meeting to increase visibility, as detailed in paragraph 4.6.

### **3. Context**

#### **Overview of the 2023 programme**

- 3.1. The Community Infrastructure Levy (CIL) is a charge on liable developments (such as house building). The CIL Regulations (as amended) says that 15% of all CIL funds should be spent in the neighbourhood where the development took place. Worthing Borough Council started collecting this money in 2015 and since then, 15% has been put into the 'CIL Neighbourhood Fund'. The CIL Neighbourhood Fund gives communities freedom and power to spend the money on a wide range of things that will benefit the neighbourhood, in consultation with local residents.
- 3.2. In the absence of parishes and neighbourhood plans, which is the case in Worthing, the CIL Regulations allow the Council to design its own

bespoke definition of what constitutes a local neighbourhood area for the purpose of allocating the CIL neighbourhood fund. For 2023, 'CIL Areas' were introduced (groupings of wards) to allow for a larger area of the borough to receive funding, whilst also maintaining a link back to the area where development is taking place. CIL funds were made available in 4 of the 5 CIL Areas.

- 3.3. Between the first funding round in 2021 and the second in 2023, the fund was revised to expand the scope of projects which could be funded and change the application and assessment process. In 2023, funds were used to support the delivery of projects focused on improving the lives of residents in the town including revamping green spaces, providing resources for young people, helping with the cost of living and launching new cultural activities.
- 3.4. In 2022-2023 the application and assessment process was re-designed with the aim of widening participation and involving ward councillors and community representatives in decision making. Greater emphasis was placed on communicating the CIL fund with all areas of our community.
- 3.5. Officers introduced community engagements to promote the fund and connect with our community groups. Events were held during the 'Expressions of Interest' stage in each of the 4 CIL Areas with funding available, to allow groups to attend and hear about the fund and network with each other.
- 3.6. In July, neighbourhood assessment panels were chaired by Community Works and included ward councillors from across parties and community representatives. The panels assessed and scored each application, and made recommendations on which projects should be funded from their CIL pot. These recommendations were signed off by the Worthing Deputy Leader. It was agreed that some 'town-wide' projects from the Coastal East CIL Area would be partially funded from the Coastal West and North West remaining CIL funds (as a one-off).
- 3.7. In November 2023, Officers held a celebration event at Town Hall to showcase funded projects and recognise the great contribution of the voluntary and community sector. We welcomed over 70 participants including community groups and ward councillors. Representatives from a number of groups spoke about the work that they do in the community and the benefits of receiving the CIL funding. A range of

feedback was received from those attending the event, including groups' desire to collaborate by sharing resources, partnering on projects and even helping each other apply for other funding opportunities.

### **Overview of the funded organisations and types of projects**

- 3.8. More than £577,000 from the CIL Neighbourhood Fund was awarded to 45 applicants from the community and voluntary sectors in 2023. A range of different types of voluntary sector organisations secured funding. A large proportion of the CIL applications received were for either Coastal East or North West CIL Areas, which had the largest amount of CIL funding available. More details of all the projects which were allocated CIL funding in 2023 can be found in Appendix B.
- 3.9. 1 applicant withdrew their application and 11 were turned down funding on this occasion, but were given feedback as to the reasons why and invited to re-apply in future years, if suitable.
- 3.10. Officers have analysed successful applicants to understand where funds were allocated this year and who the intended beneficiaries of projects will be.
- Roughly £270k was allocated to 'social infrastructure' projects, which weren't covered by the CIL Neighbourhood Fund in the 2021 funding round
  - Two-thirds of the projects designed for impact on children and/or young people (over £400k of CIL funding allocated)
  - Over £288k allocated to projects which tackle inclusivity / isolation issues in the community
  - £187k of CIL funding was allocated to 'green groups' including 'Friends of Groups'.
  - 14 projects related to assets owned by Worthing BC - this includes the enhancement of public open spaces
  - 6 projects related to school owned assets
  - The large majority of projects were reliant on CIL Neighbourhood Funding for all or most of the project cost.
  - Just under £45,000 of match funding has been levered into CIL funded projects.

More detail on the allocation and distribution of funds across Worthing can be found in Appendix A, slides 2.0.-2.5.3.



## **Key learnings about our neighbourhoods and voluntary and community sector**

- 3.11. The objectives of the redesign of the fund was:
- To widen and increase participation in the CIL fund across our communities
  - To democratise decision-making around the allocation of the funds
  - To provide greater transparency and visibility around the funding opportunity and process
- 3.12. The Council was able to widen and increase participation significantly. Not only did the number of applications increase from 12 in 2021 to 57 in 2023, there was a wider range of projects submitted. The networking and celebration events strengthened the connections between the voluntary and community sector and Worthing Borough Council.
- 3.13. Decision-making was shared with ward councillors and local community representatives. Councillors from all political parties accepted the invitation to sit on the assessment panels. These panels were chaired by Community Works, our voluntary and community sector infrastructure provider. The panel recommendations were then signed off by the Deputy Leader.
- 3.14. The Council achieved greater understanding, visibility and transparency of the fund by improving our communications and working collaboratively. The Comms strategy had clear objectives for both the policy team and comms team, as well as set timeframes. Ward Councillors and Community Works circulated the funding and networking opportunities. Applicants were also kept informed of the progress of their application at each stage of the process.

## **4. Issues for consideration**

### **Recommendations for 2024**

- 4.1. The council continue with the same process and governance structure used in 2023 but invites a participatory review of the programme and

process with officers, ward members and community stakeholders in March, with a focus on developing the following:

- Design of guidance and support for applicants in developing their project ideas and applications
- Design of communication and engagement strategy (to ensure groups from across areas are aware of the funding opportunities)
- Design of networking events
- Design of the application and assessment forms (informed by user experience)
- Capabilities of officers to act as hosts and facilitators
- The level of scrutiny of each application received, prior to the assessment panel
- Expectations around project commencement and completion including deadlines around any funding conditions
- Guidance on impact reporting for applicants

4.2. The council approves the 2024 funding programme timeline (which is very similar to the 2023 funding round and takes into account the 'Pre-Election' period from March-May):

Date	Stage
14th March 2024	Take report to Worthing Joint Strategic Committee (JSC) to discuss 2023 funding round and improvements for 2024
Mid-late March 2024	Hold workshops with both Officers and Ward Councillors to invite feedback on the update report with a focus on refining funding criteria further and making improvements to the scrutiny of applications and the experience of the panellists.
March 2024	Comms around the confirmed timetable for applications in 2024 and how much CIL funding is available in each 'CIL Area'
April 2024	Open up the 'Expressions of Interest' Stage - for 6 weeks
April/May 2024	Hold a series of 'Networking Events' early during the Expressions of Interest stage
May 2024	Open up the 'Application' Stage - for 6 weeks / Member briefing
June 2024	Application form closes
July 2024	Assessment Panels held in each CIL Area
August 2024	Draft notification letters sent to all applicants informing them of recommendations made by the assessment panel
September 2024	Report signed off by Deputy Leader regarding which applications are to be funded

September 2024	Send out formal confirmation letter to groups along with copy of the CIL fund agreement for them to sign
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- 4.3. For the 2024 funding round, it is estimated that around £200k will be available to groups - which is less than one-third of the amount available in 2023. This is likely to be only available in 3 'CIL Areas', with two areas having larger amounts of funding - which may result in groups altering their project to meet the CIL criteria.
- 4.4. For future funding rounds i.e. 2025 onwards, council begins scoping on potential changes (for example opportunities for crowdfunding) later in 2024, taking into account the other corporate grant-giving / commissioning work that supports the local voluntary and community sector and as part of the wider Council for Community offer.
- 4.5. Funded projects which are identified as at risk of not being delivered are to be reviewed by officers with applicants in a timely and supportive manner that maintains relationships, manages expectations and safeguards funds.
- 4.6. The Cabinet Member for Communities and Young People considers making their decision at a public meeting - a report would still need to be published 5 days in advance and the decision would still be subject to the 5 day call-in period but it would be very visible with the applicants in attendance.
- 4.7. As of 25/01/2023, the following amounts of funding would be available for groups to apply to the Worthing CIL Neighbourhood Fund in 2024:

<b>CIL Area</b>	<b>Amount of CIL Neighbourhood Funds (15%) available (as at 17/01/24) - rounded to nearest £1k</b>
Coastal East: Heene, Central and Selden	£11,000
Coastal West: Marine and Goring	£86,000
North East: Broadwater and Offington	£0
North: Tarring, Gaisford and Salvington	£0

<b>CIL Area</b>	<b>Amount of CIL Neighbourhood Funds (15%) available (as at 17/01/24) - rounded to nearest £1k</b>
North West: Northbrook, Castle and Durrington	£101,000
<b>Total</b>	<b>£198,000</b>

- 4.8. The forecast CIL receipts over the next few years (up to March 2027) are for a further £680k of funding to be available in the CIL Neighbourhood Fund - dependent on which developments come forward and contribute CIL

## **5. Engagement and Communication**

- 5.1. Regular conversations have been held between officers and ward councillors since the allocation of the CIL funds in 2023. The CIL Neighbourhood Fund is a regular agenda item at CIL Board meetings, which consist of Worthing Borough Council and West Sussex County Council officers and members.
- 5.2. Meetings are to be held with Officers and with those ward councillors who were involved in the assessment panels in 2023 to discuss feedback from the previous funding round and how some amendments can be made to the 2024 funding round.
- 5.3. The Comms team and Community Works are kept in touch around the progress of the timetable for the 2024 funding round.

## **6. Financial Implications**

- 6.1. The CIL funding (15% of all receipts) gives the Council the opportunity to provide funding to community groups to provide much needed infrastructure which may not otherwise be delivered. This is in line with the CIL Regulations (as amended).
- 6.2. The Council employs an Officer to administer the scheme. This post is funded from the 5% administration share of the CIL generated.

- 6.3. There would be the requirement for some Council teams to provide assistance with regards to the assessment of the 'bids' for funding which are received. This would be delivered within existing resources.
- 6.4. Currently the Council holds £4.5m of CIL receipts of which £658k are allocated to the Neighbourhood Fund.

## 7. Legal Implications

- 7.1. Legislation governing the development, administration and governance of CIL is contained within the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended). The Department for Levelling Up, Housing and Communities (DLUHC) has also provided CIL guidance that needs to be followed.
- 7.2. Governance arrangements that are consistent with the CIL Regulations must be agreed. If they are not then the Council runs the risk of complaints and/or challenges from developers and these could then be upheld by the Local Government Ombudsman.
- 7.3. When making decisions and exercising its functions the Councils are to have regard to the Public Sector Equality Duty. The general duty can be found in sections 149 to 157 of the Equality Act 2010 which is supported by specific duties found in The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. All decisions on spending CIL will themselves be subject to assessment to ensure the 2010 Act and regulatory duties are complied with.

### Background Papers

- [Appendix A - Update Report on CIL N. Fund 2023 into 2024](#)
- [Appendix B - Worthing CIL Neighbourhood Fund Progress Report, January 2024](#)
- Worthing Joint Strategic Sub-Committee 6 March 2023, agenda item 13 - Review of Governance and Procedures for Administering the CIL Neighbourhood Fund
- Joint Strategic Committee 2 April 2019, agenda item 7 - Worthing Community Infrastructure Levy - Governance and Procedural Matters
- Joint Strategic Committee 1 February 2018, agenda item 7 - Community Infrastructure Levy - Governance Arrangements

- CIL Regulations (as amended)

## **Sustainability & Risk Assessment**

### **1. Economic**

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

### **2. Social**

#### **2.1 Social Value**

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

#### **2.2 Equality Issues**

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

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

- Matter considered and no issues identified.

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

- Matter considered and no issues identified.

### **3. Environmental**

- Matter considered and no issues identified.

### **4. Governance**

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

to meet the identified needs. This will help to contribute towards meeting many Council priorities.

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# Update Report on CIL Neighbourhood Fund 2023 into 2024



WORTHING BOROUGH  
COUNCIL

# Overview

## 1. 2023 programme

About the CIL  
Neighbourhood Fund

The Fund re-design in  
2022 / 2023

Participation and  
engagement in 2023

## 2. Funded organisations and projects

Allocation of funds:  
headlines

Funded organisations  
and projects

Community and  
council-owned assets

Other sources of funding

Unsuccessful applicants

## 3. Evaluation and learnings

Objectives of the  
redesign

Evaluation of 2023

Learnings

## 4. Recommendations for 2024

Continue governance  
and refine process.

Approve 2024 timetable

Decision by Cabinet  
member at public  
meeting.

Scoping for 2025 review  
to begins early in 2024.

Timely identification and  
resolution of any funded  
projects at risk.

# 1.0. Overview of the 2023 CIL Neighbourhood Fund Programme

# 1. About the CIL Neighbourhood Fund

In 2023, more than £577,000 from the re-designed CIL Neighbourhood Fund was awarded to 45 applicants from the community and voluntary sectors.

CIL stands for 'Community Infrastructure Levy'. It is a charge on developers such as housebuilders paid to councils as a way of paying for improvements to local neighbourhoods.

Worthing Borough Council started collecting this money in 2015 and since then, 15% has been put into the 'CIL Neighbourhood Fund'.

The CIL Neighbourhood Fund gives communities freedom and power to spend the money on a wide range of things that will benefit the neighbourhood, in consultation with local residents.

Between the first funding round in 2021 and the second in 2023, the fund was revised to expand the scope of projects which could be funded and change the application and assessment process.

In 2023, funds were used to support the delivery of projects focused on improving the lives of residents in the town including revamping green spaces, providing resources for young people, helping with the cost of living and launching new cultural activities.

# 1.1.1 Map of developments in Worthing paying CIL (up to and including 2022/23)



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## 1.2. The fund redesign

In 2022-2023 the application, communication and assessment process was re-designed with the aim of widening participation and involving ward councillors and community representatives in decision making.

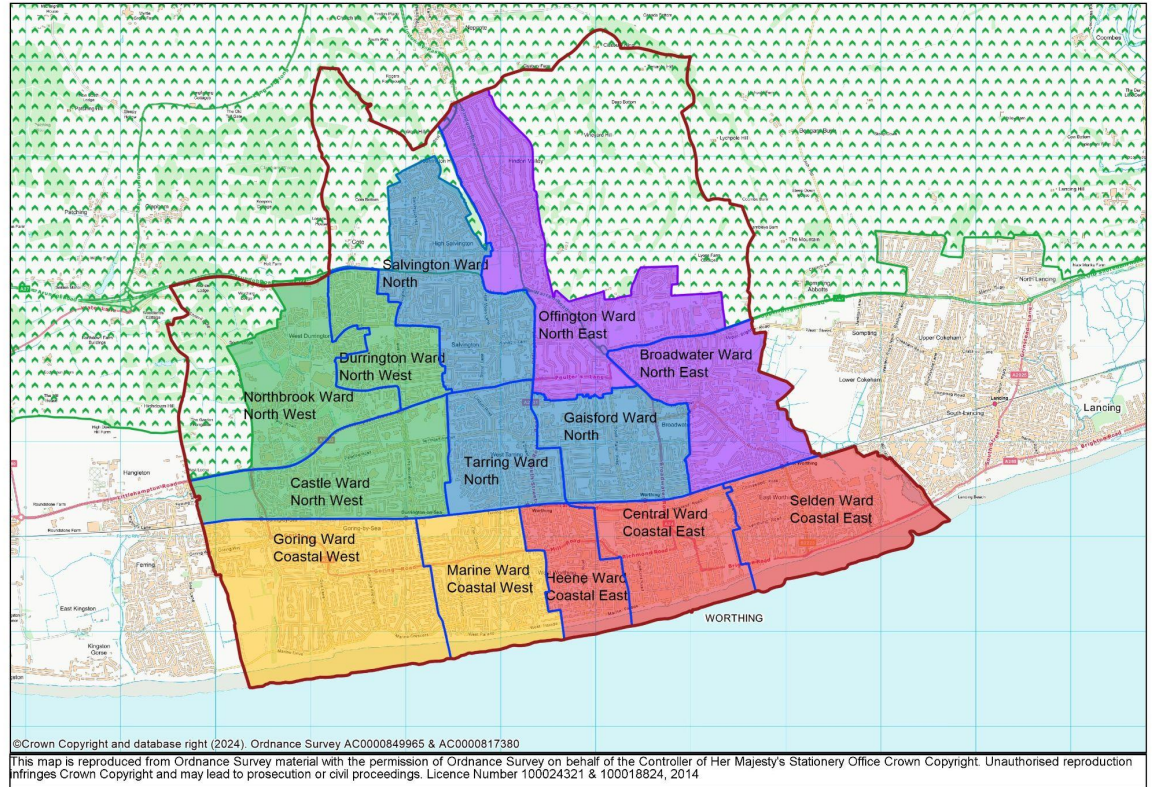
Expressions of interest 3 April - 12 May 2023		Applications open 22 May - 30 June		Assessment Panel 17 July - 28 July 2023		Delivery		Agreement September 2023
Groups given <b>opportunities to connect</b> with each other, officers and Councillors	Signpost groups to <b>support to get set up</b> to receive funding (Community Works)	Simple <b>application form</b>	WBC officers <b>check applications</b>	<b>Assessment panel:</b> Councillors, Community Works and previously successful applicants	<b>Transparent assessment</b> by panel and recommendation to Cabinet Member	Member for Communities and Young People signs off <b>final decision</b>	<b>Outcome of application shared</b> , with feedback and suggestions	<b>CIL fund agreement ready to be signed</b> for successful groups

# 1.2.1. CIL Neighbourhood Fund Areas were created



In 2023, wards were grouped together to form CIL Neighbourhood Fund areas as shown in this map.

- North West
- North
- North East
- Coastal East
- Coastal West



1.3. Participation: we introduced community engagements to promote the fund and connect with our community groups.






## 1.3.1. Community engagement

Council held a series of networking events in each of the four CIL areas which had funding available.

Held during the 'Expression of Interest' stage this was a chance for potential applicants to meet with Officers and Community Works to discuss the fund

Around 75 attendees representing nearly 50 community groups/organisations participated in these sessions.

Positive feedback from these sessions included the potential for members of the community to network  with each other

For the 2024 funding round, it is hoped that these sessions can be run earlier in the process to give groups longer to plan their project before the application process opens

The sessions were tweaked after each event based on feedback received from those who attended, in order to make the best use of the time available at the sessions

## 1.3.2. How we hosted engagements in our neighbourhoods.

134

- In community spaces.
- Human to human.
- In a circle.
- In 'plain English'.
- As hosts and facilitators.
- Listening / turn-taking.
- Relationship-building.
- Knowledge exchange.
- Reflection on shared learning.



### 1.3.3. Community engagements - feedback

“Community aimed, interactive, listened to groups, sharing of community work useful and making new connections.”

“We need to partner with a cic”

“A very informative session”

“Loved the focus on networking”

“There are lots of groups that can collaborate with us and they each bring people/volunteers”

“Much broader opportunities than I thought”

“The process to apply for funding seems straightforward”

“More time (if only we had some!) for more Q&As but very welcoming, informative, participatory”

“Just wish we’d had longer to explore relationships and potential collaboration”

36  
1.3.4. In July, neighbourhood assessment panels were chaired by Community Works and included ward councillors from across parties and community representatives

**Coastal East Panel**

Venue: Freedom Works, Stoke Abbott Rd

**Jess Estcourt** (chair)

**Lisa Attwell**,  
Community Rep,  
Community Works  
**Cllr Odul Bozkurt**,  
Labour, Central ward  
**Cllr Helen Abrahams**,  
Labour, Heene ward  
**Cllr Dan Hermitage**,  
Labour, Selden ward

**North West Panel**

Venue: Durrington Community Centre

**Jess Estcourt** (chair)

**Ted Thorpe**,  
Community Rep, 2nd  
Durrington Sea Scouts  
**Cllr Ibsha Choudhury**,  
Labour, Castle ward  
**Cllr Mike Barrett**,  
Labour, Northbrook  
ward

**Coastal West Panel**

Venue: Goring-by-Sea Cricket and Football Club

**Jess Estcourt** (Chair)

**Sue Brown**,  
Community Rep,  
Community Works  
**Cllr Claire Hunt**,  
Green, Goring ward  
**Cllr Andy Whight**,  
Labour, Marine ward

**North Panel**

Venue: Worthing Football Club

**Jess Estcourt** (chair)


**Sue Brown**,  
Community  
Rep, Community Works  
**Cllr Dale Overton**,  
Labour, Gaisford ward  
**Cllr Hilary Schan**,  
Labour, Tarring ward  
**Cllr Hazel Thorpe**,  
Liberal Democrats,  
Tarring ward

## 1.3.5. July Assessment Panels & Decision-making

Assessment Panels reviewed, scored and made recommendations for funding of applications to their CIL Area

The panel members consisted of ward councillors and community representatives (including Community Works)

The panels were held in a community space in the relevant CIL Area

The panels were able to attach 'conditions' to the allocation of CIL funding, where needed (e.g. must secure  planning permission)

It was agreed that some 'town-wide' projects from the Coastal East CIL Area would be partially funded from the Coastal West and North West remaining CIL funds (as a one-off)

The recommendations for funding were then signed off by the Worthing Deputy Leader

13.6. In November we held a celebration event at Town Hall to showcase funded projects and recognise the great contribution of the voluntary and community sector.



We welcomed over 70 people attendees, including community groups and ward councillors

Representatives from Dad La Soul, Humber Avenue Community Allotments, Sight Support Worthing and West Tarring Young People's Hub spoke about their projects

## 1.3.7. November Celebration Event



Soul and gospel choir 'Spring into Soul' gave a brilliant performance

22/25 participants who completed feedback forms reported feeling more connected to Cllrs and the community and voluntary sector following this event and everyone reported meeting new people and learning new things!

### Here are a few of the comments:

"inspiring to hear about other people's projects"

"There feels like a really rounded approach to this funding programme and the celebration event is a great culmination of the programme - thank you!"

"We have met many amazing people and hope to see again"

"Worthing matters and Worthing cares"

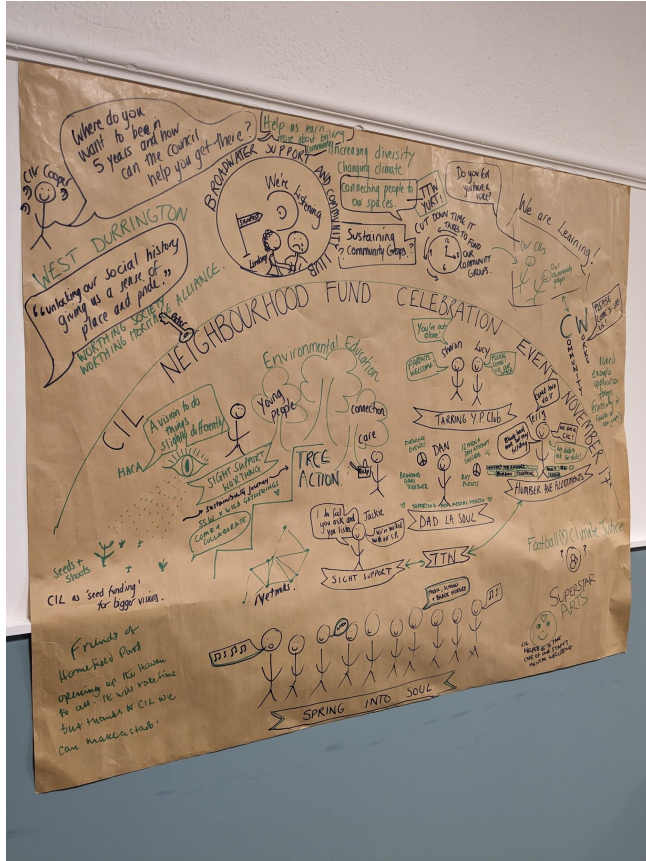
"A great deal to think about"

"Very well run and everybody had the chance to mingle and meet others in similar situations"

"Exciting"

"We are tremendously grateful for this fund and for the dedication of the team leading this work"

# 13.8. November Celebration Event



The key themes coming out of discussions between groups were recorded during the event and included:

The CIL Neighbourhood Fund can be 'seed funding' for bigger visions and projects

Groups' desire to collaborate by sharing resources, partnering on projects and even helping each other apply for other funding opportunities

Groups' awareness of diversity and a passion for learning how to grow welcoming, inclusive communities.

The environment and climate change is high up the list of priorities for a wide range of groups



## 2.0. Overview of the funded organisations and types of projects

## 2.1. Allocation of funds 2023: headlines

45 successful applications (out of 57 applications)

A total of £577k CIL funding allocated

Almost £360k allocated to 'physical infrastructure' projects

£272k allocated to 'social infrastructure' projects

Almost £117k allocated to 'green infrastructure' projects

£187k of CIL funding was allocated to 'green groups'

Two-thirds of the projects designed for impact on children and/or young people

Over £405k allocated to projects which impact children and/or young people

7 projects have an impact on adults

Over £288k allocated to projects which tackle inclusivity / isolation issues in the community

Over £116k allocated to projects which impact people with disabilities of all ages

14 projects related to assets owned by Worthing BC

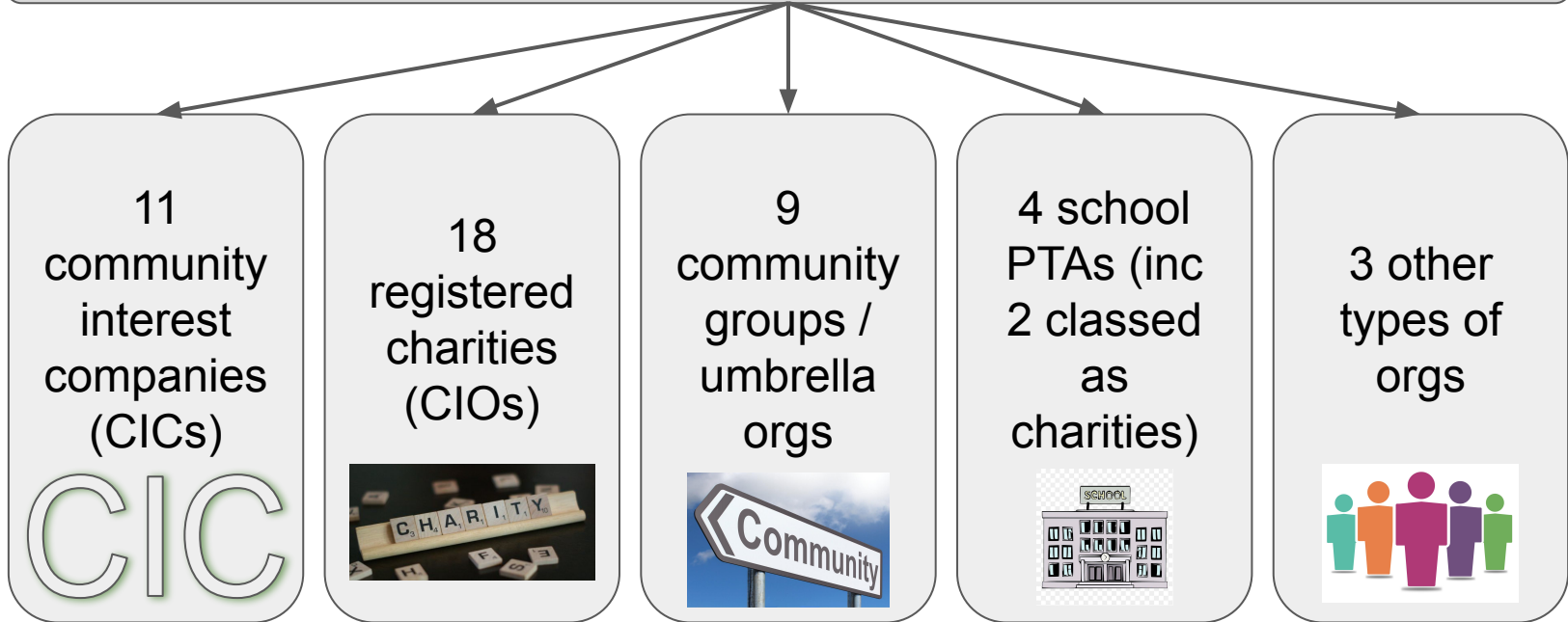
Almost £186k allocated to projects related to Council-owned assets

6 projects related to school owned assets

17 projects mention other sources of funding, alongside CIL

## 2.2. What types of organisations are we funding?

45 successful applications in 2023 (out of 57 applications)



## <sup>44</sup> 2.3. Geographical split of applications

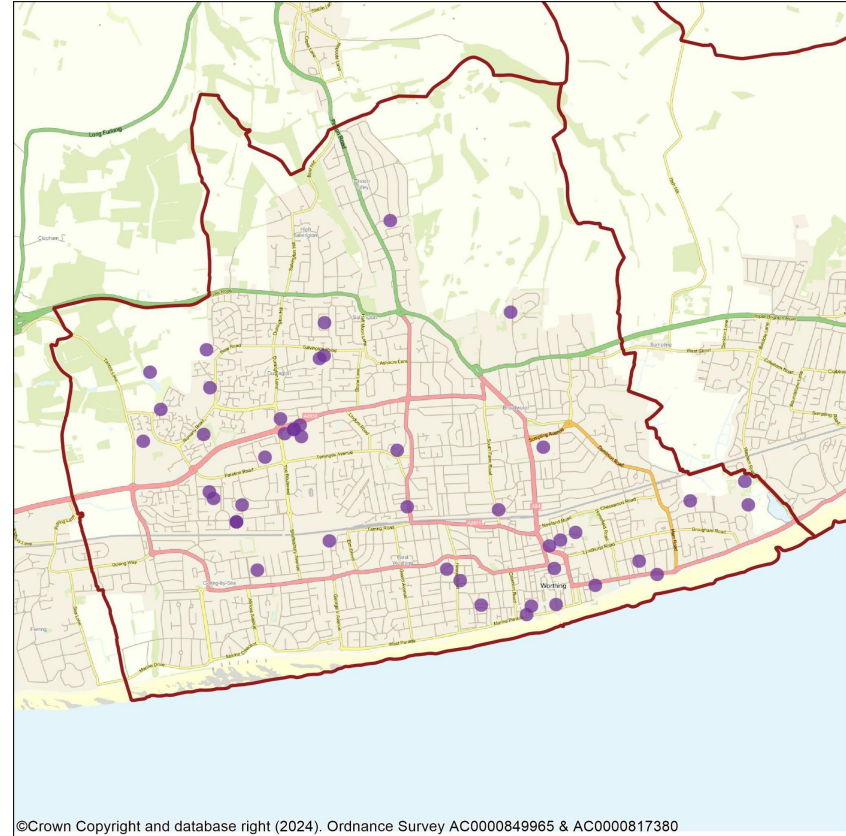
There were differing number of applications funded from each 'CIL Area' pot:

16 in Coastal East

3 in Coastal West

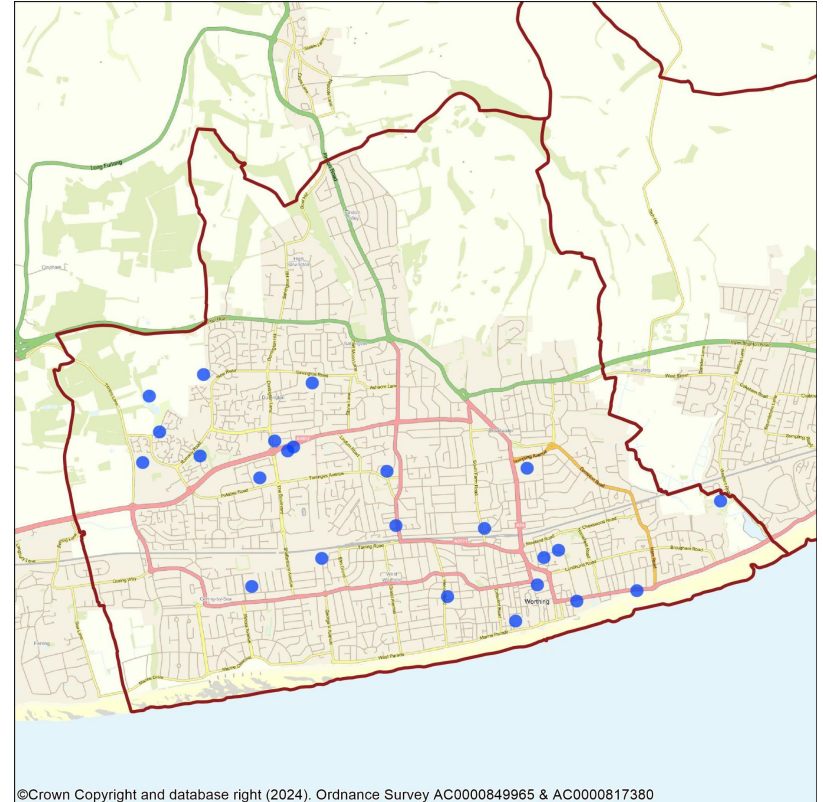
4 in North

22 in North West



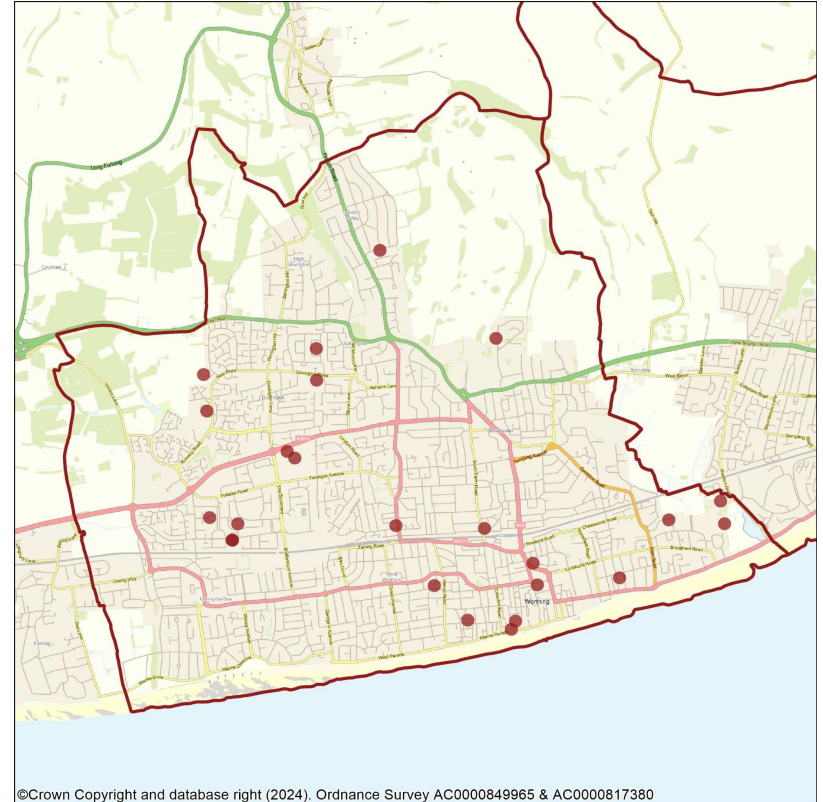
## 2.3.1. What kind of projects are we funding?

- 24 projects related to **physical infrastructure** (e.g. playground equipment and building upgrades)
- Of these:
  - 11 were funded from North West CIL Area
  - 6 are also providing social infrastructure
  - 13 relate to council-owned assets
  - Almost **£360k** of CIL funding was allocated



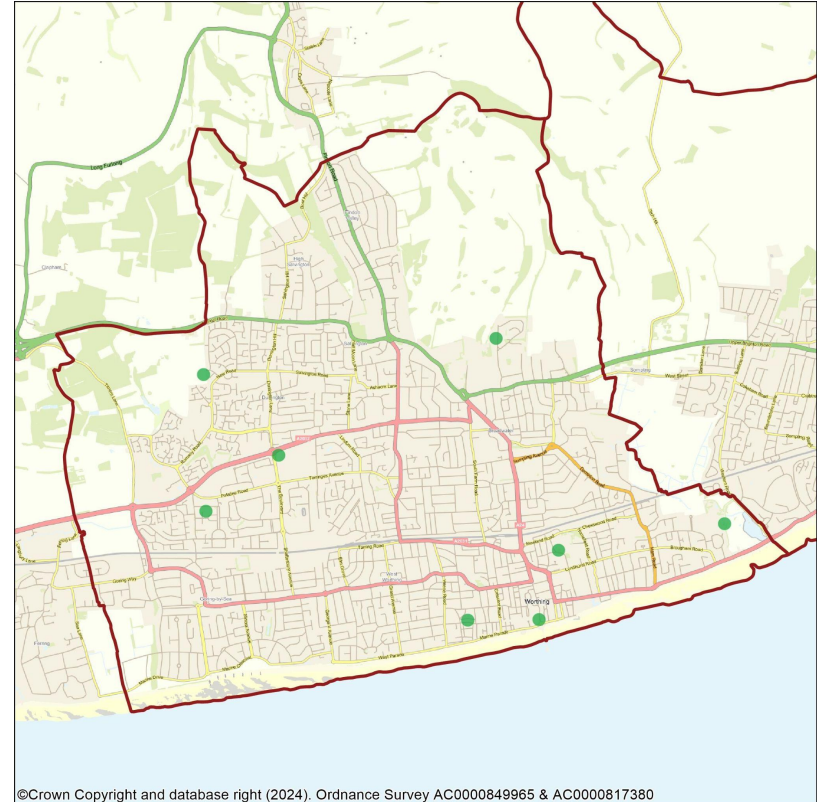
## 2.3.2. What kind of projects are we funding?

- 24 projects related to **social infrastructure** (e.g. workshops and activities)
- Of these:
  - 11 were funded from North West CIL Area
  - 4 are also providing green infrastructure
  - 13 target children & young people
  - **£272k** of CIL funding was allocated



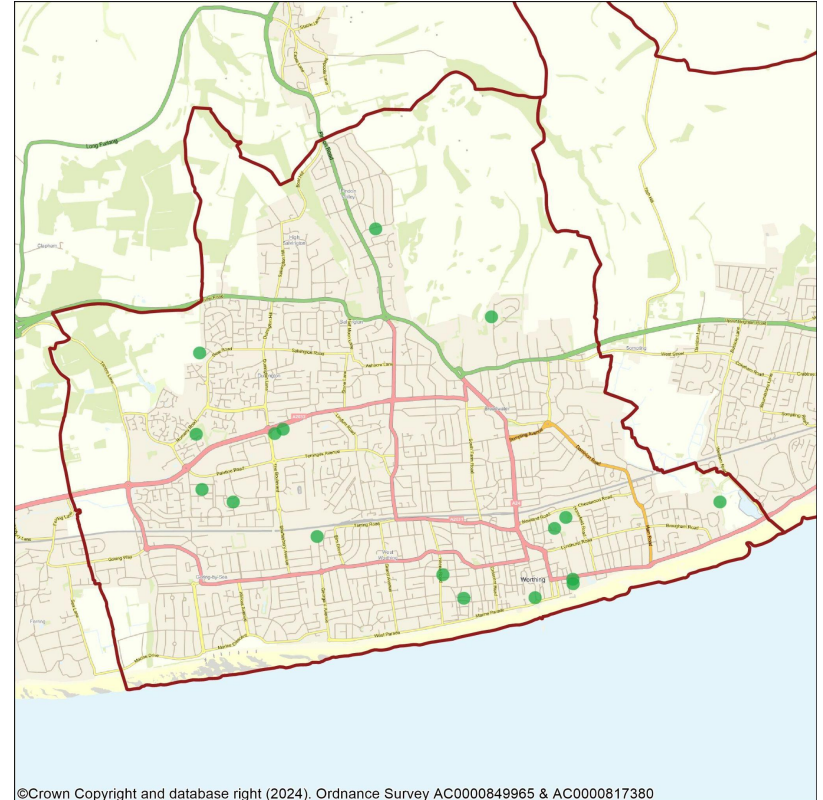
## 2.3.3. What kind of projects are we funding?

- 8 projects related to **green infrastructure** (e.g. projects focused nature recovery / climate change mitigation)
- Of these:
  - 4 were funded from North West CIL Area and 4 from Coastal East CIL Area
  - 2 relate to Council owned Parks
  - Almost **£117k** of CIL funding was allocated



## 2.3.4. Successful 'Green Groups'

- 15 groups could be classed as a '**Green Group**'
- A total of **£187k** of CIL funding was granted to these groups in 2023
- These projects are providing a range of infrastructure for a range of demographics
- They have secured additional grant funding from a number of other sources





## 2.4. Who are the intended beneficiaries of the projects?

45 successful application in 2023 (out of 57 applications)

23 projects have an impact on children



22 projects have an impact on young people



Two-thirds of the projects designed for impact on children and/or young people

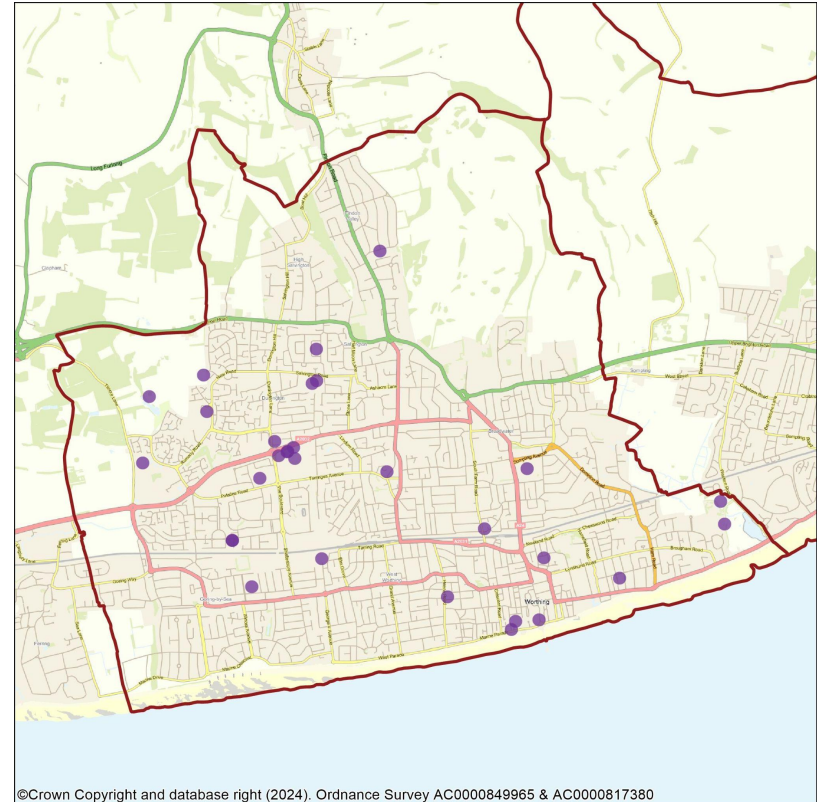
17 projects have an impact on adults



Other projects impacted either Adult Men, Families, or Older People

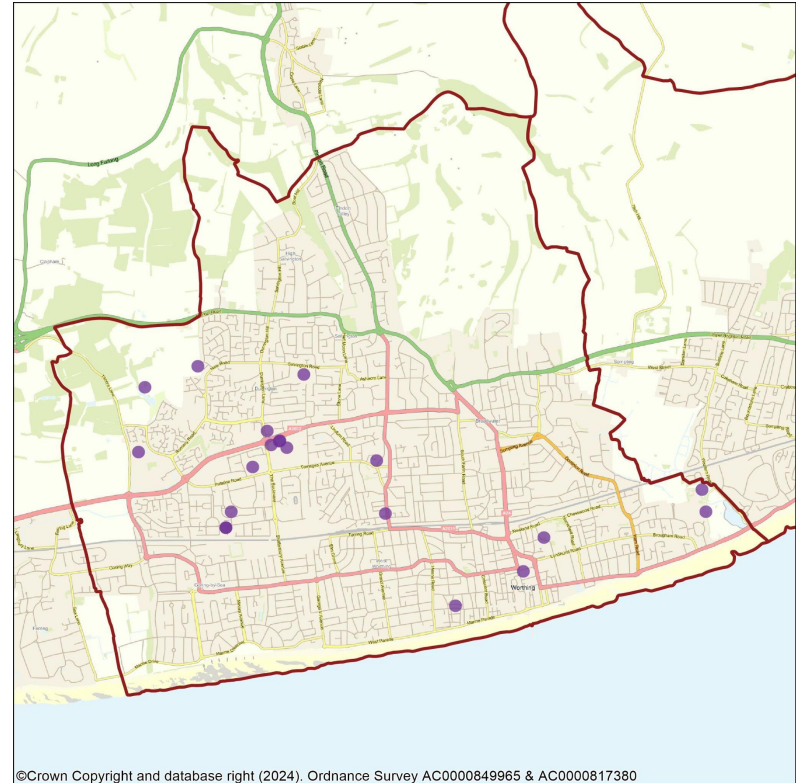
## 2.4.1. Which projects designed for impact on children & young people?

- Of the 30 projects which have an impact on **children and/or young people**:
  - 17 were funded from the North West CIL Area
  - 15 tackled inclusion/isolation
  - 6 related to school-owned assets
  - Over **£405k** of CIL funding has been allocated



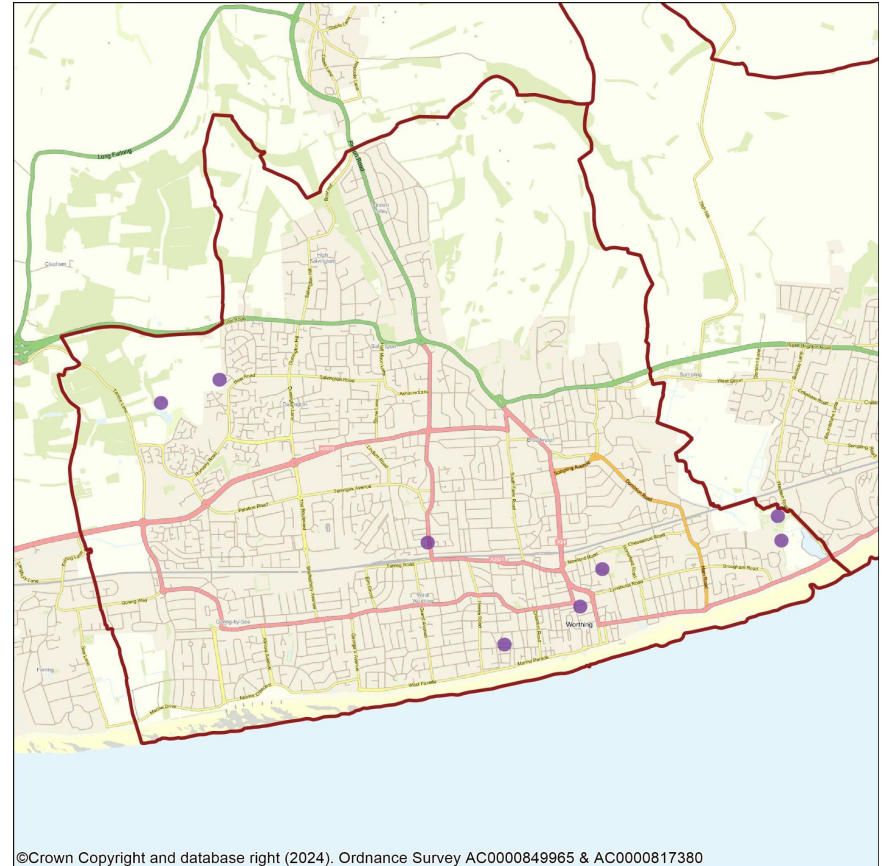
## 2.4.2. How inclusive are the projects which are being funded?

- A number of the projects deal with tackling **inclusivity/isolation** issues in the community
- These include:
  - Inclusivity in sport
  - Children with SEN
  - Mental Health Issues
  - Refugees
  - Loneliness
  - Families who need support
  - Financial hardship
  - Disabilities
- Over **£288k** CIL has been allocated to these projects



## 2.4.3. Which projects designed for impact on people with disabilities?

- There were 8 projects which had an impact on **people with disabilities** of all ages
- Over **£116k** of CIL funding has been allocated to these projects
- 5 were funded from the Coastal East CIL Area
- Examples of the projects include:
  - Accessible allotments
  - Playground enhancements
  - Hearing loops
  - Educational Workshops



## 2.5. Who owns the asset which is to be provided / upgraded?

45 successful application in 2023 (out of 57 applications)

14 related  
to assets  
owned by  
Worthing  
BC



6 related  
to school  
owned  
assets



2 related  
to church  
owned  
buildings



2 related  
to  
community  
group  
owned  
assets

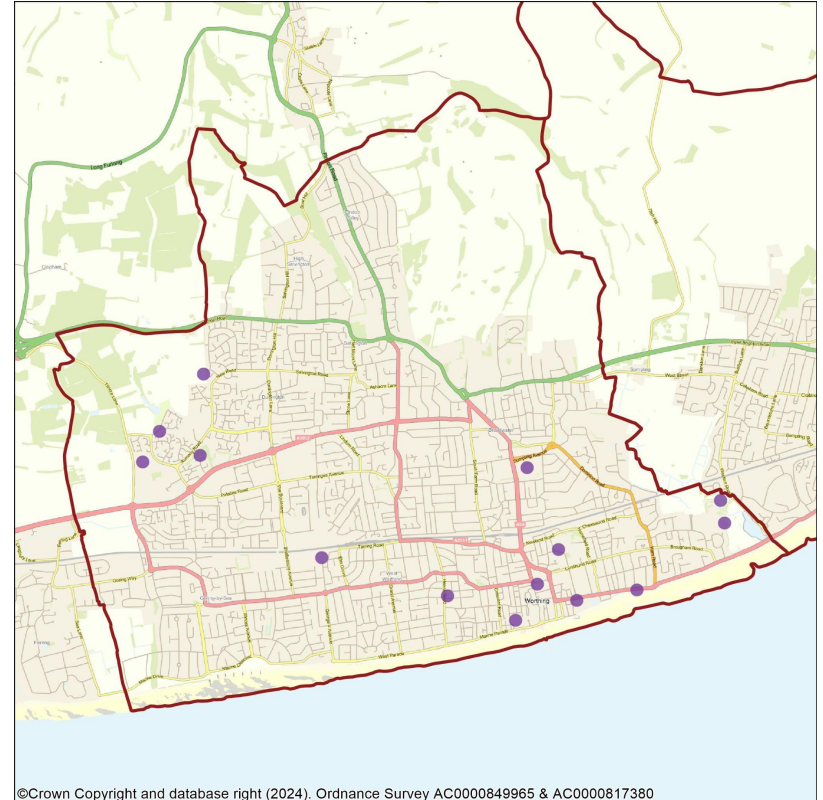


2 related  
to privately  
owned  
assets



## 2.5.1 Council-owned assets

- The 14 projects included:
  - 7 of our parks & open spaces
  - Shelter
  - Allotments
  - Theatres & Museums
  - Two Community Centres
  - Commercial buildings
- 8 were funded from Coastal East CIL Area



## 2.5.2 Funded projects in Council-owned assets

Brooklands Park

Rotunda Beach  
Shelter

Humber Avenue  
Allotments

Worthing  
Theatres and  
Museum

Homefield Park

Northbrook  
Recreation  
Ground

Whitebeam  
Woods /  
Longcroft Park

Heene  
Community  
Centre

Northbrook Barn  
Community  
Centre

The Manor  
Sports Ground

West Park

Denton Gardens

85-87 Montague  
Street (Audio  
Active)

The total CIL allocation to  
these projects was almost  
**£186,000.**

## 2.5.3. School-owned assets

- Of the 6 projects which related to school-owned assets:
  - 5 related to physical infrastructure projects - e.g. outdoor play equipment
  - 4 had an impact on children & young people with special educational needs (SEN)
  - Over **£82k of CIL** funding has been allocated
  - How did these groups hear about the fund? 1 heard from Cllr, 1 heard through word of mouth, 1 through a parent who works for the Council, 2 heard through WBC Officer





## 2.5.4. Clarity for Schools and Parent Teacher Associations

- PTAs are eligible to apply for the fund as they meet the criteria
- However, schools themselves are not eligible to apply on their own
- Communicating this information is vital for future funding rounds
- There is an opportunity for schools to establish (or re-establish) a PTA (or similar) at their school, in order to successfully apply for CIL Neighbourhood Funds

## 2.6. Which other sources of funding are groups using to match fund their projects?

National Lottery  
Community Fund  
(£7,500)

MMO Fisheries  
and Seafood  
Scheme (for  
80% of funding)

Rampion  
Community Fund  
(for 50% of  
funding)

Arts Council  
(£16,000)

Private Donor  
(up to £24,000)

A number of applicants were using the CIL funding as 'match funding' to apply for other grant funding.

What this usually means for many grant funding pots, is that funds will be only paid to a group on the condition that a certain amount of funding is contributed by them (or other sources).

## 2.6.1. Which other sources of funding are groups applying to in order to fund their projects?

Postcode Lottery

Lawson Trust

Worthing  
Community  
Chest

Rampion  
Community Fund

Woodward Trust

Corporate  
Funding

Benefact Trust

Comic Relief

Asda Community  
Foundation

National Lottery  
Community Fund

## 287. Reasons why applicants were unsuccessful in their bid for CIL funding

The size of the fund in 2023 meant that the majority of projects that met the funding criteria were funded this year. For those that weren't these were key reasons:

The application was not clear on the direct benefit to the community

Short term impact

Lack of evidence as to how the project met the CIL Neighbourhood Fund criteria

Lack of clarity around costs and other funding

Not enough evidence of community benefit

Low value for money

Issues around the project being exclusive as to who may benefit

Income generating for the group

Not clear on how deliverable the project is

Applicant doesn't meet eligibility criteria

## 3.0. Evaluation and learnings

## 62 3.1. What were the objectives of the redesign?

1. Widen and increase participation in the CIL fund across our communities

2. Democratised decision-making around the allocation of funds

3. Provide greater transparency and visibility around the funding opportunity and process

## 3.2.1. Evaluation of the 2023 programme

### 1. We widened and increased participation significantly

An increase in the number of applications received (57, up from 12 in 2021) from a wider geographical area

A wider range of applications were received - not just physical, capital projects

The projects funded are designed to impact a wider audience and encouraged inclusivity (see 2.6.2)

Networking and celebration events strengthened connections between the voluntary and community sector and the council

Members were involved in the process through sitting on the Assessment Panels

## 2.2. Evaluation of the 2023 programme

### 2. Decision-making was shared with ward councillors and local community representatives

Ward councillors from across parties were invited to sit on assessment panels in their neighbourhoods

Assessment panels were chaired by Community Works, our voluntary and community sector infrastructure provider

Councillors from all political parties accepted the invitation to sit on panels

The panel made recommendations to the Deputy Leader, who made the final decision



### 3.2.3. Evaluation of the 2023 programme

3. We achieved greater understanding, visibility and transparency of the fund by improving our communications and working collaboratively.

Comms strategy with clear objectives for policy team and comms team, as well as set timeframes

Ward Councillors and Community Works circulated the funding and networking opportunities

External comms explained changes and kept people up to date with deadlines. Internal comms to involved staff

Applicants were kept informed of the progress of their application at each stage of the process

Post-application comms on celebration event and case studies on successful applicants to help with content for next round too

## 3.3.1. Key learnings about our voluntary and community sector

Worthing has a diverse, generous and dynamic **voluntary and community sector**.

**Community Works** has a unique set of knowledge, skills and networks to share and **we're stronger when we work together**.

**Community spaces / buildings** are a key issue for groups. This funding has been vital to improving accessibility and supporting ongoing maintenance and improvement to buildings and outdoor areas.

**Community assets (i.e. community owned resources and knowledge) are abundant:** there is role for digital in making these assets more visible.

## 3.3.2. Key learnings about the council's role in supporting the voluntary and community sector

**The Council** has an important role as a **convener** of the community and voluntary sector

**Ward councillors** are valuable **community connectors / champions**

**Facilitation skills** are essential for officers and can be learnt through practice.

**Communication** can still be a challenge between community groups, residents and the council.

## 68 3.4. What are the opportunities for 2024 and beyond?

Continued networking amongst the voluntary sector organisations in Worthing

Increased awareness amongst community groups of the role of Ward Councillors

Increase the diversity of applications received to the CIL Neighbourhood Fund

Continue to enable the brilliant work undertaken by the voluntary sector in Worthing

Increase the ability for groups/organisations to apply for match funding toward their project

Improve the accessibility of the application process for applicants

## 4.0. Recommendations for 2024

70  
4.1.1. The council continue with the same process and governance structure used in 2023 but invites a participatory review of the programme and process with officers, ward members and community stakeholders in March, with a focus on developing the following:

- Design of guidance and support for applicants in developing their project ideas and applications
- Design of communication and engagement strategy (to ensure groups from across areas are aware of the funding opportunities)
- Design of networking events
- Design of the application and assessment forms (informed by user experience)
- Capabilities of officers to act as hosts and facilitators
- The level of scrutiny of each application received, prior to the assessment panel
- Expectations around project commencement and completion including deadlines around any funding conditions
- Guidance on impact reporting for applicants

## 4.1.2. The council approves the 2024 funding programme timeline:

Date	Stage
14th March 2024	Take report to Worthing Joint Strategic Committee (JSC) to discuss 2023 funding round and improvements for 2024
Mid-late March 2024	Hold workshops with both Officers and Ward Councillors to invite feedback on the update report with a focus on refining funding criteria further and making improvements to the scrutiny of applications and the experience of the panellists.
March 2024	Comms around the confirmed timetable for applications in 2024 and how much CIL funding is available in each 'CIL Area'
April 2024	Open up the 'Expressions of Interest' Stage - for 6 weeks
April 2024	Hold a series of 'Networking Events' early during the Expressions of Interest stage
May 2024	Open up the 'Application' Stage - for 6 weeks / Member briefing
June 2024	Application form closes
July 2024	Assessment Panels held in each CIL Area
August 2024	Draft notification letters sent to all applicants informing them of recommendations made by the assessment panel
September 2024	Report signed off by Deputy Leader regarding which applications are to be funded
September 2024	Send out formal confirmation letter to groups along with copy of the CIL fund agreement for them to sign

4.1.3. The Cabinet Member for Communities and Young People makes their decision at a public meeting - a report would still need to be published 5 days in advance and the decision would still be subject to the 5 day call-in period but it would be very visible with the applicants in attendance.

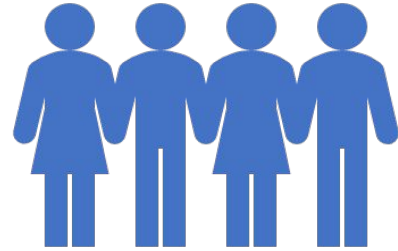




4.1.4. For future funding rounds i.e. 2025 onwards, council begins scoping on potential changes (for example participatory budgeting) in spring 2024, taking into account the other corporate grant-giving / commissioning work that supports the local voluntary and community sector and as part of the wider Council for Community offer.



4.1.5. Funded projects which are identified as at risk of not being delivered are to be reviewed by officers with applicants in a timely and supportive manner that manages expectations and safeguards funds.



## 4.2. Future funding available through CIL - projections for 2024- 2027

- For the 2024 funding round, it is estimated that around **£200k** will be available to groups - which is less than one-third of the amount available in 2023
- This is likely to be only available in 3 'CIL Areas', with two areas having larger amounts of funding - which may result in groups altering their project to meet the CIL criteria
- The forecast CIL receipts over the next few years (up to March 2027) are for a further £680k of funding to be available in the CIL Neighbourhood Fund - dependent on which developments come forward and contribute CIL

CIL Area	Amount of CIL Neighbourhood Funds (15%) available (as at 17/01/24) - rounded to nearest £1k
Coastal East: Heene, Central and Selden	£11,000
Coastal West: Marine and Goring	£86,000
North East: Broadwater and Offington	£0
North: Tarring, Gaisford and Salvington	£0
North West: Northbrook, Castle and Durrington	£101,000

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# Worthing CIL Neighbourhood Fund Progress Report

January 2024



## Introduction

The Community Infrastructure Levy (CIL) was introduced as a tool for local authorities to help deliver infrastructure to support the development of their area. This came into force in 2010. Worthing Borough Council introduced the CIL charge on 1st October 2015, meaning it is charged on all relevant planning permissions granted on or after this date.

15% of all CIL funds received by Worthing Borough Council are to be spent in the neighbourhood where the development took place (known as the Neighbourhood Fund). In the absence of parishes and neighbourhood plans, which is the case in Worthing, the CIL Regulations allow the Council to design its own bespoke definition of what constitutes a local neighbourhood area for the purpose of allocating the CIL Neighbourhood Fund.

In accordance with the Government's CIL Regulations the CIL Neighbourhood Fund should be used to support local projects which entail:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area

For the 2021/22 funding round, ward boundaries were used for allocating funds. Following discussions internally and with a range of community groups, a revised approach is now being used to allocate the funding based on 'CIL areas' (groupings of wards) where the development takes place, with the CIL receipts pooled and to be opened up to applications if an area has over £10k collected and unallocated. The revised approach will provide greater opportunity for groups from all areas of Worthing to bid for available funds.

The aggregated groups of wards which will form the Worthing 'CIL areas' are set out below:

- Coastal East: Heene, Central and Selden
- Coastal West: Marine and Goring

- North West: Northbrook, Castle and Durrington
- North: Tarring, Gaisford and Salvington
- North East: Broadwater and Offington

Note that the Worthing CIL areas exclude any area covered by the South Downs National Park Authority.

To ensure the local link with development, only organisations based in a Worthing 'CIL area' that has accumulated at least £10,000 of CIL Neighbourhood Funds are encouraged to submit project applications. The funds will be made available as part of an annual bidding process.

Projects seeking funding from the CIL Neighbourhood Fund should be community-led and ideally be delivered by a local community organisation, group or club. It is a requirement that the group being allocated CIL funding must be formalised and have a constitution. The expressions of interest stage will give groups a chance to be signposted to a partner organisation to assist with getting set up to bid for grant funding.

## **Funding Requests**

In the 2021 funding round, 12 applications were received and 10 were allocated funding.

Of those applications received in 2023:

- 45 applications have been approved
- £577,260.65 of CIL receipts have been committed to the 45 applications that have been approved through Cabinet Member Decision
- Payments totaling £201,850.35 have been made to successful applicants (as at 11/01/2024)

Future Applications will be funded through further receipts from developers that will be available from April 2024. The current balance

that is expected to be available is £214K. The next funding round for the Worthing CIL Neighbourhood Fund is likely to commence in March/April 2024.

## Projects

The Neighbourhood CIL Fund for Worthing has galvanised the interest from the community bringing forward a diverse range of new and existing projects. Projects have levered in external funding as well as increasing opportunities for volunteering, improving local facilities highway safety improvements.

There are three broad categories which applications fall into. These are:

- Physical Infrastructure: e.g., highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social Infrastructure: e.g., education, health, social care, emergency services, art and culture, sports halls, community halls, faith, crematoria
- Green infrastructure: e.g., parks, woodlands, play areas, public open space

All applications are subject to checks that are made internally by Worthing Borough Council Officers to advise on how the applications fits with the criteria for the spending of local CIL contributions. A CIL Assessment Panel met for each CIL Area to discuss the applications received, with recommendations made to the Deputy Leader. The following list is a summary of all the approved projects and the project status.

Definitions of each of the 'project statuses' are as follows:


- Allocated = money has been allocated to the project but work has not yet commenced to implement the project.
- In Progress = work on implementation of the project has commenced. Some or all of the CIL funding allocated has been transferred to the group.
- Completed = all the funding has been spent by the group and the project is finished.





- Cancelled = the funding which was allocated to the group can no longer be spent in the required timeframe, so the allocation has been withdrawn and the funding can now be allocated to another project in a future funding round.


## Allocated

Project Title	CYCALL Hub	Group(s) delivering project	CYCALL	Category	Physical & Social Infrastructure
Project details	20ft converted storage unit will be used as a hub at CYCALL sessions, providing a room for sensory play and exploration for CYCALL members and for all park users.				
Location	Brooklands Park, Worthing, West Sussex BN15 8SX			CIL Area	Coastal East
Impact	The project fits in with the wider accessibility work being undertaken at Brooklands Park. It is a project which will benefit a wide range of people. There is a chance to create a hub for the community and encourage people to use our green spaces.				
Project costs	£20,000	2023 CIL Contribution	£15,000	Project status	Allocated


Project Title	Rotunda Conversion	Group(s) delivering project	Worthing Fisherman's Society	Category	Physical Infrastructure
Project details	Conversion of Rotunda - Utilities, Water/Electric Cold Store Ice making machine Toilet and drainage, sales area.				
Location	Rotunda Beach Shelter, Promenade, South of Windsor Road			CIL Area	Coastal East
Impact	Brings a building back into use. Encourages links with the fishing industry in Worthing.				
Project costs	£80,000	2023 CIL Contribution	£16,000	Project status	Allocated


Project Title	Superstar Development Package	Group(s) delivering project	Superstar Arts CIO	Category	Physical & Social Infrastructure
Project details	Establish a robust programme of mental health & wellbeing support to be available for all 25 members of staff. Also, works to the interior of the Charity Shop.				
Location	West Worthing Baptist Church, 45 South Street, Worthing, BN14 7LU & Superstar Arts Charity Shop, 31 South Street, Worthing, BN14 7LG		CIL Area	North	
Impact	Look after the mental wellbeing of staff, as well as providing first aid training. Improvement in the operation of our charity shop by providing fixtures, fittings and warmth.				
Project costs	£2,670	2023 CIL Contribution	£2,670	Project status	Allocated


Project Title	Ensuring access to the arts for Worthing's D/deaf community	Group(s) delivering project	Worthing Theatres and Museum	Category	Physical & Social Infrastructure
Project details	Purchase and install 4 x Sennheiser Mobile Connect Unit hearing loops across 4 venues. Train 80 staff and volunteers on access & awareness				
Location	Connaught Theatre, Union Place, Worthing BN11 1LG		CIL Area	Coastal East	
Impact	To ensure that those using the venues feel welcome and confident about being themselves and to champion inclusion, ensuring there are no physical barriers to participation in the cultural activities.				
Project costs	£32,554.13	2023 CIL Contribution	£13,292	Project status	Allocated


Project Title	Changes and improvements to The Haven, Homefield Park	Group(s) delivering project	Friends of Homefield Park	Category	Physical Infrastructure
Project details	Changes and improvements to enable the enclosed area of Homefield Park, known as The Haven, to be opened up to the general public and community groups including safe access for disabled people.				
Location	Homefield Park, BN11 1LB			CIL Area	Coastal East
Impact	Improving accessibility in a Central Worthing park. Members of the public and community groups will be able to enjoy an attractive multi-sensory area for their health and wellbeing.				
Project costs	£15,000	2023 CIL Contribution	£15,000	Project status	Allocated


Project Title	Castle Northbrook Sports Club	Group(s) delivering project	Castle Northbrook Sports Club	Category	Physical Infrastructure
Project details	Artificial Cricket Pitch and practice nets				
Location	Northbrook Recreation Ground, Romany Rd, Durrington			CIL Area	North West
Impact	The project will benefit the whole of Worthing. An artificial cricket pitch requires less maintenance and can be used in all weather. Potential to enhance the community aspect of Northbrook Recreation Ground. Increase diversity around use of the park and participation in cricket.				
Project costs	£15,000	2023 CIL Contribution	£15,000	Project status	Allocated


Project Title	Funding provision at CCPS	Group(s) delivering project	Chanctonbury Community Play Scheme	Category	Social Infrastructure
Project details	Funding support in a number of areas to ensure that the play scheme can operate this year (and beyond).				
Location	Oak Grove College, The Boulevard, Worthing, BN131JX		CIL Area	North West	
Impact	Keep an important project running for those who use it. Community residents will benefit through the provision of the service. Teenagers attending to support will develop a wealth of personal skills.				
Project costs	Over £40,000 to run annually	2023 CIL Contribution	£8,350	Project status	Allocated


Project Title	Inclusive facilities: toilet redesign and refurbishment project	Group(s) delivering project	West Sussex Mind	Category	Physical Infrastructure
Project details	Toilet redesign and refurbishment of 3 toilets at The Gateway hub in Durrington				
Location	The Gateway, 8-10 Durrington Lane, Worthing, West Sussex, BN13 2QG		CIL Area	North West	
Impact	Inclusive project which will benefit the whole of Worthing. Provides mental health support to a wide range of the local population including: adults, families, parents, young people and the Polish and Ukrainian Communities.				
Project costs	£37,880.52	2023 CIL Contribution	£30,000	Project status	Allocated


Project Title	HCC Garden Project	Group(s) delivering project	Heene Community Centre (HCC)	Category	Physical Infrastructure
Project details	Improve the garden area to provide two areas, one for children and one for quiet spaces for people to sit and relax while using our café and other facilities. Also a new advertising campaign about the Centre..				
Location	Heene Community Centre, 122 Heene Road, Worthing, West Sussex BN11 4PL			CIL Area	Coastal East
Impact	A large percentage of the local population live in flats, the space will provide a place for single people and those with children to come as an alternative to sitting in their flats. The centre provides classes and activities outside of the local Heene area, and we have users of the centre who come from all over Worthing. Long term sustainability of the centre.				
Project costs	£21,786	2023 CIL Contribution	£15,000	Project status	Allocated

Project Title	Growing for Growth	Group(s) delivering project	Friends of Oak Grove College	Category	Physical Infrastructure
Project details	Upgrade the poly-tunnels at the college. One is used for seed sowing and germinating and the other is slightly cooler and used for growing plants. They are used by all of our pupils and year groups including those with more profound learning difficulties. The sixth form in particular use the poly-tunnels as they run a plant sale each year, giving them excellent vocational experience in preparation for their lives as they move on from Oak Grove.				
Location	Oak Grove College, The Boulevard, Worthing, West Sussex, BN12 1JX			CIL Area	North West
Impact	The pupils will learn a range of skills. Also beneficial to the local community as it includes an improvement to a facility that is accessed by the community. The plant sale is a very popular community event each year, and it takes place over the course of a week, offering a range of plants at a discounted price compared to other local options.				
Project costs	£13,464	2023 CIL Contribution	£8,464	Project status	Allocated


Project Title	Roller Lawn Mower for Outfield Preparation	Group(s) delivering project	Worthing Cricket Club	Category	Physical Infrastructure
Project details	Second-hand ride-on mower to cut and collect grass and level the Outfields. Improve the condition of the ground for use for the Cricket Club, Bohunt School, Worthing Minors (football organisation) and the Stoolball team.				
Location	The Manor Sports Ground, Georgia Avenue, Broadwater, Worthing, BN14 8AZ		CIL Area	North	
Impact	Providing a safer environment for all. Direct impact on over 2000 local people. Promote women's cricket in Sussex. Offer more amateur sports to the local community				
Project costs	£3,000	2023 CIL Contribution	£3,000	Project status	Allocated


Project Title	Rejuvenation of a MUGA to provide community access	Group(s) delivering project	Durrington High School	Category	Physical Infrastructure
Project details	Rejuvenate the multi use games area, turning them into three good quality outdoor Basketball courts and a five a side Football pitch. This would involve the courts being professionally cleaned, the surface sealed and painted/marked. Works would also include Basketball hoops, lighting and street furniture.				
Location	Durrington High School, The Boulevard, Worthing, BN13 1JX		CIL Area	North West	
Impact	Improved year-round access to outdoor play space for students. Open the space after school and on Saturday mornings, providing a safe space for children to play, get them off the street, encourage them to take up sport and see positive role models in their community. Increase paid for provision and access to professional sport within the locality. Allow more young people to take up sport and receive local, high-quality coaching.				
Project costs	£60,000	2023 CIL Contribution	£30,000	Project status	Allocated


Project Title	West Worthing Park Upgrade – Multi-Use Games Area	Group(s) delivering project	Friends of West Worthing Park	Category	Physical Infrastructure
Project details	Deliver a multi-use games area, surrounded by fencing. At each end of the area are integrated five-a-side goals and basketball hoops. The surface is marked with lines, and additional features are provided to allow for additional sports, e.g. cricket practice etc.				
Location	West Park – recreation ground between Bruce Avenue, Shaftesbury Avenue and West Park Lane		CIL Area	Coastal West	
Impact	Benefits the local community directly in providing its young people with healthy energy-rich leisure activities, and indirectly by reducing mental health and anti-social behaviour problems which can be a consequence of substandard and insufficient facilities.				
Project costs	£45,000	2023 CIL Contribution	£15,000	Project status	Allocated


Project Title	Outdoor Learning Track	Group(s) delivering project	Friends of Palatine School	Category	Physical Infrastructure
Project details	Special track installed in school grounds. The track will be multi-purpose, serving as a walking track as well as a bicycle/scooter track. The vision is for the track to have different 'challenges' around it, such as bumps and slopes that the children will have to navigate. The track will be 'circular' but will also include an area that branches off to the woodland area, providing a route through/around this area to make it accessible to all pupils at all times.				
Location	Palatine Primary School, Palatine Road, Worthing, BN12 6JP		CIL Area	North West	
Impact	Improved school facilities, which are also made available to local community groups, including play schemes for adults and young people with special needs and/or disabilities.				
Project costs	£20,000	2023 CIL Contribution	£10,000	Project status	Allocated




Project Title	SSW Sustainable Green Driving	Group(s) delivering project	Sight Support Worthing	Category	Social & Green Infrastructure
Project details	Replace existing minibus with an electric minibus				
Location	48 Rowlands Road, BN11 3JT			CIL Area	Coastal East
Impact	An electric minibus will have environmental benefits. Allows the group to continue to run their sessions away from their base.				
Project costs	£42,000	2023 CIL Contribution	£15,000	Project status	Allocated


Project Title	Rejuvenate and Redesign of the Sunken Garden in Denton Gardens	Group(s) delivering project	Friends of Denton Gardens	Category	Physical Infrastructure
Project details	Replant the flower beds in the Sunken Garden in Denton Gardens. The 4 higher level beds will be planted with the new planting scheme.				
Location	Denton Gardens, Brighton Road, Worthing, BN11 3ED			CIL Area	Coastal East
Impact	<p>Improve existing green space in central Worthing. Positive impact of quality green spaces on local communities for physical and mental health, social cohesion and equality. Benefits have been shown to be greater for those in lower socio-economic groups, and 2 of the wards in this CIL area - Heene and Central - are among the 5 highest areas of social deprivation in Worthing.</p>				
Project costs	£4,000	2023 CIL Contribution	£3,500	Project status	Allocated


Project Title	Audio Active Worthing hub infrastructure developments and music projects	Group(s) delivering project	AudioActive	Category	Physical & Social Infrastructure
Project details	Improvements to the Worthing hub in Montague Street (including improving energy efficiency and security), as well as open access music projects for Worthing young people aged 11-25 who want to learn to make and perform their music.				
Location	85-87 Montague Street, Worthing BN11 3BN		CIL Area	Coastal East	
Impact	Providing a space that up-and-coming young musicians can put on gigs, and somewhere for residents to enjoy some live music. Engaging with young people brings benefits to families, and the local community and residents. Making music serves as a diversionary activity away from negative behaviours which can have a profound impact on communities, neighbourhoods, and residents.				
Project costs	£43,850	2023 CIL Contribution	£27,850	Project status	Allocated


Project Title	Worthing Theatre Trail 2024 and 2025	Group(s) delivering project	Worthing Theatre Trail	Category	Social Infrastructure
Project details	Develop the work of Worthing Theatre Trail in 2024 and 2025. Ensure the Trail will be able to go ahead in these two years and help to reach a wider audience by investing in marketing and promotion of the Trail.				
Location	Worthing		CIL Area	Coastal East	
Impact	Beneficial to the local area and has a broad community benefit. It offers free recreational opportunities to the whole of the community of Worthing. Helps to tackle social isolation, enhances people's health and wellbeing and encourages residents to take part in activities they might not otherwise be able to access as it's free of charge. It also encourages community cohesion and helps to give residents a sense of coming together to share in the events.				
Project costs	£3,800	2023 CIL Contribution	£1,966	Project status	Allocated


Project Title	Football & Climate Change: engaging school children in the climate conversation	Group(s) delivering project	Football For Future	Category	Social Infrastructure
Project details	Deliver 36 educational workshops for school children (across a variety of age groups, from U11s up to U21s) in the local Worthing area				
Location	Worthing		CIL Area	North West	
Impact	Increase in: understanding of climate change; understanding of the interrelationship between football and climate change; acknowledgement of individual/collective responsibility to tackle climate change; acknowledgement of football's responsibility to tackle climate change.				
Project costs	£14,400	2023 CIL Contribution	£14,400	Project status	Allocated


## In Progress


Project Title	Durrington Community skateboard lessons	Group(s) delivering project	South Coast Skate Club c.i.c	Category	Social Infrastructure
Project details	Free skateboarding lessons at Blue Skatepark to build a community in the area around the skatepark to help reduce isolation and to promote community cohesion of all ages, backgrounds and genders to help people with their well being physically and mentally through the activity.				
Location	Blue Skatepark, Chiltern Crescent, Worthing, BN13 2LN		CIL Area	North	
Impact	6 months of skateboarding sessions starting in Spring 2024 after school. Reduce isolation and increase physical activity. Helps young people to gain confidence and life skills.				
Project costs	£3,510	2023 CIL Contribution	£3,510	Project status	In Progress


Project Title	Send Friends and FSW	Group(s) delivering project	Family Support Work	Category	Social Infrastructure
Project details	Out of school, weekly activity based club for school-aged children with SEND and their parent/carer present and siblings. Sessions starting in September 2023.				
Location	Maybridge Community Church, BN12 6DR		CIL Area	North West	
Impact	Create healthier communities. Ease isolation experienced by SEN families in Worthing and improve mental health, wellbeing and coping abilities for parents and carers. Encourage SEND children to be involved in activities alongside their siblings and with other children in their communities.				
Project costs	£6,200	2023 CIL Contribution	£3,300	Project status	In Progress


Project Title	Malthouse Way Playground Enhancements	Group(s) delivering project	New West Durrington Residents Association (NWDRA)	Category	Physical Infrastructure
Project details	Enhance a LEAP installed as part of the approved planning application WB/11/0275/OUT in 2018 by the Consortium at New West Durrington. The enhancements add a small roundabout for disabled access, a small slide for younger children and wet pour surfacing for these areas plus an existing swing area which because it was installed on grass has become unusable after any rain.				
Location	Malthouse Way, BN13 3FG			CIL Area	North West
Impact	There currently aren't a lot of facilities available in that area for young people. Important to upgrade facilities which are not suitable for the target audience. Enable residents living within the development who have young and disabled children the opportunity to participate in leisure activities.				
Project costs	£27,179.31	2023 CIL Contribution	£27,179.31	Project status	In Progress


Project Title	Reaching, engaging and supporting at-risk young people through music	Group(s) delivering project	Waves Music Therapy	Category	Social Infrastructure
Project details	Artists in Residence - bringing positive, live music making to vulnerable children and young people with complex additional needs.				
Location	Durrington High School and Oak Grove College, BN13 1JX			CIL Area	North West
Impact	Support the mental health and well being of young people with additional needs through creative, positive music making experiences. Music brings people together, it is a universal language and our sessions are inclusive, meaningful and accessible and a creative and effective way of meeting needs, building relationships and processing difficult feelings in a safe environment.				
Project costs	£14,700	2023 CIL Contribution	£14,700	Project status	In Progress


Project Title	Accessible Allotmenting for those with physical and hidden disabilities	Group(s) delivering project	Humber Avenue Community Allotments (HACA)	Category	Physical, Social & Green Infrastructure
Project details	Convert one 5 rod plot into a flexible accessible plot consisting of 8 oak raised beds. This can be configured to accommodate various combinations of users from two to eight. It will also include a sitting area, fruit growing, composting and a storage shed. The plot is situated close to the car park, DDA compliant toilet and social room. All elements that are necessary for accessibility.				
Location	Humber Avenue, Worthing, BN13 3NN		CIL Area	North West	
Impact	Important to make sure those with physical or hidden disabilities have the option to use our allotments. Provide the specialist facilities for gardeners with special needs and health issues. It will reduce social isolation, improve mental health and keep an active lifestyle.				
Project costs	£17,443.84	2023 CIL Contribution	£15,000	Project status	In Progress

Project Title	Durrington Heritage Trail; West Durrington Heritage Trail	Group(s) delivering project	Worthing Heritage Alliance	Category	Social Infrastructure
Project details	Research of heritage information for the two heritage trails				
Location	Durrington and West Durrington		CIL Area	North West	
Impact	Provides the missing location for the set of Worthing trails. Resource for residents to understand the history of Worthing.				
Project costs	£5,500	2023 CIL Contribution	£5,500	Project status	In Progress


Project Title	Moving forward	Group(s) delivering project	Transition Town Worthing CIC	Category	Green Infrastructure
Project details	Day to day running costs for all their projects and the infrastructure that underpins them (i.e. the running of the organisation)				
Location	Repair Cafe at 34 Mill Road, Worthing, BN11 5DR; Community greenspaces at various sites in and around Worthing - Broadwater (BN14 7BQ), Tarring (BN14 7LL), Durrington (BN12 6HW & BN12 6JD); The Mapping Project covers the whole of Worthing and beyond; Seed Swap currently at CREW, BN11 3AL.		CIL Area	North West	
Impact	The group does a huge amount of work across Worthing. The CIL funding will help sustain the organisation until other sources of funding can be found. The project has wide reaching benefits.				
Project costs	£20,000	2023 CIL Contribution	£15,000	Project status	In Progress


Project Title	Project See-Saw	Group(s) delivering project	Friends of Whitebeam Woods	Category	Physical Infrastructure
Project details	Improvements to an area called The Knoll in Longcroft Park, including a new signage board to inform the public about the group, and other information relevant at the time.				
Location	Whitebeam Woods, Longcroft Park, Durrington, Bn13 3PJ		CIL Area	North West	
Impact	Improve a very calming area. It will benefit people in terms of their mental and physical health. The signage board will inform them and help them learn about conservation and how they can get involved.				
Project costs	£6,177.34	2023 CIL Contribution	£6,177.34	Project status	In Progress

Project Title	CREW Youth Space	Group(s) delivering project	Climate Resilience cEntre Worthing (CREW)	Category	Green Infrastructure
Project details	Develop a 'Youth Space' at the Climate Resilience cEntre Worthing for children and young people to address the climate emergency.				
Location	Climate Resilience cEntre, BN11 3AL		CIL Area	Coastal East	
Impact	The young people will improve their understanding of the climate and ecological crises, and the steps they can take as individuals to make positive lifestyle changes. For example, they will learn about the sustainable use of resources and how seemingly small changes in travel, shopping and eating habits can help to reduce overall carbon emissions. More importantly, being part of a group engaged with climate action brings a sense of agency, belonging and reduced anxiety.				
Project costs	£39,600	2023 CIL Contribution	£19,800	Project status	In Progress


Project Title	Outdoor Classroom and Sensory Trail	Group(s) delivering project	Durrington Infant and Junior School PTA	Category	Physical Infrastructure
Project details	Outdoor classroom with resourcing to support children with sensory needs				
Location	Durrington Infant and Junior School, BN13 2JD		CIL Area	North	
Impact	The development of this project will not only benefit current pupils, but children with these needs for years to come, as well as their families. High levels of children with SEN. Holiday clubs would also be using the space.				
Project costs	£10,900	2023 CIL Contribution	£10,000	Project status	In Progress




Project Title	Thursday Tots Toast Club	Group(s) delivering project	Home-Start Arun, Worthing & Adur	Category	Social Infrastructure
Project details	"Thursday Tots Toast Club" to be held in the Worthing West Family Hub near Durrington First and Middle Schools and Nursery for two hours weekly during term time. Advertising a free breakfast for pre-school children will encourage many families, particularly those struggling financially, to 'drop-in' after school drop off.				
Location	Worthing West Family Hub, 81 Salvington Road, Worthing, BN13 2JD		CIL Area	North West	
Impact	Provide breakfast for school children to help them before the school day starts. Addressing the cost of living crisis. Children will be able to engage in stimulating and age-appropriate play activities, read books and sing.				
Project costs	£7,400.34	2023 CIL Contribution	£7,400	Project status	In Progress


Project Title	Basic English Conversational Classes	Group(s) delivering project	Worthing 4 Refugees	Category	Social Infrastructure
Project details	Basic English Conversation classes for refugees, which cover a range of topics which provide practical language skills that can be immediately applied. Offering multiple proficiency levels to cater for varying language abilities with experienced instructors.				
Location	Maybridge Community Church, 77 The Strand, Worthing BN12 6DR		CIL Area	North West	
Impact	Improve community cohesion, reduce barriers and support long term integration which brings multiple benefits to Worthing. Residents of the town and local businesses will benefit when refugees can communicate appropriately, undertake tasks such as shopping and independently be confident enough to join in with events and activities. There is a need for English lessons for both adults and children.				
Project costs	£7,030	2023 CIL	£5,650	Project status	In Progress


		Contribution			
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Project Title	Refurbishment of Northbrook Barn Community Centre	Group(s) delivering project	1st Durrington Scout Group	Category	Physical Infrastructure
Project details	Refurbishment Project of the Centre, in particular the Barn (our Hall) and the Centre's entrance hall. This includes electrical upgrades (lighting and heating), new flooring and other improvement costs.				
Location	Northbrook Barn Community Centre, Squadron Drive, Durrington, BN13 3SL	CIL Area	North West		
Impact	Residents will benefit by ensuring that the Centre is maintained and remains open for their use. The Centre is currently used by around 250 persons a week, the vast majority being children. The Centre will then be available for local residents to start up new groups to use the facilities.				
Project costs	£12,610	2023 CIL Contribution	£12,610	Project status	In Progress

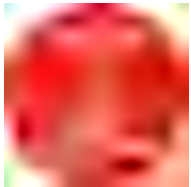
Project Title	Strengthening and developing Green Tides and member groups	Group(s) delivering project	Green Tides	Category	Social & Green Infrastructure
Project details	Funding for a person to develop, manage and grow the organisation. By having a paid development worker, it will ensure Green Tides is better equipped to deliver on members and council objectives.				
Location	55 First Avenue, Worthing, BN14 9NP	CIL Area	North West		
Impact	With extra capacity we will collaborate more effectively with local partners, helping to deliver joint projects. This work has a real importance and urgency with the triple emergencies of the cost-of-living and the climate and biodiversity crises. Good quality green spaces, particularly those supported by community organisations, underpin so many positive activities across the social fabric of the town.	 <span style="font-size: 24pt; color: green; font-weight: bold;">Green Tides</span>			
Project costs	£9,916	2023 CIL	£9,916	Project status	In Progress


		Contribution			
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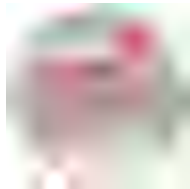
Project Title	Returning to Nature	Group(s) delivering project	Wild Gathering	Category	Social Infrastructure
Project details	A year-long programme of nature-based activities to participants who experience mental and physical health needs, loneliness and isolation. Included are mindful walks, 1:1 sessions and a groupwork programme.				
Location	The Yurt, Raleigh Way, Goring-by-Sea, Worthing BN12 6JD		CIL Area	North West	
Impact	This programme will support people experiencing social isolation, promote the use of outdoor green and blue spaces and will encourage and promote the need for residents to look after and take care of their open spaces. Nature connectedness is directly linked to pro environmental behaviours.				
Project costs	£15,096	2023 CIL Contribution	£7,548	Project status	In Progress


Project Title	TreesforOakGroveCollege	Group(s) delivering project	TreeActionUK CIC	Category	Infrastructure
Project details	Additional fruit trees for the college grounds, hazel trees for coppice, as well as tools for the students to care for them.				
Location	Oak Grove College, The Boulevard, Worthing, BN131JX		CIL Area	North West	
Impact	This represents an improvement of green infrastructure on the college grounds. They will add to the biodiversity of the site. There is evidence that connection with outdoor projects greatly benefits young people with mental health challenges and this project will enhance their outdoor space. Students will be given responsibility for caring for the space to engage with it.				
Project costs	£13,781	2023 CIL Contribution	£13,781	Project status	In Progress


Project Title	Worthing Dad La Soul	Group(s) delivering project	Dad La Soul	Category	Social Infrastructure
Project details	Award-winning Worthing Dad La Soul children and dad playdates, support the Dad only mental health meetups and run a new playdate for children with special educational needs.				
Location	Guildcare, Methold House, North Street, Worthing, BN11 1DU		CIL Area	Coastal East	
Impact	Creation of a supportive network that looks after men's mental health by bringing men from different backgrounds together. Reduced feelings of loneliness, improved physical and mental health, increased community cohesion, reduced male suicide, improved access to local mental health and other services.				
Project costs	£29,830	2023 CIL Contribution	£11,950	Project status	In Progress


Project Title	UpStart	Group(s) delivering project	Worthing Vegan Food Bank and Worthing Food Foundation	Category	Social Infrastructure
Project details	Continued employment of our outreach worker responsible for running Project UpStart in Worthing, which aims to widen the focus to children as well. Its aims are to improve what the organisation can offer to Worthing children and to research how food and related poverty is affecting children in Worthing.				
Location	St Botolph's Church, Lansdowne Road, BN11 4LY / East Worthing Baptist Church, 43 Pendine Ave, Worthing BN11 2NA		CIL Area	Coastal East	
Impact	Improve the physical health and emotional wellbeing of children. Continue to support over 850 children and the aim is to reach more of the 7000 Worthing children living in food poverty. Covers the whole Worthing area and helps people from every background.				
Project costs	£60,000	2023 CIL Contribution	£30,000	Project status	In Progress

Project Title	Family and Young People community Hub	Group(s) delivering project	West Tarring Young People's Hub	Category	Physical Infrastructure
Project details	Regeneration of the inside of the building to create a new kitchen, social space and area for groups to add to the large hall and outside space.				
Location	9B High Street, Tarring, Worthing, West Sussex BN14 7NN			CIL Area	North West
Impact	The local community and residents will benefit from this project by being able to access free or low-cost multi use space to receive information, activities, and support to promote mental health, emotional wellbeing and to end social isolation.				
Project costs	£15,300	2023 CIL Contribution	£15,000	Project status	In Progress


Project Title	Life Skills Club - Combating Isolation and Loneliness	Group(s) delivering project	Active Worthing Wellbeing Centre	Category	Social Infrastructure
Project details	Delivery of 'Life Skills Club' for one year. This will ensure delivery of one session a week at the Lovett Hub, in Goring. It will mean that the service is free to all. Sessions include IT, Arts & Crafts, Discussions, Quizzes, Reading, Writing, Games, and live music (music therapy).				
Location	Lovett Hub, Goring			CIL Area	Coastal West
Impact	More people will be supported via this service, lessening trips to the GP and NHS contact. People are more likely to remain healthy and independent in their own homes. This reduces the need to go into NHS hospitals and/or long-term care homes.				
Project costs	£8,600	2023 CIL Contribution	£8,600	Project status	In Progress

Project Title	Pollinator Pioneers Educational Workshops	Group(s) delivering project	We are Pollinator Pioneers	Category	Social & Green Infrastructure
Project details	Running costs to provide sessions (aimed at aged 10-16 years) which will highlight the importance of pollinators and provide a taste of beekeeping while observing the hives directly. Also train up to a total of 12 additional trainers from our pool of core beekeepers.				
Location	Brooklands Park, Worthing BN15 8SA			CIL Area	Coastal East
Impact	Positive impact on young people, less socially mobile people and local families to engage with the outdoors and engage marginalised groups in our local communities who will benefit from connecting with local green spaces, learning about pollinators and local habitats / biodiversity. Educating communities and future generations on environmental issues and pollinators, give young people the opportunity to learn about nature and enjoy activities outside of the school curriculum.				
Project costs	£13,490	2023 CIL Contribution	£13,490	Project status	In Progress

Project Title	Playground equipment and shaded area	Group(s) delivering project	Friends of West Park PTA	Category	Physical Infrastructure
Project details	New play equipment and build an outdoor area for pupils and groups from the community to use. The shaded area would provide an outdoor classroom, as well as reflective space to sit at break times.				
Location	West Park C of E Primary School, 32 Marlborough Road, Goring-by-Sea, Worthing BN12 4HD			CIL Area	Coastal West
Impact	Provide a place for the pupils and community groups to feel safe, learn new skills as well as being a place to have fun keeping fit and healthy. The facilities would be accessible to groups such as the Brownies, Guides, WI and holiday school clubs. It will provide a clean and safe area that is free from wider public use. Become a community space, with increased social interaction.				
Project costs	£10,000	2023 CIL Contribution	£10,000	Project status	In Progress


Project Title	The Sid 'Revamp'	Group(s) delivering project	The Sid Youth CIC	Category	Physical Infrastructure
Project details	Update the court area and improve the annexe building. The court area is currently gravel which means it is not as safe or usable as it could be. Part of the money will be used to astroturf the current area and board the fencing area that surrounds the court. Also, will replace the very old and not working boiler in the annex which impacts on the groups using the annex.				
Location	The Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS			CIL Area	Coastal East
Impact	The improvements will benefit a whole range of different groups that already access the centre as well as youth groups. The implementation of the astro turf will also improve safety to those wishing to play football or other sports/activities on the court. By improving the maintenance of The Annexe we hope it will allow more accessibility to the services of the building, especially in the colder months and encourage a better 'up keep' of the building.				
Project costs	£14,000	2023 CIL Contribution	£14,000	Project status	In Progress

Project Title	Broadwater Support Community Hub, Food Pantry & Uniform exchange	Group(s) delivering project	Broadwater Support Group and Worthing Uniform Centre	Category	Physical & Social Infrastructure
Project details	Providing a functional cold room for the storage of a wider range of foods. Staff costs to allow the hub to open for longer. Uniform to keep in stock for exchange.				
Location	Hub Address 32 South Farm Rd, BN14 7AE			CIL Area	North West


Impact	<p>Helps with the Cost of Living Crisis by offering food at reduced cost, this releases money for other bills, thereby reducing arrears and increasing wellbeing and mental health. Uniform Exchange ensures that children dress as well as their peers, which reduces the stress on parents and prevents children from being embarrassed by their clothing and subject to bullying by their peers for being 'different' to them.</p>				
Project costs	£30,505 or £36,205	2023 CIL Contribution	£30,000	Project status	In Progress



## Completed

Project Title	Worthing Black History Month 2023	Group(s) delivering project	Spring into Soul	Category	Social Infrastructure
Project details	A month of mostly weekday daytime and weekend evening events to celebrate Worthing Black History Month in October. The activities include Gospel choir singing workshop in schools and showcase, African percussion workshop and showcase, Spoken word and Poetry workshop in Colleges and showcase evening event, Reggae DJs event, AfroBeats Night and Business and Entrepreneurship Advice seminar for and from Black businesspeople.				
Location	Heene and Central wards		CIL Area	Coastal East	
Impact	Members of the Black community and their friends and allies would feel welcomed by their town. Provides a series of opportunities to meet and experience new people in positive ways. Over-development without cultural provision can lead to social isolation and where rents are very high, this could bring feelings of competition for limited resources. The programme is designed to increase feelings of social cohesion and being more welcome.				
Project costs	£6,720	2023 CIL Contribution	£5,137	Project status	Completed

Project Title	Celebrating music - an intergenerational Selden collaboration	Group(s) delivering project	Worthing Choral Society	Category	Social Infrastructure
Project details	Partnership with staff at Chesswood Junior School for a musical collaboration and celebration for the local community. This will begin with a series of guided workshops for adults and junior school children, and culminate in the delivery of an intergenerational concert performing carols of comfort and joy (Wassail), held at St. George's Church (St. George's Road) in November.				
Location	St George's Church, St George's Rd, Worthing BN11 2DS		CIL Area	Coastal East	

Impact	Bring together multiple generations. Engage children and wider community with performing and participating in music. Encourage community cohesion (adults and children, old and young working together), and enhance health and wellbeing, and potentially contribute towards tackling social isolation.				
Project costs	£4,400	2023 CIL Contribution	£2,520	Project status	Completed



WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub-Committee  
14 March 2024

Key Decision [~~Yes~~/No]

Ward(s) Affected: Worthing All

## Worthing CIL Infrastructure Investment Plan (IIP) 2023-2026

### Report by the Director for Place

#### Officer Contact Details

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### Executive Summary

#### 1. Purpose

- 1.1 Worthing Borough Council has introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that is needed to support growth. The Council adopted the Charging Schedule for CIL in February 2015 and implementation of the levy commenced in October 2015. The Council has overarching responsibility for the allocation of CIL monies and reporting the amount of money collected and spent.
- 1.2 This report provides an update on progress made by the CIL Board (formerly the Joint Officer and Member Board (JOMB)) for CIL Governance on updating the Infrastructure Investment Plan (IIP) for the 2023-2026 period.

#### 2. Recommendations

- 2.1 The Committee is recommended to note the progress made by the CIL Board in relation to governance arrangements for overseeing the Community Infrastructure Levy (CIL); and,

2.2 Agree the Infrastructure Investment Plan (IIP) which will set out the priorities of infrastructure projects to receive CIL funding over the next three years (2023-2026).

### **3. Context**

- 3.1 The CIL Regulations 2010 (as amended), allow local planning authorities to set a CIL charge on some developments in order to contribute toward the cost of the infrastructure required to support the cumulative impact of growth and development in an area. Worthing Borough Council (WBC) adopted its CIL charging schedule in February 2015, with implementation of the levy commencing in October 2015.
- 3.2 As charging authority, Worthing Borough Council has the responsibility for managing, monitoring and reporting on CIL. Although the CIL 'pot' is growing, it is accepted that CIL will not generate enough funds to completely cover the cost of new infrastructure needed to fully support the planned growth. It is clear that there will be many competing demands on CIL funds which means that it is important that a clear and justified process for the spend and prioritisation of CIL is established.
- 3.3 To oversee this process, a CIL Board (formerly Joint Officer and Member Board (JOMB)) has been established (see JSC report 01/02/2018) with WBC and West Sussex County Council (WSSCC) Officers and Members. WBC Officers include those from Planning, Place & Economy and Housing & Communities. The CIL Board oversees the governance around the spend of CIL, which includes the development of the Infrastructure Investment Plan (IIP).
- 3.4 The CIL Regulations state that CIL receipts may be allocated in the following proportions:
- 80% for the strategic infrastructure needs of the Borough
  - 15% for Neighbourhood funding
  - 5% for the cost of administering CIL
- 3.5 Worthing Borough Council has decided that 70% of CIL receipts will be used for Worthing Borough Council and West Sussex County Council projects. This is known as the CIL Strategic Pot. The purpose is to support the delivery of strategic and local infrastructure improvements on a Borough wide basis. The remaining 10% of CIL receipts would be used by 'other service providers'. This is known as the CIL Other Agencies Pot. Examples of providers who could bid for this funding include: NHS; Police and Crime Commissioner; and Ambulance Trust.

- 3.6 The IIP looks primarily at the priorities for the expenditure of CIL receipts in the Strategic Pot (70%). A charging authority (WBC) must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
- 3.7 The [2020-2023 version of the IIP](#) was adopted in 2020 (see JSC report 09/06/2020) which prioritised CIL spending from the Strategic Pot over the period 2020-2023. This was updated each year and allocated a total of almost £3m from the CIL Strategic Pot towards Worthing Borough Council and West Sussex County Council infrastructure projects. This version of the IIP concentrated primarily on Public Realm improvements in the borough.
- 3.8 After the end of the last 3-year period, the new version of the IIP is to be informed by WBC and WSCC priorities. Many of the priorities are influenced by the need to mitigate the impact of new development coming forward in the newly adopted Worthing Local Plan and set out in the Infrastructure Delivery Plan (IDP). The key themes have been agreed on the basis of current priorities across both Worthing Borough Council and West Sussex County Council. The themes link into a number of important policy documents, including 'Our Plan'. The Council's principles are; 'We are resilient', 'We are adaptable' and 'We are participative'. The Council's mission is to have 'Thriving People', 'Thriving Places', 'Thriving Environment' and 'Thriving Economy'.
- 3.9 The Labour administration in Worthing set out the [Council's priorities for 2023/24](#) which include some of the following long term objectives;
- Community Safety
  - A Green Council: Responding to the Climate Emergency
  - Reviewing Regeneration Schemes
  - Sustainable Travel
  - Parks and Open Spaces
  - Regeneration of our Town Centre and Seafront

The cost of delivering these objectives interplays with the Council's revenue and capital budgets, however where this is not possible, funding will be sought from other sources, including developer contributions outlined in this paper (CIL & s106).

- 3.10 It should be noted that CIL is also an important contributor to the Council's overall capital programme, linked to the Council's priorities and Our Plan. The programme for 24/25, signed off at the February WJSSC meeting, noted a number of associated projects that identifies both capital programme and CIL contributions. This assembly of funds will become even more important to ensure the Council has the ability to invest in the strategic infrastructure that is required across the Borough. This includes how CIL could unlock or leverage further external funding from other public sector bodies, external funding organisations or private investment.

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

- 4.1 An Infrastructure Investment Plan (attached as Appendix A) has been prepared for the next 3-year period, 2023-2026. The purpose of the IIP is to ensure that infrastructure to support growth is provided across the Borough. The IIP focuses on which projects should be prioritised to receive CIL funding from the 'Strategic Pot' (70% of all receipts) over the period 2023-2026. The IIP will be updated each year to reflect the most up-to-date housing trajectory and infrastructure requirements.
- 4.2 Although there is some ability to forecast the level of money that may be collected through CIL, the uncertain nature of development means that the IIP can never be precise about the amount of money that will be available. Hence, the IIP will be kept under review, updated and rolled forward each year to reflect how much money has been collected and how much CIL is predicted to be collected from future development. Money will only be allocated to projects if it is in the strategic pot, and will not be borrowed against projected (forecast) income.
- 4.3 It is anticipated that projects will require to lever in additional sources of funding, alongside the CIL allocation, in order for the project to progress. This will be worked up by WBC and WSCC Officers, alongside the relevant Cabinet Member(s).
- 4.4 A shared priority of both Worthing Borough Council and West Sussex County Council is 'sustainable growth in the context of climate change', which is the overarching objective of the IIP over the period 2023 to 2026. Informed by this, two main themes have been identified to be the focus for infrastructure funding from the CIL strategic pot; 'Sustainable Travel' and 'Climate Change'.
- 4.5 A wide range of infrastructure projects come under the two themes, however, following discussions with the current Worthing Borough Council administration and at CIL Board, the main priority areas for CIL spending over the next 3-year period is around cycle and walking improvements, coastal protection and ensuring that our town, District and Neighbourhood Centres are 'clean, safe and green'.
- 4.6 In order to achieve the most significant impact it has been deemed appropriate that the CIL money should be used to fund 'large' infrastructure projects that provide a clear and tangible range of benefits to the town and the people who use it. There is also the flexibility in the CIL Regulations to fund 'smaller scale' projects which help to mitigate the impacts of development. The projects listed in the table below have been identified as key infrastructure projects to be delivered in the next three years, based on the estimated CIL receipts. Further information on each infrastructure project is provided in the IIP.

	<b>2023/2024 Estimate</b>	<b>2024/2025 Estimate</b>	<b>2025/2026 Estimate</b>
1 <sup>st</sup> April b/fwd	£97,000	£595,000	£639,000
<b>Income</b>			
Estimated CIL income	£548,000	£574,000	£1,244,000
<b>Funds available</b>	<b>£645,000</b>	<b>£1,169,000</b>	<b>£1,883,000</b>
<b>Expenditure</b>			
<b>IIP005</b> – Walking and cycling improvements			
I) Cycle lane from George V Avenue to Sea Lane		£200,000	£1,800,000
II) Other sustainable travel projects emerging from the LCWIP refresh			
<b>IIP006</b> – Public Space Regeneration	£50,000	£150,000	£50,000
<b>IIP007</b> – Safe walking, cycling and horse route to Titnore Lane (WSCC project)		£80,000	
<b>IIP008</b> - Coastal Flood Defences		£100,000	
<b>Total Expenditure</b>	<b>£50,000</b>	<b>£530,000</b>	<b>£1,850,000</b>
<b>31<sup>st</sup> March c/fwd</b>	<b>£595,000</b>	<b>£639,000</b>	<b>£33,000</b>

- 4.7 To ensure efficient but robust processes, the IIP establishes a clear and focussed set of priorities that highlight a small number of projects that will best reflect the overarching objectives. However, a degree of flexibility is required to allow for any change in priorities and to reflect the often uncertain nature of the development industry (and therefore the level of CIL receipt). Appendix 2 of the IIP sets out a number of ‘live’ or longer-term projects that, whilst not being prioritised in this IIP, do meet many of the overarching objectives. As such, they may be prioritised for CIL funding in subsequent versions of the IIP.

- 4.8 One of the joint Worthing Borough Council and West Sussex County Council priorities is improvements to enhance cycling and walking routes. One potential project for CIL funding is the cycle lane from George V Avenue to Sea Lane which would extend the National Coastal Cycle Route 2 (estimated cost £1.2 million).
- 4.9 Another of the Worthing administration's key priorities is around coastal protection. A joint project between the Environment Agency (EA) and Worthing Borough Council (WBC) involves extending the life of existing deteriorated timber groynes for a period of approximately ten years, when a larger groyne replacement project will be considered. The works will include various structural repairs (timber pile extensions/replacements, land tie replacements, rock groyne root replacements (under shingle to stop outflanking) to timber groynes between Heene Road and Brooklands.
- 4.10 It is acknowledged that a number of future transport schemes may come forward during 2023-2026, although the current WSCC priority for CIL funding is the 'safe walking, cycling and horse route to Titnore Lane' project. This involves delivering a safer crossing point over Titnore Lane in Northbrook. The plan is to better connect the existing network of footpaths (east side), with PROW path 2139 (west side) and beyond, all connecting to residential, educational, business and social hubs.
- 4.11 Enhancing public facilities within our defined town centre that will ensure all areas are clean, safe and green. Improvements could include improved seating, lighting or waste collection. To ensure not only the town centre is improved, a number of 'out of town' shopping parades also need similar attention in respect of enhancing public facilities to ensure all areas are clean, safe and green. The work may involve improving cycle storage facilities, providing additional benches and further public realm improvements. This is a smaller project which will likely request to draw down CIL funds each year during the period, provided adequate CIL funding has been received and is available in the Strategic Pot.
- 4.12 Once the IIP is approved, a detailed request for funding would need to be submitted to the Community Infrastructure Officer and the relevant report prepared, depending on the amount of CIL requested. The decision maker(s) would consider the funding request in relation to the approved IIP and have regard to the delivery timetable of other priority projects and CIL spend available at the time.

## **5. Engagement and Communication**

- 5.1 The IIP includes consultation with both West Sussex County Council and Worthing Borough Council Officers. As explained in paragraph 3.3 above, a CIL Board (previously known as the Joint Officer and Member Board (JOMB)) has been established. The IIP has been prepared by Officers from



Worthing Borough Council, with input from West Sussex County Council Officers and from Senior Councillors from both authorities.

## **6. Financial Implications**

- 6.1 The additional CIL funding gives the Council the opportunity to invest in much needed infrastructure to address the impact of the growing population, which would not otherwise be delivered.
- 6.2 The Council employs an Officer to administer the scheme, and contributes time from other posts, for example finance officers. This work, where demonstrably linked, is funded from the 5% administration share of the CIL generated.

## **7. Legal Implications**

- 7.1 Legislation governing the development, administration and governance of CIL is contained within the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended). The Department for Levelling Up, Housing and Communities has also provided CIL guidance that needs to be followed.
- 7.2 Governance arrangements that are consistent with the CIL Regulations must be agreed. If they are not then the Council runs the risk of complaints and/or challenges from developers and these could then be upheld by the Local Government Ombudsman.
- 7.3 Under the Equalities Act 2010 the Council has a “public sector equality duty” and must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the 2010 Act. All decisions on spending CIL will themselves be subject to assessment to ensure the 2010 Act duties are complied with.

## **Background Papers**

- [Appendix A - Draft Infrastructure Investment Plan \(IIP\) 2023-2026](#)
- Adur & Worthing Councils JSC: Worthing Community Infrastructure Levy - Infrastructure Investment Plan (IIP); agenda item 12, 9 June 2020
- Adur & Worthing Councils JSC: Worthing CIL Governance and Procedural Matters; agenda item 7, 2 April 2019
- Adur & Worthing Councils JSC: CIL Governance Arrangements; agenda item 7, 1 February 2018
- Worthing CIL Revised Charging Schedule August 2021

- CIL Regulations (as amended)

## **Sustainability & Risk Assessment**

### **1. Economic**

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

### **2. Social**

#### **2.1 Social Value**

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

#### **2.2 Equality Issues**

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

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

- Matter considered and no issues identified.

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

- Matter considered and no issues identified.

### **3. Environmental**

- Matter considered and no issues identified.

### **4. Governance**

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

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WORTHING BOROUGH  
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Community Infrastructure Levy (CIL):  
Infrastructure Investment Plan (IIP)  
2023 - 2026

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## 1.0 Background

- 1.1. This Infrastructure Investment Plan (IIP) covers the Worthing Local Plan area, excluding the parts of the Borough that fall within the South Downs National Park, for which the South Downs National Park Authority (SDNPA) are responsible for<sup>1</sup>.
- 1.2. Infrastructure can be funded through a number of different sources, for example:
  - Customer bills - to utility companies to supply the infrastructure to your home
  - Government Funding and Grants - e.g. to help provide school places, and provide road and rail infrastructure.
  - County and Borough Council Capital Investment Programmes
  - Planning obligations – Section 106 agreements provide infrastructure for site specific mitigation
  - Community Infrastructure Levy - CIL
- 1.3. The IIP will focus on which projects should be prioritised to receive funding from the Community Infrastructure Levy (CIL). The Community Infrastructure Levy (CIL) is a fixed, tariff-based planning charge, which allows Local Planning Authorities (LPAs) to require developers to pay a levy on liable development (per square metre). Whereas, section 106 (s106) contributions can either be provided on-site, for example through the provision of affordable housing, or off-site in the form of financial payments. Obligations can only be sought where they are directly related to the development, fairly and reasonably related in scale and kind to the development, and necessary to make the development acceptable in planning terms.
- 1.4. As expected, in the early years after the introduction of CIL in Worthing in October 2015 there was little money collected. However, once the amount of money collected from CIL steadily increased, as larger development projects were implemented, Worthing Borough Council produced the first Infrastructure Investment Plan (IIP) to detail how the CIL Strategic Pot will be spent.
- 1.5. The IIP prioritises infrastructure via a three year rolling programme. This version covers the period 2023-2026. The IIP programme is updated each year to reflect the most up-to-date housing trajectory and infrastructure requirements across the plan area.
- 1.6. Although there is some ability to forecast the level of money that may be collected through CIL, the uncertain nature of development means that the IIP

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<sup>1</sup> The SDNPA adopted the Community Infrastructure Levy (CIL) in April 2017

can never be precise about the amount of money that will be available; it is just the best estimate at any given point in time. As a consequence, the IIP is a 'living' document which will be kept under review, updated and rolled forward each year to reflect how much money has been collected and how much CIL is predicted to be collected from development.

- 1.7. As explained briefly below, when CIL funds are received by Worthing Borough Council (as the collecting authority) the money collected is split into three 'pots': administration costs (5%); the 'local proportion' (15%); and the 'strategic' pot (80%).
- 1.8. The 'local proportion' (15%) money is allocated to the 'CIL area' where the development took place, based on groups of wards. Community groups, in liaison with the Elected Members, will be invited to put forward projects that would benefit from funding from this pot. An assessment panel will then decide which applications are awarded funding. There is freedom placed on how this money will be spent. However, if it is seen as a local priority by the local community, the money collected within this pot could be put towards projects that fall under the listed priorities below.
- 1.9. The 'strategic pot' (80%) forms the main focus of this IIP. For clarity, Worthing Borough Council has agreed to 'top slice' this proportion, so that 70% of all CIL money received is spent on Worthing Borough Council and West Sussex County Council projects. The remaining receipts (10% of total CIL money collected) is allocated to 'other service providers' (such as NHS partners, Police, Ambulance Trust) once that part of the 'pot' has reached £100,000. It is also agreed that the minimum bid for funding from the 'other agencies' pot is set at £50,000.

## **2.0 Purpose of the IIP**

- 2.1. The delivery of the right levels and types of infrastructure (such as roads, flood defences, schools, children's playgrounds etc.) is essential to support new homes, economic growth and to protect the environment. One purpose of the IIP is to ensure that infrastructure to support growth is provided across the Borough when and where it is most needed. The IIP also helps to demonstrate how the spending of CIL reflects and responds to Council (Worthing Borough Council and West Sussex County Council) priorities.
- 2.2. The IIP has been prepared by Officers from Worthing Borough Council, with input from West Sussex County Council Officers and from Senior Councillors from each authority.
- 2.3. The Worthing Infrastructure Delivery Plan (IDP) provides an evidence base document to support the emerging Worthing Local Plan in meeting its vision



and the relevant strategic objectives for infrastructure. The latest IDP can be found on the Council's [website](#). The IDP, which also forms one part of the evidence that informs the IIP, identifies the extent of the funding gap. CIL will help to bridge the gap, but won't completely fill it. There will therefore be a need for prioritisation along with exploration of external funding opportunities and innovative approaches to financing which will require strong partnership working arrangements with a variety of infrastructure providers.

- 2.4 Reporting on CIL expenditure is done through the Infrastructure Funding Statement (IFS) which is to be published on the Council's website each December (from 2020 onwards). The IFS includes the list of infrastructure projects that are to receive CIL funding; a report into the amount of CIL money that has been collected and spent in the previous financial year; as well as a Section 106 report into the developer contributions received and spent in the previous financial year.

### 3.0 Governance

- 3.1 The primary role of the CIL Board (previously known as JOMB) is to oversee the governance around the spending of CIL, which will include the development of the IIP to help set the prioritisation of infrastructure delivery over a three year period.
- 3.2 The CIL Board will agree the draft 3-year IIP and recommend the plan for adoption to the Joint Strategic Sub-Committee (Worthing). The original governance arrangements were agreed by the Joint Strategic Committee (JSC) on the 9<sup>th</sup> June 2020. **The 2023-2026 version of the IIP was adopted by the Joint Strategic Sub-Committee (Worthing) on DATE.**
- 3.3 Once the IIP is approved, a detailed request for funding would need to be submitted to the Community Infrastructure Officer (using the form in Appendix 3) and the relevant report prepared, depending on the amount of CIL requested. The decision maker(s) would consider the funding request in relation to the approved IIP and have regard to the delivery timetable of other priority projects and CIL spend available at the time.
- 3.4 As indicated earlier the strategic pot also incorporates 10% of the overall CIL collected to be used by other infrastructure or service providers (e.g. NHS, Police, Environment Agency). Unless the IIP identifies a strategic infrastructure project where the Council is working with one of our infrastructure partners, a separate bidding process for other service providers would be undertaken on an annual basis. This would be following the adoption of the IIP and only when the 10% pot exceeded £100,000. Submitted projects would be considered and evaluated by the CIL Board and a recommendation signed off in line with the Council's financial regulations.

3.5 The IIP concentrates primarily on the priority projects for the Strategic pot. However, there are separate governance arrangements for assessing the spend requests on community projects – ‘the neighbourhood pot’. An annual bidding process is to be undertaken when the CIL pot exceeds the threshold of £10,000 in a ‘CIL area’. A standard application form and guidance notes have been prepared for the local community group or organisation to use. Submitted bids will be evaluated by an assessment panel and proposal will be expected to meet the eligibility and evaluation criteria, some of which are summarised below:

- How will the project help to address local issues and benefit residents?
- Will the local community, residents, businesses and the environment see a large benefit from the project?
- What are the costs of the project (in particular the amount of CIL funding sought) against potential benefits for local communities?
- Are there any identified risks to project delivery? How will they be addressed?
- What is the plan for sustaining the benefit/operation of the project into the long-term?

3.6 The final decision on the submitted bid would be taken by the Cabinet Member for Communities and Young People, following recommendations from the assessment panel.

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

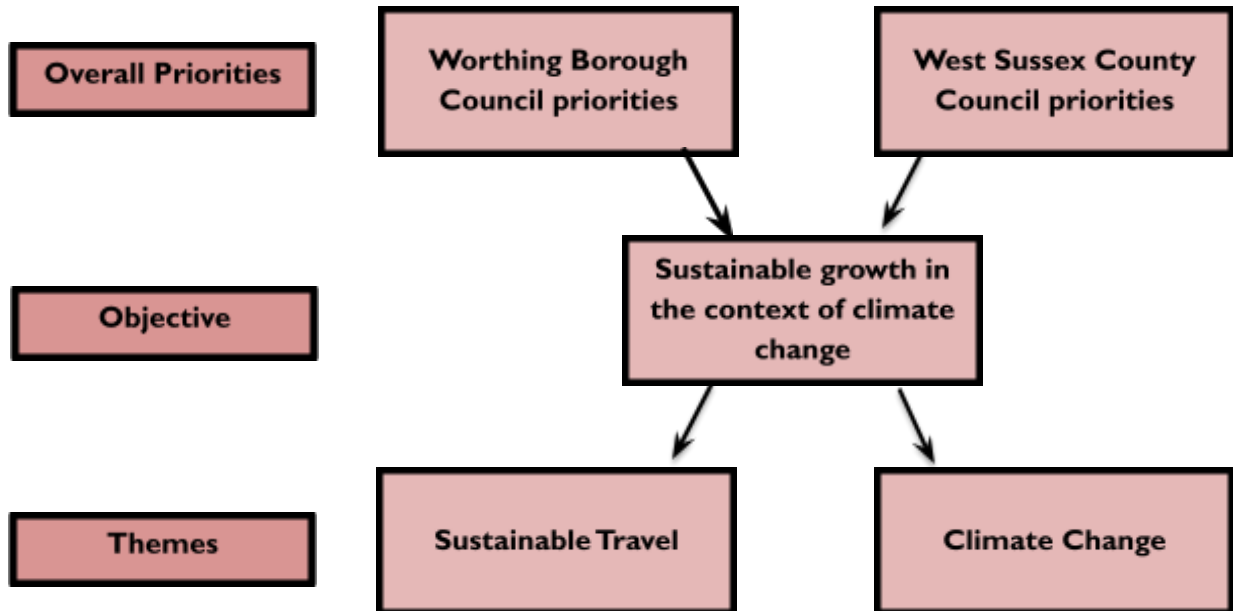
4.1 In order to be able to assess which projects should benefit from CIL funding it is important to assess what are the key priorities of Worthing Borough Council (WBC) and West Sussex County Council (WSCC). At appropriate stages, stakeholder consultation will take place to discuss priorities which will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

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

4.3 Informed by this overarching objective, for the 3-year period 2023-2026, two main ‘themes’ have been identified to be the focus for infrastructure funding from the CIL strategic pot (70% of total CIL). As illustrated below, these are

‘Sustainable Travel’ and ‘Climate Change’. Both of these themes are key goals for both Councils and rest under the overall objective, whilst providing some further focus as to the types of infrastructure projects that could receive CIL funding. An explanation of what is meant by the two themes is given below.

**Figure 1: Explanation of priorities and themes chosen for prioritisation of infrastructure projects to receive CIL funding over the period 2023-26**



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

- [Adur & Worthing Growth Deal](#) – is a joint commitment between Adur District Council, Worthing Borough Council and West Sussex County Council to align resources to deliver sustainable growth and unlock opportunities for new homes and new employment floorspace. One of the priorities is the Worthing Town Centre regeneration programme.
- [Our Plan](#) – is a framework for Adur & Worthing Councils for the coming three years, which provides a chance to reflect, to make sure we know where we are headed and to think how we can do things differently or better. All four missions outlined in the plan, ‘thriving people’, ‘thriving places’, ‘thriving environment’, and ‘thriving economy’ all have a very close link to key priorities identified in this IIP.
- [Sustainable AW](#) - through this programme, the Councils are committed to protecting and improving the environment in Adur and Worthing and achieve carbon neutral status by 2030. By working with the local community and collaborating with partners, the Councils plan to tackle some of the biggest environmental issues of our time - from climate

change, biodiversity loss, clean energy and transport, to poor air quality, water efficiency, water quality, and waste reduction.

- [Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#), [Walking and Cycling Strategy](#) & [draft Active Travel Strategy](#) - Adur & Worthing Councils, with key partners, have been preparing the LCWIP which promotes new and enhanced cycling routes and core walking zones. In addition, the West Sussex Walking and Cycling Strategy is designed to complement the Government's emerging Cycling and Walking Investment Strategy and sets out the County Council's aims and objectives for walking and cycling together with our priorities for investment in infrastructure improvements. The draft West Sussex Active Travel Strategy 2023-2036 builds on the work of the Walking and Cycling Strategy and looks towards building on increasing levels of active travel.
- [UN Sustainable Development Goals \(SDGs\)](#) - the Worthing Local Plan incorporated these Goals that will help to achieve a better and more sustainable future for all. They address a wide range of challenges including those related to poverty, inequality, climate change and environmental degradation. For example, United Nations Sustainable Development Goal 9: Industry, Innovation & Infrastructure includes the following target (No. 9.1) "Develop quality, reliable, sustainable and resilient infrastructure, including regional and trans-border infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all".
- [Public Realm](#) - A key priority for both WSCC and WBC is a public realm improvement strategy focussed on a number of key locations around the town centre. It encompasses streets, parks, squares, pedestrian and cycle routes as a network of interconnected spaces. Good quality public realm that encompasses streets, parks, green infrastructure and pedestrian / cycle routes is essential in creating environments that people want to live and work in.

#### 4.5 What do we mean by 'Sustainable Travel' and 'Climate Change'?

- 'Sustainable Travel' includes how we ensure that people are travelling in ways which are sustainable and environmentally friendly. For example: Walking; Cycling; Electric cars, Trains, Boats and Scooters
- 'Climate Change' means ensuring that Worthing is as environmentally friendly and 'green' as possible. This includes all areas of the borough, including the seafront.

#### 4.6 A wide range of infrastructure projects come under the two themes above. However, to achieve the most significant impact it has been deemed appropriate that the CIL money collected should be used to fund 'large' infrastructure projects that provide a clear and tangible range of benefits to the

town and the people who use it. The projects listed in the section below have been identified as key infrastructure projects to be delivered in the next 3 years.

## **5.0 Estimated CIL Receipts**

- 5.1 The identification of likely cash flow provides an opportunity to review the projects which benefit from funding, based on the prioritisation of infrastructure projects set out above.
- 5.2 The trajectory has been informed by the Worthing Core Strategy/draft Local Plan housing trajectory. To ensure infrastructure delivery is aligned with growth, the phasing of development is then linked to its supporting infrastructure.
- 5.3 Based on a number of assumptions, the estimated CIL receipt income can be seen in the table in Appendix 1. Over the 3 year period 2023-2026, the estimated CIL receipt income in the Strategic Pot (70%) is just over £2,300,000.

## **6.0 Priority Projects**

- 6.1 Walking and Cycling Improvements - Worthing Borough Council, jointly with West Sussex County Council, are considering improvements to enhance cycling and walking through the Local Cycling and Walking Infrastructure Plan (LCWIP). This would include specific projects such as the cycle lane from George V Avenue to Sea Lane which would extend the National Coastal Cycle Route 2 (estimated cost £1.2 million) but also include assessing the potential to implement other smaller scale schemes to improve cycle access. There is an opportunity to utilise our Parks and Gardens to improve off road cycle routes and the localised use of twittens particularly to improve safe routes to schools.
- 6.2 Public Space Regeneration - Enhancing public facilities within our defined town centre that will ensure all areas are clean, safe and green. Improvements could include improved seating, lighting or waste collection. To ensure not only the town centre is improved, a number of 'out of town' shopping parades also need similar attention in respect of enhancing public facilities to ensure all areas are clean, safe and green. The work may involve improving cycle storage facilities, providing additional benches and further public realm improvements.
- 6.3 Safe walking, cycling and horse route to Titnore Lane - WSCC Improvements Team are delivering a safer crossing point over C37 Titnore Lane Northbrook Worthing, via a Community Highway Scheme (CHS) application supported by local community and WSCC Area Highways Operations. The plan is to better connect the existing network of footpaths (east side), with PROW path 2139 (west side) and beyond, all connecting to residential, educational, business and social hubs. The design is to bring the crossing point further south (approx 20m)

to improve visibility and safety for all users, provide a new footway (approx 35m) aiding the reduction of pedestrian and vehicle conflict generated by the local business (Eurogreen), in the area of the farm access.

- 6.4 Coastal Flood Defences - A joint project between the Environment Agency (EA) and Worthing Borough Council (WBC). Worthing Capital Maintenance Works Project is to extend the life of existing deteriorated timber groynes for a period of approximately ten years, when a larger groyne replacement project can be considered. The works will include various structural repairs (timber pile extensions/replacements, wailing and land tie replacements, rock groyne root replacements (under shingle to stop outflanking) to timber groynes between Heene Road and Brooklands.
- 6.5 Whilst the above are the key priority projects, the IIP is reviewed and updated on an annual basis, to ensure that the appropriate prioritisation of projects is being taken alongside the CIL income trajectory. The projects that are selected for each financial year are dependent on the amount of CIL money that has been collected. Money can only be allocated if it is in the pot (not borrowed against projected income). Therefore projects will only be able to spend CIL money that it has been allocated for the financial year.
- 6.6 In addition to the main 'priority projects' summarised within this IIP there may be additional CIL funding available for other projects. Each of these projects would need to be evaluated against the overarching objective and themes for funding. However, given the focus established in this IIP it is unlikely that funding from the 'strategic pot' would be available for smaller projects within this 3 year period unless any of the larger infrastructure projects identified are delayed.
- 6.7 To ensure efficient but robust processes this IIP establishes a clear and focussed set of priorities that highlight a small number of projects that will best reflect the overarching objectives. However, a degree of flexibility is required to allow for any change in priorities and to reflect the, often uncertain, nature of the development industry (and therefore the level of CIL receipt).
- 6.8 With this in mind, Appendix 2 sets out a number of 'live' or longer-term projects that, whilst not being prioritised in this IIP, do meet many of the over-arching objectives. As such they may be prioritised for CIL funding in subsequent versions of the IIP, particularly when the next 3 year funding period (2026-2029) is considered. This appendix also includes reference to the new Local Plan and other emerging strategies that will, once adopted, define other priority infrastructure projects across the Borough.
- 6.9 The table below shows the projects which have been selected to be funded from the 'Strategic pot' of the CIL income over this three year IIP period

(2023-2026), by year the project will receive the funding. Each project is given a unique code in the title to ensure consistency with reporting.

**Table 1: Infrastructure projects to be funded from ‘strategic pot’**

	2023/2024	2024/2025	2025/2026
1 <sup>st</sup> April b/fwd	£97,000	£595,000	£639,000
<b>Income</b>			
Estimated CIL income	£548,000	£574,000	£1,244,000
<b>Funds available</b>	<b>£645,000</b>	<b>£1,169,000</b>	<b>£1,883,000</b>
<b>Expenditure</b>			
<b>IIP005</b> – Walking and cycling improvements			
I) Cycle lane from George V Avenue to Sea Lane		£200,000	£1,800,000
II) Other sustainable travel projects emerging from the LCWIP refresh			
<b>IIP006</b> – Public Space Regeneration	£50,000	£150,000	£50,000
<b>IIP007</b> – Safe walking, cycling and horse route to Titnore Lane (WSCC project)		£80,000	
<b>IIP008</b> - Coastal Flood Defences		£100,000	
<b>Total Expenditure</b>	<b>£50,000</b>	<b>£530,000</b>	<b>£1,850,000</b>
<b>31<sup>st</sup> March c/fwd</b>	<b>£595,000</b>	<b>£639,000</b>	<b>£33,000</b>

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

6.10 The above expected CIL receipts assume that a number of large developments progress in the three year period. If any of the schemes were to be delayed, then the likely amount of CIL receipts available in 2023-26 would be lower than the figures in the table above.

## 7.0 'Other agencies pot'

- 7.1 There is currently just over £100,000 in the 'other agencies' (10%) pot. To ensure that the process is efficient, it had been agreed that this pot would not be opened up to bids until it had reached a sufficient level of CIL receipts (£100,000).
- 7.2 Infrastructure projects provided by 'other agencies' will be prioritised in line with the overarching themes and objectives as described above. The range of 'other agencies' who would be eligible to receive CIL funding from this pot include, but are not limited to, the following:
- NHS Sussex Integrated Care Board
  - South East Coast Ambulance Service NHS Foundation Trust (SECAmb)
  - Sussex Police & Crime Commissioner
  - Environment Agency (EA)
- 7.3 The emerging priority areas are coastal flood defences and CCTV cameras in our town centres. These projects will need collaboration between Worthing Borough Council and the Environment Agency and Sussex Police & Crime Commissioner. Therefore, work will be undertaken to determine how the CIL 'other agencies' pot can be best utilised during the period 2023-2026.



## Estimated CIL receipts trajectory

The figures set out in this receipts trajectory table are based on a number of assumptions (set out below). It represents a running total that assumes 'no spend'. The table will be updated and revised in future iterations of the IIP, particularly once money has been allocated to priority projects.

**Table 2: Estimated CIL receipts trajectory**

Financial Year	Total CIL receipts	Strategic Pot (70%)	Neighbourhood Pot (15%)	'Other Services' Pot (10%)	Admin Pot (5%)
Carried f/wd	£4,060,000	£2,797,000	£661,000	£489,000	£113,000
2023/24	£4,843,000	£3,345,100	£778,450	£567,300	£152,150
2024/25	£5,663,000	£3,919,100	£901,450	£649,300	£193,150
2025/26	£7,440,000	£5,163,000	£1,168,000	£827,000	£282,000
2026/27	£9,289,000	£6,457,300	£1,445,350	£1,011,900	£374,450
2027/28	£10,199,000	£7,094,300	£1,581,850	£1,102,900	£419,950
2028/29	£10,476,000	£7,288,200	£1,623,400	£1,130,600	£433,800

These projections are based on the following assumptions:

- For all permissions to be granted after 2021, we use the CIL rates within the revised CIL Charging Schedule 2021.
- Unless superseded by a live planning application the delivery timeframes are aligned to the housing land supply trajectory set out in the most recently published Annual Monitoring Report (AMR). The AMR is published each December to cover the preceding financial year.
- An affordable housing rate of 30% has been applied to all major developments – which is nil rated for CIL
- For previously developed sites (with existing buildings) an adjustment for existing floorspace (50% discount) has been made.
- A 30% discount has been applied to the 'windfall' allowance. Whilst only a small proportion of these will be major developments (10+ dwellings) that deliver affordable housing it is felt appropriate to retain this level of discount as some of the dwellings delivered will be self-build (exempt from CIL) and a significant proportion of these schemes will involve the redevelopment of existing buildings / floorspace. 'Windfall' allowance is not included for the first 3 years from the base date of the calculation
- Greenfield sites will deliver 3 bed houses @ 90 sqm

- Apartment schemes will deliver 2 bed flats @ 66sqm
- Windfalls will deliver 2 bed houses @ 77 sqm
- 'Other SHLAA Sites' are taken at an average number of completions per annum over the next five years. It is assumed they will be schemes of less than 10 units, so therefore charged at £125/sqm
- Payments have been calculated/phased in line with the Council's adopted Instalment Policy
- No index linking has been applied to account for inflation over time

## Potential Future Priority Projects

The table below sets out a number of emerging plans that are identifying new infrastructure projects as well as larger strategic redevelopment projects that, whilst not being prioritised in this IIP, are likely to meet the overarching themes. As such they may be prioritised for CIL funding in subsequent versions of the IIP, particularly when the next 3 year funding period (2023 - 2026) is considered.

**Table 3: Potential future priority projects**

<b>Emerging Strategies</b>	<b>Comments</b>
The Local Walking and Cycling Improvement Plan (LCWiP)	The Plan, adopted during 2020, highlights priority projects for investment to help cycling and walking across the Borough.
Sustainable Transport Improvement Plan (STIP)	The STIP has been established to facilitate the identification, prioritisation, development, and implementation of strategic highway and other transport infrastructure. Such schemes are important strategically, i.e. either they are important at a 'larger than local' level or they are necessary to support future development of an area. The West Sussex Transport Plan 2022-2036 has identified STIP active travel infrastructure including Worthing north – south cycling corridors as medium term (2027 – 2032) active travel priorities for delivery.
The new Local Plan for Worthing	The Plan, which was adopted in 2023, allocates sites for development and is accompanied by a new Infrastructure Delivery Plan (IDP) which sets out the key infrastructure improvements necessary to support sustainable growth.
<b>Future Projects</b>	<b>Comments</b>
Active Travel	Active travel is using physically active means for your everyday journeys, such as walking or scooting to school and cycling to shops. Advantages to active travel include increased fitness, cheaper journeys and environmental benefits. West Sussex County Council are working on delivering a range of active travel schemes across the County, including in Worthing.
Annual Delivery Programme (ADP)	The Annual Delivery Programme sets out highways and transport projects for the coming year. It brings together funding streams from Highway Maintenance and transport Improvement Grants, supported by other external contributions such as development funding and WSCC corporate capital funding. The ADP includes projects from the STIP, Local Transport Investment Programme and

	Community Highway Schemes. Projects include those that are identified to mitigate specific developments and support development in the area.
Creative Industries	Research has shown that this is a growth sector in the area but there is a lack of affordable floorspace to support and grow this sector in Worthing. It is likely that public sector funding including a contribution from CIL would be required to maximise the employment potential from creative and cultural industry.
Redevelopment of Leisure Centre, Shaftesbury Avenue	The emerging Open Space, Sport and Recreation Strategy identifies the need to redevelop this site to provide enhanced indoor sport and recreational facilities.
Redevelopment of Grafton Multi Storey car Park	The Council has identified the car park is in need of redevelopment as it is not economic to continue to repair the structure. It is likely that the costs of redevelopment will require some level of public subsidy.
Future School Provision	The emerging Local Plan will increase the town's population and this may require additional education provision including primary and secondary schools and/or expansion of existing schools/facilities.
Coastal Defence	Climate change will require significant investment in coastal defence as sea levels rise.
Regeneration of Worthing Seafront	A number of projects are being considered to enhance the offer of Worthing Seafront to assist the objective of enhancing Worthing's economy and help support the viability and vitality of the town centre. Some of the emerging projects may require pump priming investment. Examples include the Pier, Lido and Promenade lighting. Other ideas that may come through this is further investment into shelters, decked areas, leisure areas etc.
West Durrington	The urban extension at West Durrington of 700 dwellings has been extended recently by the grant of outline planning permission for a further 240 dwellings. Reserved matters applications have been submitted and there is a need to deliver cycle path links (including to Goring station to improve the sustainability of the site).
Climate Change	A number of community led projects as well as Council led projects (such as rewilding and tree planting) will come forward to help meet the climate change challenge and the Council's commitment to be carbon neutral by 2030.
Colonnade House	The creative hub on the corner of Warwick Street and High Street is set for a major expansion to keep up with demand. There will be an upgrade to the current facilities,

	as well as new homes, a café and additional meeting and exhibition space.
Public Art	The role and value of public art is recognised as a key component in cultural, economic, social and community regeneration. It can enhance the built environment, create meaningful places where people feel comfortable and relaxed, and increase the use of open spaces and reduce vandalism.
Sports Facilities	A number of sites in Worthing need replacements or refurbishments to the sports facilities, including Hill Barn Rec, Rotary Ground, and Manor Sports Ground.
Worthing Heat Network	As part of the Climate Change Emergency, work is being undertaken to connect a number of buildings in Worthing Town Centre to a new District Heat Network. This work involves ensuring that all buildings are energy efficient. A number of these buildings are owned by WBC/WSCC and used by members of the public, for example Connaught Theatre, Worthing Museum, and Worthing Library.

CIL Funding Request Proforma  
Infrastructure Investment Plan period 2023 - 2026

This form should be completed when requesting any expenditure of CIL funds held by Worthing Borough Council, for projects that have been approved CIL funding in the Infrastructure Investment Plan period 2023 – 2026.

**1. Contact details for this project**

Full Name	
Position and organisation	
Address for correspondence	
Phone Number	
Email	

**2. Project title & IIP reference**

Project Title	
IIP Reference	

**3. Project summary**

Brief description of the project	
Total cost of project	
Amount requested from CIL	

**4. Project details (Part A)**

Is the infrastructure Project identified in the adopted Infrastructure Investment Plan?	Yes <input type="checkbox"/> proceed to question 5 No <input type="checkbox"/> continue below
Does the project meet one of the overall themes of the IIP, if so which?	

What other funding has been identified to help deliver the infrastructure project?	
Is the infrastructure necessary to deliver a Local Plan allocation for employment or housing?	

**5. Project details (Part B)**

Attach Project plan/Project feasibility study/ committee reports/other relevant information	
Date project will start	
Date project will finish	
Key milestones (with anticipated dates)	
Details of how the project will be managed	
Details of who will be responsible for future maintenance	
Likely annual costs of future maintenance	

**6. Project Costs & Management**

Project Breakdown		How the project is funded	
Item or activity	Item/activity cost	CIL Contribution	Other contributions (£amount & source)

Totals	£	£	£

**7. Confirmation**

<p>I confirm that I have been authorised by the organisation to apply for this funding and that to the best of my knowledge all the information I have provided is true.</p> <p>I understand that WBC may use your project as an example to other applicants on how CIL funds can be used.</p>	
<p>Sign &amp; Date</p>	





Worthing Joint Strategic Sub-Committee  
14th March 2024

WORTHING BOROUGH  
COUNCIL

Key Decision : No

Ward(s) Affected: All

## 3rd Quarter Capital Investment Programme & Projects Monitoring 2023/24

### Report by the Director for Sustainability and Resources

#### EXECUTIVE SUMMARY

##### 1. PURPOSE

1.1 This report updates the Sub-Committee on the progress made on the delivery of the 2023/24 Capital Investment Programme for Worthing Borough Council. The programme includes schemes which support the delivery of services by the Joint Services Committee.

1.2 The following appendices have been attached to this report:

**Appendix 1:** Worthing Borough Council Capital Monitoring Summary

**Appendix 2:** Worthing Borough Council Reprofiled Budgets

##### 2. RECOMMENDATIONS

2.1 The Worthing Sub Committee of the Joint Strategic Committee is asked to:

- i) To note the reprofiling of the Worthing Borough Council capital schemes as advised in paragraph 6.1 and appendix 2.
- ii) To approve the changes to the current schemes as set out in section 6.2 report

##### 3. CONTEXT

3.1 In accordance with the Council's Capital Strategy, the Capital Working Group oversees the implementation and progress of the Council's capital investment programmes. The Capital Working Group also ensures that capital schemes are approved within financial regulations.

- 3.2 The Capital Working Group meets regularly and monitors the programme's progress and finance, seeking to address any problems at an early stage in order for schemes to be completed within budget and timescales. Where problems are highlighted the Group considers possible remedies including virements between schemes, reprofiling of budgets between years and the withdrawal of schemes from the programme when schemes are unable to proceed. This could be due to resourcing problems, time delays or other factors beyond the Council's control.
- 3.3 Full summaries of the progress of all the schemes in the 2023/24 Capital Investment Programmes are prepared each quarter highlighting:

Schemes with significant challenges	<b>Red</b>
Schemes where progress is being closely monitored	<b>Amber</b>
Schemes progressing well	<b>Green</b>
Schemes where progress is beyond officers' control	#
Schemes with financial issues	£
Schemes where progress has improved	↑
Schemes where progress has deteriorated	↓

- 3.4 Financial Regulations require officers to report each project on completion.

#### **4. PROGRESS OF THE WORTHING BOROUGH COUNCIL 2023/24 CAPITAL INVESTMENT PROGRAMME – September 2023**

- 4.1 There are 108 schemes in the 2023/24 current capital investment programme which are progressing as follows:

	Number of schemes	Percentage %
Schemes completed	14	13.0%
Schemes which are progressing satisfactorily	80	74.1%
Schemes where progress is being closely monitored	13	12.0%
Schemes with significant challenges or financial issues	1	0.9%

- 4.2 A summary of the financial movements of the 2023/24 Capital Investment Programme is attached as Appendix 2 to this report. A summary of the progress of all the schemes in the 2023/24 Capital Investment Programme is available from the Council's Intranet.

## **5.0 SUCCESSES AND CHALLENGES IN THE WORTHING BOROUGH COUNCIL 2023/24 CAPITAL INVESTMENT PROGRAMME**

5.1. The following schemes are progressing well:

### **5.1.1 Information and Communications Technology - Digital Programme (Partnership Scheme with Adur District Council)**

The following projects are progressing well:

- i) Ultrafast Network / Gigabit Project
- ii) Wifi Upgrade / Network Refresh
- iii) Cyber Security Solutions

### **5.1.2 High Street Public Conveniences - Accessible toilet facilities**

The refurbishment of the high street toilets to include accessible facilities is progressing well and is anticipated to complete before the end of the financial year.

### **5.1.3 Brooklands Park**

The programme of works has been completed with the new cafe and car park installed. The new childrens' playground was successfully delivered and the toilets are now operational.

### **5.1.4 Disabled Facilities Grant**

This statutory service has been progressing above expectations with £1.5m of improvements delivered to the homes of residents in Worthing. The scheme is funded by the DCLG Better Care Fund.

### **5.1.5 Completed Schemes**

The following schemes have completed;

- i) Brooklands Park - Redevelopment
- ii) Connaught Theatre - Ventilation Works
- iii) Durrington Cemetery - Replacement Dumper Truck

## **5.2. Challenges in the 2023/24 Capital Investment Programme:**

5.2.1 There continues to be challenges to the delivery of a number of schemes due to a number of factors outside the Councils controls:

Delays have been encountered as follows:

- i) In obtaining quotes and estimates from suppliers.
- ii) Long lead in times for deliveries due to supply issues.
- iii) Significant inflation of costs within the construction industry

In addition there have been staffing shortages in the Technical Services Department which have now been addressed and projects and non urgent works will continue into 2024/25.

These issues have directly impacted on a number of projects which have required additional financial support which are set out below.

### **5.2.2 Broadwater Green Pavilion**

The original plans for the pavilion are being reviewed as there are ongoing conversations with the cricket club as to their appetite to partner with the council to support the overall project. Engagement with the cricket club about the opportunity is ongoing, however no concrete plans have been agreed and other avenues may need to be considered going forward.

## **6. ISSUES FOR CONSIDERATION**

6.1 Budgets totalling £17,436,813 have been reprofiled to 2024/25 and future years where the original project plan has changed and the schemes are unable to complete in 2023/24. £2,616,610 has also been brought forward and reprofiled from 2024/25 due to progress within the heat network scheme. A list of schemes reprofiled is attached as Appendix 2 to this report.

6.2 The following amendments to the Adur District Council 2023/24 Capital Investment Programmes are recommended:

### **6.2.1 Gigabit Network Refresh Wifi Upgrade**

This joint project is approaching its conclusion around October 2024, yet it has encountered notable delays and additional tasks owing to complex technical design and implementation with external partners. It is required to request a virement from the Digital Strategy General Provision Capital budget to address the funding requirements arising from these challenges. Initially designated for implementing the digital strategy and vital investments in replacing IT infrastructure and equipment, this budget is currently unallocated to any ongoing initiatives. The current allocation in the Joint Digital Strategy General Provision budget stands at £170,320, and a virement of £161,880 is requested to ensure the successful completion of the Network Refresh project.

## **7. ENGAGEMENT AND COMMUNICATION**

7.1 The purpose of this report is to communicate with stakeholders on the progress of the Worthing Borough Council 2023/24 Capital Investment Programmes. Officers of the Council have been consulted on the progress of the schemes which they are responsible for delivering.

7.2 Specific schemes are subject to public consultation (e.g new playgrounds) to ensure that they meet community needs.

## **8. FINANCIAL IMPLICATIONS**

8.1 There are no unbudgeted financial implications arising from this report as the Worthing Borough Council 2023/24 Capital Investment Programme was

approved by the Council in February 2023. Subsequent changes have been reported to and approved by the Joint Strategic Committee or by Officers where a delegation exists. The issues considered in this report can be funded from within existing resources or through external funding.

## **9. LEGAL IMPLICATIONS**

9.1 Section 28 Local Government Act 2003, as amended by the Localism Act 2011, provides that where in relation to a financial year, a Local Authority has made the calculations required by section 43 Local Government Finance Act 1992, it must review them from time to time during the year. If it appears that there has been a deterioration in its financial position it must take such action, if any, as it considers is necessary to deal with the situation.

9.2 Section 151 of the Local Government Act 1972 requires the Councils to make arrangements for the proper administration of their financial affairs.

### **Background Papers**

- Capital Investment Programme 2023/24 – 2026/27 Worthing Borough Council and Joint Committee.
- Capital Strategy 2024/27.

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

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Assistant Director for Finance

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## **SUSTAINABILITY AND RISK ASSESSMENT**

### **1. ECONOMIC**

- The capital programme prioritisation model awards points for capital project proposals that impact positively on the economic development of our places or the economic participation of our communities.

### **2. SOCIAL**

#### **2.1 Social Value**

- The capital programme prioritisation model awards points for capital project proposals that impact positively on our communities.

#### **2.2 Equality Issues**

- The capital programme prioritisation model awards points for capital project proposals that address Equalities Act requirements and reduce inequalities.

### **3. ENVIRONMENTAL**

- The management, custodianship and protection of our natural resources are considered when capital schemes are assessed for inclusion in the Councils' Capital Investment Programme.

### **4. GOVERNANCE**

- The Councils' priorities, specific action plans, strategies or policies are considered when capital schemes are assessed for inclusion in the Councils' Capital Investment Programmes.
- The Councils' reputation or relationship with our partners or community is taken into account when capital schemes are assessed for inclusion in the Councils' Capital Investment Programmes.
- Resourcing, risk management (including health and safety) and the governance of either Council are fully considered during the preparation of the Councils' Capital Investment Programmes.



CAPITAL MONITORING SUMMARY 2023/24									3rd Quarter
Executive Portfolios	(1) Total WBC Scheme Budgets  £	(2) Previous Years' Spend  £	(3) 2023/24 Original Budget  £	(4) Net Budget b/f from 2022/23  £	(5) Approved Changes to Original Budget  £	(6) 2023/24 Budget Reprofiled to and (from) 2024/25  £	(7) 2023/24 Current Budget  £	(8) 2023/24 Spend to Date  £	(9) Spend % of Current Budget
Citizen Services	19,680,740	1,430,887	7,113,240	677,190	3,523,300	1,445,120	9,868,610	1,682,065	17.04%
Climate Emergency	16,825,960	633,715	592,000	334,610	2,402,590	(2,046,610)	5,375,810	338,496	6.30%
Community Wellbeing	1,219,690	23,083	230,000	82,270	544,130	40,000	816,400	284,463	34.84%
Culture and Leisure	2,559,280	217,141	1,380,610	170,580	137,000	837,920	850,270	418,627	49.23%
Environment	11,362,930	2,293,236	1,342,380	1,002,260	(147,267)	528,393	1,668,980	1,062,664	63.67%
Regeneration	66,800,715	26,353,565	3,518,290	2,117,830	8,230,000	6,092,900	7,773,220	2,804,494	36.08%
Resources	94,483,050	26,607,073	16,656,050	127,410	(7,844,180)	7,922,480	1,016,800	788,519	77.55%
<b>TOTALS</b>	<b>212,932,365</b>	<b>57,558,700</b>	<b>30,832,570</b>	<b>4,512,150</b>	<b>6,845,573</b>	<b>14,820,203</b>	<b>27,370,090</b>	<b>7,379,328</b>	<b>26.96%</b>

**Financing of 2023/24 Programme:**

	<b>£'000</b>
Borrowing:	15131
Capital Receipts:	940
Revenue Contributions and Reserves:	204
Government Grants:	7584
S106 and CIL Receipts	2555
Other Contributions:	956
	<u>27,370</u>

**Capital Monitoring - Summary of Progress:**

Schemes with significant challenges:	1
Schemes where progress is being closely monitored:	13
Schemes which are progressing satisfactorily or have completed:	<u>94</u>
<b>Total Schemes:</b>	<b><u>108</u></b>



WORTHING BOROUGH COUNCIL - 3RD QUARTER CAPITAL MONITORING SUMMARY

APPENDIX 1

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SCHEME (Responsible Officer)	Total WBC Scheme Budget	Previous Years' Spend	2023/24 Original Budget	Budget Reprofiles to and from 2024/25 and Future Years	2023/24 Current Budget	2023/24 Spend to Date	Anticipated Completion Date (C) / Approval Report(D)/ P.I.D.(P)	2023/24 Anticipated (Underspend) /Overspend (Council Resources)	COMMENTS AND PROGRESS	Status
	£	£	£	£	£	£		£	# Progress Beyond Council's control £ Schemes with financial issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	
Broadwater Green Pavilion	89,600	0	89,600	89,600	0	0	PID Outstanding		# See Section 5.2.2	
<b>TOTAL:</b>	89,600	-	89,600	89,600	0	0.00		-		

RESPONSIBLE OFFICERS: Kevin Smith / Andy Willems



WORTHING BOROUGH  
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
<b>1. Schemes in Progress where the completion has been delayed beyond March 2024</b>		
Opening Doors - Gratwicke Road	48,000	Total budget of £60,000 reprofiled from the Affordable Housing Registered Social Landlord project. Project spread over 5 year at £12,000 per annum. Budget reprofiled in line with anticipated expenditure
Beach House Park Chalets - Replacement of chalet fronts	125,000	Planning to progress this year. Works to go on site in the summer. Budget reprofiled in line with anticipated expenditure
Broadwater Green Pavilion Refurbishment	89,600	Talks with the cricket club are on-going. No spend forecast for 23/24 until any plans are confirmed.
Commerce Way - Replacement floor coverings	50,000	Some reactive work has been carried out in 2023. Technical services are focused on delivering higher priority projects and anticipate this project will begin in 2024/25
Commerce Way - Replacement roof covering	75,000	Project out to tender in February. Works to be on site in April. Budget reprofiled in line with anticipated expenditure.
Commerce Way - Upgrade of male showers	17,500	Project out to tender in January. Works will roll into the new financial year.
Condition Surveys - Corporate Buildings	140,000	The appointed contractor has decided to leave the project. A new process is needed to deliver the surveys, either internally or externally.
Connaught Theatre - Replacement Slate Roof	150,000	Works currently scheduled to start after the winter. Budget reprofiled in line with anticipated expenditure.



WORTHING BOROUGH  
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Connaught Theatre - Replacement Windows	75,000	Works currently scheduled to start after the winter. Budget reprofiled in line with anticipated expenditure.
Corporate Buildings - Decarbonisation Schemes	570,000	This budget is for invest to save decarbonisation schemes. Due to the high cost of borrowing in the current year, no schemes have been identified. Budget reprofiled to future years.
Corporate Hardware and Infrastructure	31,800	Fewer equipment replacements have been requested this year. Budget reprofiled in line with replacement equipment schedule.
Cemeteries and Crematorium Software	112,130	Plotbox is on hold pending a more complete service review process. Budget profiled in line with anticipated expenditure.
Cyber Security	22,520	The mobile phone security software will go live from April 2024.
Cycle Lane - George V to Sea Lane	700,000	Scheme requires CIL or S106 funds to be allocated. Budget profiled in line with potential funding agreement.
Digital Strategy - General Provision	31,800	Identity and Access Management System being reviewed. It is expected this will include other systems to produce a Single Sign On solution. Implementation now expected in 2024/25.
Durrington Cemetery Chapel Improvements	91,570	Technical services are focused on delivering higher priority projects. Improvement works are expected to begin in 2024/25
Equalities Act - Access Audits	40,000	Technical services are focused on delivering higher priority projects. Access Audits to council offices were conducted as part of the Workspaces project in previous years. Future audits are expected to take place in 2024/25



WORTHING BOROUGH  
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Extension of Ultrafast Fibre Network	1,325,000	Scheme in partnership with Adur District Council. Current delays with the contractor. Budget profiled in line with expected expenditure.
Fire Door Replacements to Council properties	40,000	No replacements have been identified in the current year. Budget reprofiled for future demand.
Fire Risk Assessment Remedial Works	20,000	No improvements have been identified in the current year. Budget reprofiled for future demand.
Ground Maintenance - Rolling programme of vehicle replacements	45,060	Joint programme to replace assets used by the parks team to deliver the service. The budget is being reprofiled to next year in anticipation of future replacements required.
Ground Maintenance - Rolling programme of equipment replacements	53,570	Joint programme to replace assets used by the parks team to deliver the service. The budget is being reprofiled to next year in anticipation of future replacements required.
Hilbam/Rotary Recreation Ground - Refurbishment of changing rooms	13,320	Talks are currently underway with a local community group. This will inform any works required and will take place in 2024/25.
Housing Development - Acquisition and development of emergency, interim or temporary accommodation for the homeless	1,397,120	Budget reprofiled due to lead times for new schemes.
Landscape Adaptions	45,000	Initiatives designed to help cope with the changing climate including rain gardens, wildflower planting and prairie planting. Future improvements will be considered in the next financial year.
Montague Place - Public Realms Works	2,700,000	Construction due to commence in March 2024 with completion anticipated to by March 2025.



WORTHING BOROUGH  
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Multi Storey Car Park - High Street	250,000	Multi-storey's to be tendered together in January. Estimated site commencement is in March and rolling into the new year.
Multi Storey Car Park - Grafton Road	65,000	Multi-storey's to be tendered together in January. Estimated site commencement is in March and rolling into the new year.
Northbrook and Durrington Wards - Community Park Facilities	128,833	Arrangements are being considered for improvements in these wards.
Office Equipment - Microphone system replacement	15,900	The systems at the Shoreham Centre and Worthing Town Hall require replacing. This is now expected to take place in 2024/25.
Parks - Infrastructure Improvements	12,230	Future improvements will be considered in the next financial year.
Parks - Play Area improvements	6,440	New capital funds will be available in the new financial year for this scheme. Budget reprofiled in line with the availability of the new funds.
Pavilion Theatre - Crittall Window Replacement	70,000	Works currently scheduled to start after the winter. Budget reprofiled in line with anticipated expenditure.
Planning and Building Control - Document Management System	79,800	IDOX delivery to begin in Dec 23 and will be complete by Dec 24. Budget reprofiled in line with anticipated expenditure.
Refuse/Recycling - Trade Waste Bins	70,000	Demand led. Budget reprofiled for future demand.
Refuse/Recycling - Wheeled Bins	31,800	No further purchases expected in the current year. Budget reprofiled to 24/25 for future demand
Splashpoint Leisure Centre - Fire Dampers	130,000	The project will go out to tender following the approval of additional funding which has been requested as part of the 24/25 capital programme.
Splashpoint Leisure Centre - Ground Source Heat Pumps	310,000	Discussions with third party stakeholders are nearing a conclusion. Works will be expected to begin in the next financial year.



WORTHING BOROUGH  
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Strategic Property Investments	5,896,030	Investments in property for regeneration or service delivery. Currently no suitable properties have been identified that meet the council's strategic needs.
Street Cleansing Vehicles - EV charging points	31,800	Charging points to be installed in 24/25
Street Litter and Dog Bins	12,090	No further purchases expected in the current year. Budget reprofiled to 24/25 for future demand
Town Hall - Fire separation and roof insulation	65,000	
Worthing Crematorium - Memorial Garden and Muntham Estate Walls Repair	250,000	Construction is due to begin in April and will be completed by August 2024. Budget reprofiled in line with anticipated expenditure.
Worthing Integrated Care Centre	1,000,000	Construction is scheduled to complete in May 2024. Budget reprofiled in line with anticipated expenditure.
Worthing Pier - Fire Safety compliance works	700,000	Plans for the sprinkler systems are under discussion. Budget reprofiled in line with anticipated expenditure.
Worthing Pier - Replacement Timber Decking	84,000	Returned tenders were too high for the budget. Plans need to be reassessed and a new tender requested. Budget reprofiled in line with anticipated expenditure.
Worthing Pier - Replacement Timber Structure and pile to the Landing Stage	218,900	New maintenance contractors due to start in April 2024. Budget reprofiled in line with anticipated expenditure.
<b>2. Schemes in Progress where the project schedule has changed</b>		
Worthing Heat Network	-2,616,610	Spend expected in 23/24 rather than initial estimate of 24/25. Budget reprofiled in line with anticipated expenditure.
<b>Total Reprofiled Budgets:</b>	<b>14,820,203</b>	
<b>Grants / Contributions Anticipated towards above schemes:</b>		
Cemeteries Software - Crematorium Trading Account Revenue contribution	80,000	



WORTHING BOROUGH  
COUNCIL

**WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS**

Scheme	Reprofiled Budgets	Reason
Cycle Lane - CIL/S106	700,000	
Ground Maintenance - Replacement of equipment - Capital Receipts	17,750	
Hillbarn/Rotary Recreation Ground - Changing Rooms - S106	13,320	
Montague Place Public Realms - CIL	2,700,000	
Northbrook and Durrington Wards - Community Park Facilities - S106	128,833	
Opening Doors - Gratwicke Road - Capital Receipts	48,000	
Splashpoint GSHP - PSDS Grant	100,000	
Worthing Heat Network - Public Sector Decarbonisation fund	-2,616,610	
<b>Council Prudential Borrowing Budgets Reprofiled:</b>	<b>13,648,910</b>	

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WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub Committee  
14 March 2024

Key Decision [Yes/No]

Ward(s) Affected:

## Freehold Land Sale of Teville Gate to Homes England

### Report by the Director for Place

Officer Contact Details:

Chris Maughan, Assistant Director Regenerative Development

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#### 1. Summary

- 1.1. Following negotiations with Homes England, in December 2023 Homes England has made an offer of £5.1m for the unconditional freehold sale for Teville Gate. The Homes England offer utilises their Brownfield Infrastructure and Land Fund - making Worthing the first recipient of this intervention in the South.
- 1.2. Homes England anticipates delivering over 250 homes in a lower density, lower height development which places a significant emphasis on successful placemaking and delivery.
- 1.3. Homes England recognises the strategic significance of Teville Gate and has signalled its ambition to:
  - drive regeneration and housing delivery to create high-quality homes and thriving places;
  - work with partners to support them and enable the delivery of new homes and housing-led, mixed-use regeneration;
  - deliver place making and regeneration of the area;
  - intervene where the market has failed; and
  - deliver mixed-tenure housing that Worthing needs.
- 1.4. Teville Gate was purchased by the Council for £7m in 2021 via prudential borrowing. Securing an immediate payment of £5.1m will

deliver savings in interest payments of £850k over three years, plus retaining a budgeted £100k pa in parking income, in addition to any meanwhile-use returns. By comparison, a typical market transaction would be conditional and likely to be subject to planning permission, meaning any capital receipt would not be received for several years.

## **2. Recommendations**

That members of the Joint Strategic Sub-Committee:

- 2.1.** Approve an unconditional freehold sale of Teville Gate to Homes England, and continue to work in partnership with Homes England to develop this critical site.
- 2.2.** Delegate authority to the Assistant Director for Regeneration Development, in consultation with the Cabinet Member for Regeneration, to negotiate and enter into the legal documentation required to effect legal completion of the sale of Teville Gate to Homes England.
- 2.3.** Delegate authority to the Assistant Directors for Place and Economy, and Regenerative Development in consultation with the Cabinet Member for Regeneration, to seek and agree to a suitable meanwhile-use as a priority for the site, aligned to council objectives to utilise the site during the leaseback period.

## **3. Background**

- 3.1.** Teville Gate is a long vacant plot of land at the 'Gateway to Worthing'. Located by the mainline railway station, and a 15 min walk to town centre and seafront, it should be an attractive development site, however it has a long history of failed schemes due to the complexities and abnormalities of the site. Due to utilities constraints the site naturally falls into 4 sections if you include the HMRC building: NW (HMRC); NE (currently HMRC car park); SW (in front of HMRC, adjacent to Kwik Fit); SE (alongside the A24 fly-over). The Council is also committed, as part of the HMRC agreement, to find alternative parking provision nearby once the Teville Gate car park is removed.

- 3.2.** Teville Gate features in the Worthing Local Plan (2020-2036) and indicates the provision of 250 residential units delivered in the 2020-2025 period.
- 3.3.** Whilst a number of ambitious proposals for the redevelopment of the site have come forward the site has remained empty since the demolition of the former car park in 2019. The Council secured ownership of Teville Gate in 2021 with the intention of securing a suitable redevelopment.
- 3.4.** By March 2022, a formative arrangement had been reached with Hyde Housing Association, although this did not proceed further at that time. Subsequent reviews of the Council's Corporate Risk Register identified the importance of undertaking a marketing exercise prior to entering any partnership arrangement to secure the development of the site.
- 3.5.** Since the acquisition of the land in 2021, there had been significant changes to prevailing market conditions with respect to interest rates and the wider construction industry which made it appropriate to review the approach being taken with this project.
- 3.6.** Mindful of these changed circumstances, members of the Council's new Administration reviewed the criteria for development later in 2022 and considered how to ensure they reflected their new priorities for Worthing. Following this review, members of the Sub-Committee agreed that the priorities for the development of Teville Gate should balance the price offered with an ability to deliver the development at pace based on key themes of:
- A gateway to Worthing
  - Affordable homes delivery
  - Public realm
  - Active travel / connectivity
  - Sustainable development
- 3.7.** The sustainable development theme is consistent with the Council's commitment to greening Worthing and securing attractive, well designed public spaces that maximise the benefits of planting to enhance biodiversity.

#### **4. The Homes England Offer**

- 4.1.** In September 2023, members of the Sub-committee agreed to explore the potential freehold sale of Teville Gate to Homes England. Following

the subsequent dialogue with Homes England and a period of negotiation, Home England has made a final offer of £5.1m *via* its '[Brownfield, Infrastructure and Land Fund](#)', launched in July 2023. The offer is based on a 'red book' valuation (a formal opinion of value which can be relied upon by the instructing party), and viability studies. This fund is intended to be used specifically for sites where the market is unable to develop them in the near term. Use of the Brownfield, Infrastructure and Land Fund would make Teville Gate (and Worthing) the first in the South of England to be developed under this Fund and one of only 3 nationally, to date.

- 4.2. The offer is for the unconditional freehold sale, leased back to the Council for up to 3 years to allow Home England to carry out site testing and analysis, secure planning permission and assign a development partner to deliver. The Homes England offer will enable the Council to receive £5.1m in March 2024.
- 4.3. In assessing this offer, officers have been mindful of a number of factors, including the differential with the purchase price; the cost of the site remaining vacant; the benefit of securing development; and changes in the wider economic context outlined in paragraphs 3.5 and 4.4 of this report, together with the Financial Implications set out in Section 6 of this report.
- 4.4. Homes England cites a number of relevant factors that have informed the offer:
  - changes to the legislative framework at a national level, in particular new legislation relating to health and safety requirements for taller buildings;
  - land values for residential development have fallen significantly as a result of changes in global and national economic conditions;
  - construction price inflation and associated supply chain challenges; and
  - interest rate increases.
- 4.5. As a consequence, Home England anticipates a development with over 250 new homes; 128 fewer than the 378 new homes that secured planning permission in 2020.
- 4.6. Delivery of a lower rise, less dense scheme reflects the new economics of development, but Homes England has argued strongly that it also increases the opportunity to deliver a scheme that places a greater emphasis on successful placemaking in this location with the

associated community infrastructure, including well designed open spaces and opportunities for active travel.

- 4.7.** It is important to acknowledge that the reduction in the proposed number of new homes does impact on the development value that any scheme will generate and this is reflected in Home England's offer. Homes England recognises that its offer is below the price paid by the Council to secure the site. However, Homes England has emphasised that its core priority is to ensure that a successful scheme is delivered and that unlike a traditional developer, it has the ability to ensure that a greater proportion of the uplift in value as a result of development is re-invested into the scheme.
- 4.8.** In terms of housing delivery, Homes England would not require Section 106 mechanisms to deliver affordable homes and could in fact, support the Council to address its wider housing needs. Homes England relies on its partnerships with Registered Providers to offer the best outcome for affordable homes delivery, and therefore a likely outcome could be a proportion of affordable homes above the Local Plan requirement of 20% and/or being able to offer support in addressing a mixed-tenure housing approach to address the wider needs of Worthing.
- 4.9.** It should be noted that given the reduction in value between the offer received from Homes England, and what the Council paid for the site, the Council should consider its obligations under Section 123 Local Government Act 1972 which places an obligation on local authorities to dispose of land for best consideration. The assessment 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. The offer made by Homes England is sufficient enough that it does not require Secretary of State approval.
- 4.10.** Homes England anticipate the need for the site to be leased back to the Council for up to 3 years whilst a development scheme is pursued. The lease back of the site to the Council would be at £1pa with security and maintenance costs covered by the Council.
- 4.11.** The Council would retain the HMRC/car park income budgeted at £100k p.a. for the leased back period, which means that as per the Council's contract with HMRC, it not only retains the income, but also provides the Council with up to 3 years to find alternative provision for HMRC parking.

- 4.12. Councillors have highlighted just how important it is to bring activity and interest to the site that has been vacant for too long. The pursuit of active meantime uses will therefore be a priority. The Council will seek and agree to a partner(s) to best utilise the site and will work with Homes England to best utilise the site prior to development.
- 4.13. Council officers will seek to develop plans for meantime use for the site prior to its development with an intention of activating the site from Summer 2024.
- 4.14. Meantime activity would also enable public engagement with respect to plans for Teville Gate to take place on-site and improve public participation and understanding with respect to this significant change for the town.
- 4.15. A significant benefit of the Homes England Offer is that it is unconditional with the capital receipt to be received in-year. By comparison, a typical market transaction would take time to be realised as it would likely be conditional and subject to planning permission.
- 4.16. In making its offer, Homes England has highlighted the opportunity to develop an approach that delivers an attractive new gateway to the town. Homes England stresses that it brings the convening power to bring together national and regional institutions together to unlock challenging sites at Teville Gate and potentially other sites in Worthing.
- 4.17. Homes England does not 'landbank'. As a public body and the Government's regeneration and homes agency, Homes England is subject to public and political scrutiny in its use of public funds. It is monitored by the Government on the basis of delivering timely development in partnership with local authorities.

## **5. Consideration of Alternatives**

- 5.1. The alternative options considered prior to exploring the potential sale of the site to Homes England to secure its regeneration are referred to in the body of this report. Should the purchase of the site by Homes England not materialise, officers would move quickly to prepare the material necessary to re-market the site to interested parties for the purpose of seeking legitimate regeneration proposals capable of being delivered within a reasonable timescale that reflect the Council's priorities.

## 6. Financial Implications

- 6.1. Worthing Borough Council has a debt associated with the Teville Gate purchase of £7.448m, broken down as follows;

Purchase cost	£7,000,000
Stamp Duty Land Tax	£409,500
Professional fees	£38,320
Total	<u>£7,448,000</u>

The loan interest payable on the debt is currently £354k per annum at an average interest rate on borrowing of 4.75%.

- 6.2. In addition the council will be required to make a Minimum Revenue Provision (MRP) charge to the revenue account each year commencing 1st April 2024. MRP reflects a charge the council must make to its revenue account each year (over the life of an asset) to set aside for the repayment of debt, taking into account the time value of money. As the MRP only relates to the principal element the annual amount gradually increases during the life of the asset, for Teville Gate the assumed asset life is 50 years and the annual MRP charge will increase to £265k by 2074/75 if the asset is retained.
- 6.3. A sale of Teville Gate for £5.1m will generate a capital receipt which will reduce the interest cost on the council debt and significantly reduce the annual MRP charge. A full year financial saving from a £5.1m capital receipt in 2024/25 would be circa £242k in loan interest costs. Thereafter the saving would be;
- a reduction in annual interest costs of circa £242k
  - a reduction in the annual MRP charge. Overall the MRP charge will be reduced by the value of the £5.1m receipt over 50 years.
- 6.4. The Council will retain the costs associated with the remaining debt, circa £112k per annum in interest costs and an MRP charge which will be £23k in 2025/26 increasing over the remaining years to a total overall charge of £2.4m reflecting the residual principal cost. The council will expect to refinance the debt over the loan period and look to reduce the interest costs where possible.

- 6.5.** The HMRC/public car park is currently budgeted to return circa £100k pa in revenue to the Council, which would end at the point of development. During the leaseback period, however, the Council would retain this income. The Council would also retain any income generated from meanwhile use of the site.

## **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.** Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.3.** s1 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 local authority.
- 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 grant of a meanwhile lease to a third party provider must not be in conflict with the Council's obligations to treat all potential suppliers equally and transparently and to have regard to rules relating to concessionary arrangements.

## **8. Background Papers**

- [September 2023 Worthing JSSC](#)
- [January 2023 Worthing JSSC \(Agenda Item 9, pg 73\)](#)
- [Worthing Local Plan 2020-2036](#)
- [JSC Report - Teville Gate Update & Hyde Housing Proposed Development Partnership - March 2022](#)





## **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.
- Economic and financial risk to the Council if the site remains undeveloped includes further interest payments and further delays in the delivery of economic benefits, new homes and jobs for the Borough's residents.

### **2. Social**

#### **2.1 Social Value**

- The delivery of much needed new homes, including affordable homes, to meet the needs of the Borough.
- The promotion of sustainable travel opportunities and reducing the need for car parking.
- 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.
- 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

## **4 Governance**

- Matter considered and no issues identified.

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WORTHING BOROUGH  
COUNCIL

Worthing JSC Sub-Committee  
14 March 2024

Key Decision [Yes]

Ward(s) Affected: Central, Heene, Selden

## **Selective Licensing Scheme for Private Rented Properties in Worthing**

### **Report by the Director for Housing and Communities**

#### **Officer Contact Details**

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#### **Executive Summary**

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

1. This report supports the Council's ambition to drive better standards in private sector homes for residents which supports the Adur and Worthing Housing Strategy for 2020-2023, 'Enabling Communities to Thrive in their Own Homes'.
2. The proposal contained in this report is to develop a selective licensing scheme to enable a more proactive approach for our team to target areas of greatest need and work with private sector landlords to drive better standards.
3. The report seeks authority from Members to commence a public consultation on the proposals for a selective licensing scheme in Worthing

## **2. Recommendations**

1. To note the contents of the report and agree to commence a public consultation on the introduction of a selective licensing scheme within Worthing.
2. To delegate to the Director for Housing and Communities, in consultation with the Cabinet Member for Housing and Citizen Services, to:
  - i) Scope out a fully costed selective licensing scheme in Worthing as set out in this report relating to Heene, Central and Selden Wards,
  - ii) subject to this proposal being cost neutral and viable as approved by the Council's Chief Finance Officer, officers to develop and deliver the consultation process
  - iii) subject to this scheme being determined as viable, to report back to this committee following the consultation for further consideration and authority to proceed in principle with an application to the Secretary of State to implement the scheme subject to Full Council approval.

### 3. Context

- 3.1. The Councils' Housing Strategy 2020-2023 sets out the Councils' ambition to deliver secure and appropriate housing for the people of Adur and Worthing and support all sectors within the communities to live healthy, secure and purposeful lives. It forms part of a connected set of plans and strategic vision for our places to build platforms from which people, communities, businesses and ideas can develop and thrive.

The Council's Housing Strategy: Enabling People to Thrive in their Own Homes was widely consulted on, produced and agreed by the Joint Strategic Committee in March 2020, setting out four key ambitions:

- secure and appropriate housing for the people of Adur and Worthing;
- individual and community resilience, and economic growth;
- communities to live healthy, secure and purposeful lives;
- partnership with businesses, people, and statutory and voluntary sector agencies.

It also set out three key priorities for action, including:

- Housing-related wellbeing support
- Better homes, stronger communities
- Improving levels of affordable housing supply

- 3.2. Our council is committed to continue to use their powers to drive up standards in the private rented sector by making landlords carry out improvements where these are necessary and by licensing Houses in Multiple Occupation (HMOs).

- 3.3. In 2019, Adur & Worthing Councils obtained funding to commission the Building Research Establishment (BRE) to carry out a housing stock condition modelling exercise (the Report) to meet their s.2 duties under the Act. The Report, which was produced early in 2020 provided indicative information on the tenure and condition of properties in Worthing.

The Report notes that at least 22% of properties in Worthing are privately rented, which is well above the national average of 19%. Nearly 40% of the private rented sector in Worthing is located in Heene and Central wards. Over half of all privately rented properties are located in Heene, Central and Selden wards.

Further data indicates that the highest proportion of privately rented property with category 1 hazards (hazards that have the greatest risk of a serious adverse health impact on occupants or visitors) are found in Heene, Central and Selden. These Wards also contain the most houses in multiple occupation (HMO) (licensable and non-licensable).

The Report is supported by data gathered by Adur & Worthing Councils' Private Sector Housing Team (PSHT), which shows the majority of complaints about housing conditions were in respect of dwellings in the Central and Heene wards.

Further data indicates that over 30% of personal, nuisance or environmental anti-social behaviour cases reported in Worthing during 2019 occurred in Central Ward

- 3.4. Under the Housing Act 2004 ('the Act'), Adur & Worthing Councils have a statutory duty to keep the housing conditions in their area under review with a view to identifying any action that may need to be taken by them (s.3).

The Act also imposes a duty to inspect any residential premises within their area if they have reasonable grounds to believe that a category 1 hazard exists and, if there is a category 1 hazard, to take the appropriate enforcement action (ss.4-5).

### 3.5. **Selective Licensing**

Part 3 of the Housing Act 2004 gave local authorities the power to designate areas of selective licensing to help tackle concerns over issues such as anti-social behaviour, poor property conditions, high crime, high levels of deprivation, high migration and low housing demand. The authority may designate either the whole or a part of its district as subject to selective licensing of residential accommodation. Properties let by local authorities and private registered providers of social housing (PRPSHs) are exempt from the licensing requirements.

An Independent Review of the Use and Effectiveness of Selective Licensing commissioned by MHCLG and completed in 2019 found that:

- 44 local authorities reported operating one or more such schemes.
- Poor housing conditions and pervasive anti-social behaviour are the most common reasons for the introduction of selective licensing, followed by deprivation and low demand.



- Local housing authorities with schemes in operation considered their schemes to be at least “fairly effective” in tackling one or more of the issues licensing was introduced to address.

3.6. The research also highlighted a number of factors through which selective licensing helps to achieve effective change.

- It focuses resources on areas of concern whilst simultaneously generating revenue to contribute to the costs involved;
- It provides a clearly defined offence (licensed/unlicensed) which simplifies enforcement - and where a landlord is intentionally operating without a licence it is highly likely the inspection process will uncover further offences;
- There is no 24-hour notice requirement for access before an inspection for licensing purposes. This is particularly important where criminal (‘rogue’) landlords are present;
- The proactive inspection approach frequently brings other problems to light;
- Licensing provides a clear driver for effective engagement between landlords and local authorities and drives up landlord awareness of their responsibilities;
- The pre-designation process focuses local authority minds on the development of clear, transparent and robust enforcement policies;
- Selective licensing encourages the development of effective intelligence gathering mechanisms – extremely valuable both in identifying unlicensed properties and in targeting priority properties, especially where the ideal inspection figure of 100% cannot be achieved;
- Promotion of joint working within the authority and other agencies - fire and rescue service, police, border control/immigration, social services, HMRC etc;
- Development of clear targets and metrics to measure progress and success.

A selective licensing scheme lasts 5 years and the local authority can charge a fee to meet the costs associated with such a scheme.

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

##### **4.1. Housing Strategy & Enforcement**

This part of the work of the PSHT falls into two broad but overlapping categories; houses in multiple occupation (HMO) and complaints about housing conditions.

The PSHT uses a combination of tenant complaints, local knowledge and intelligence gathering to detect licensable HMOs (although the role played in encouraging prospective HMO landlords to engage through freely available officer time and advice should not be underestimated).

As of 27 February 2023 there were 165 fully licensed HMOs in Worthing with around 12 further HMOs awaiting issue.

Information on poor housing conditions within the non-licensable HMO and private rented sector is largely gathered as a result of complaints received from residents.

Despite the limited number of staff, the team has still achieved a level of enforcement activity that exceeds the national average in respect of housing conditions and enforcement activity across West Sussex authorities.

Although the team has established a proven record of successful and robust interventions, the nature of reactive work combined with the level of staff means that the improvements are piecemeal and limited.

The data provided by the BRE model suggests that there are nearly 11,000 privately rented properties in Worthing of which an average of 8.7% have category 1 hazards. Over half of the privately rented properties are located in just three wards - Central, Heene and Selden - and over 10% of these will have category 1 hazards.

The BRE data can provide address-point data for Energy Performance Certificates (EPCs), for example, but cannot specify which properties have category 1 hazards and so allow targeted inspections.

It should also be noted that the PSHT would not have capacity to carry out targeted interventions in addition to the current workload and so a more strategic approach to securing borough-wide improvements is indicated.

4.2. The remit of the Private Sector Housing Team includes:

- Enforcement of the provisions of the Housing Act 2004 (mainly in the private rented sector)
- Mandatory HMO licensing (where the number of licensable properties has increased from 35 in 2018 to 190 in 2023)

- Public health interventions such as Filthy or verminous premises (hoarding)
  - Mandatory and discretionary grants for disabled adaptations.
  - Caravan site licensing
  - Public health funerals
- 4.3. As noted above, although the PSHT achieves high-levels of effective enforcement in respect of poor living conditions, they have limited capacity for proactive investigations and interventions.
- 4.4. In addition, there are a number of reasons why tenants may choose not to contact the Councils about their housing conditions (lack of awareness of rights, fear of being evicted, etc.) and so complaint-led work will not effectively deal with wider problems with poor housing in an area. Hence, the largely reactive nature of the work means that a strategic approach to improving housing conditions in the private rented sector cannot realistically be achieved within existing resources.
- 4.5. Further, Adur & Worthing Councils' Housing Strategy 2020-2023 'Enabling Communities to Thrive in their Own Homes' states that, nationally, poor housing is recognised as one of the major determinants of poor health but that some landlords have capitalised on the shortage of dwellings in the private rented sector by renting out substandard or even dangerous properties and so included 'Better Homes; Stronger Communities' as a priority in the Strategy and refer specifically to:
- Continuing to identify homes in multiple occupation and ensure they are licensed
  - Ensuring enforcement and regulatory activity is sustained so that the better homes standards are maintained
- 4.6. The 'as-is' approach to housing enforcement would not therefore be conducive with the council's ambitions in this area.
- 4.7. The Housing Act 2004 makes provision for three separate but related schemes in respect of the licensing of residential properties in the private rented sector, namely:
- The mandatory licensing of houses in multiple occupation (HMO) meeting a prescribed description i.e. a property with 5 or more persons forming more

than one household who share basic facilities, such as a bathroom, toilet or kitchen (or if the property lacks such facilities)

- Additional licensing schemes, which allow a local housing authority (the authority) to designate an area where HMOs meeting a description set by that authority have to be licensed. This can include all HMOs (i.e. a property shared by 3 or more persons not forming a single household who share basic facilities) and so-called s.257 HMOs.
- Selective licensing schemes, which allow the authority to designate an area where all rented properties meeting a description set by that authority have to be licensed. This can include any and all properties rented under a single tenancy or licence.

4.8. The need for, or benefit of, an additional licensing scheme has largely disappeared following the change of definition of a licensable HMO to remove the requirement for three or more storeys. Other local authorities have pursued this option (Arun District Council have commenced consultation on the implementation of such a scheme as their preferred approach to deal with the poor standards in non-licensable HMOs) and it may be considered less controversial. However, the identification of HMOs covered by such a scheme, as well as the determination of any exemptions, make the scheme arguably more resource and data intensive. It will also exclude all other PRS dwellings, all of which could be in poor condition.

4.9. Further options considered and discounted:

- Landlord Accreditation – Chichester District Council operates an accreditation scheme but this is tied in to grant funding and the presence of a further education facility, which means landlords are incentivised to compete for student tenants. However, the shortfall of private rented properties in Worthing and the local population profile means there is little incentive to obtain accreditation and PSHT also lacks the capacity to run such a scheme.
- Housing Act enforcement powers – As noted above, the ‘as-is’ approach will not allow the targeted action against poor housing conditions and, although PSHT has been effective in using these tools, complaint-driven interventions will not deliver the systemic improvements to the housing stock required.
- Street-by-Street inspections – the PSHT has previously commenced projects to tackle high risk properties, such as accommodation above takeaways/restaurants, or high-rise blocks of flats in partnership with West Sussex Fire and Rescue Service (WSFRS). This approach is limited by the capacity of the team and cannot be sustained at a level which will drive continuous improvements.

- 4.10. The more general selective Licensing scheme is considered to be a more effective and straightforward option to identify problematic HMOs and s257 HMOs, as well as poor private rented sector properties, in addition to generating sufficient income to cover staffing costs and drive improvements within these limited geographical areas.

## **5. Engagement and Communication**

- 5.1. Before making a decision to introduce selective licensing the authority must take reasonable steps to consult persons who are likely to be affected by the designation (including those who live, work or operate businesses in adjoining local authority areas), consider any representations made in accordance with the consultation and not withdrawn; and consider whether there are other effective methods of achieving the intended objective
- 5.2. The consultation process will consider such factors as:
- The need for a selective licensing scheme
  - The scope of the scheme
  - The overall cost of the scheme and the cost of individual licences
  - The proposed licence conditions
  - The positive and negative consequences of such a scheme
- 5.3. The consultation process shall last at least 10-weeks as a statutory requirement of the selective licensing process and shall include internal partners for consideration of the effect on the local rental market, including demands on the services of Housing Needs and homelessness.

Since the proposed selective licensing scheme affects more than 20% of the privately rented homes in the area, the scheme will require consent from the Secretary of State. The council will need to demonstrate that the consultation process was extensive and legitimate and that any representations were considered and, if appropriate, used to adapt the scheme.

Selective licensing can come into force no earlier than three months after the designation has been approved or it falls under the general approval.

## **6. Financial Implications**

- 6.1. The Council has the power to charge a fee necessary to meet the costs associated with the implementation of the scheme (not including the consultation and initial set-up costs), but is not allowed to use fees as a means of generating additional revenue.
- 6.2. The application fee level must reflect the cost of receiving and administering a licence application, as well as inspecting the property and issuing the licence. For context, in 2023 the fee for a mandatory HMO licence was calculated, modelled and set at £1200 for a standard 5-person HMO and is approximately the median cost for an HMO licence in Sussex. Smaller units of accommodation should, in the most part, require less resources as they are smaller and less complex than larger HMOs so allowing lower fees as set out in the indicative fee levels below. The fee upon grant will be fixed as the cost of enforcing the scheme will be shared across all licenced properties

	Application Fee	Fee upon grant	Total
Studio/Bedsit	£300	£450	£750
1-bed dwelling	£300	£450	£750
2-bed dwelling	£550	£450	£1000
3+ bed dwelling	£750	£450	£1200

For the largest property, this would equate to a total of £240 per year or £20 per calendar month.

- 6.3. Due to the nature of the properties in the three wards, a greater proportion will be smaller dwellings. As noted above, there are other costs associated with running the scheme and available research states that there should be sufficient resources made available by the council to facilitate supportive action over and above administration and enforcement. Any fee income in excess of direct salary and associated support costs can legitimately facilitate support to both landlords and tenants affected by the scheme provided by the Housing Needs team, the enforcement activities of the PSHT and legal services, etc.
- 6.4. It is recognised that enforcement action associated with the scheme may result in the issuing of financial penalties, which may lead to further income. This is not guaranteed and should not form part of budget predictions as it could suggest that fines are issued for financial rather than safety issues.

Any decision on formal action will be taken in line with the PSH enforcement policy.

- 6.5. It is possible that the initial uptake will be low but if, in a worse case scenario, only 10% of landlords apply, it is expected that there would be sufficient licence fee income to fund the first year staffing costs. Landlords could, of course, be incentivised by offering discounts for applying early or for being accredited members of organisations such as the National Residential Landlords Association (NRLA). Formal enforcement action at earlier stages of the licensing cycle could also encourage uptake.
- 6.6. Not all landlords will choose to proactively licence their properties, and some will exit the market when asked to improve the quality of housing being provided. Although this may cause initial short-term disruption, affected properties will either be bought by more responsible landlords, or by prospective owner-occupiers who will also work towards improving the overall housing stock.
- 6.7. The cost of the scoping work recommended for approval will be met from existing council budgets.

## **7. Legal Implications**

- 7.1. Section 3 of The Housing Act 2004 ('the Act') imposes a statutory duty upon Councils to keep the housing conditions in their area under review with a view to identifying any action that may need to be taken by them.
- 7.2. Sections 4 and 5 of the Act impose a duty to inspect any residential premises within their area if they have reasonable grounds to believe that a category 1 hazard exists and, if there is a category 1 hazard, to take the appropriate enforcement action.
- 7.3. The Act does not require notice to be given prior to an inspection for licensing purposes and such a proactive approach to inspections can illuminate other issues that require resolution which encourages effective engagement between landlords and local authorities.
- 7.4. The pre-designation process focuses local authorities on the development of clear, transparent and robust enforcement policies.

- 7.5. The scheme has implications for the resources of the enforcement staff and the legal team, but these represent associated costs that can be addressed in the setting of the fee level.
- 7.6. Sections 56(3) and s80(9) of the Housing Act 2004 and paragraph 48 of the 2015 [Secretary of State's guidance](#) states that the Council must take reasonable steps to consult on the proposed designation of a licensing Scheme. The Council is legally required to undertake a consultation exercise before introducing a licensing scheme for a period of a minimum of 10 weeks.

### **Background Papers**

- [Selective Licensing in Worthing.](#)
- [An Independent Review of the Use and Effectiveness of Selective Licensing](#)
- [NAO Report on Regulation of private renting](#)
- [Proposed licence conditions for selective licensing scheme](#)
- [DLUHC Guidance on Selective Licencing in the private rented sector: a guide for local authorities](#)



## Sustainability & Risk Assessment

### 1. Economic

- The cost of the scheme to the landlord is the equivalent of a maximum of £20 pcm over 5 years. There is, however, the potential that some landlords will leave the market due to the cost of ensuring that the rented properties meet suitable standards. The cost of supporting tenants affected by this dynamic would be mitigated through the licence fee income. Improved housing standards make areas more attractive to residents and reduce anti-social behaviour.
- The impact on communities and businesses will form a significant part of the consultation process.

### 2. Social

#### 2.1 Social Value

- The proposed scheme should drive up standards within the private rented sector and provide additional data on communities residing in the areas.

#### 2.2 Equality Issues

- "Matter considered and no issues identified."

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

- There is a correlation between poor housing conditions and the prevalence of anti-social behaviour and environmental crime. One of the drivers for selective licensing schemes is to tackle concerns about anti-social behaviour and poor housing conditions.

#### 2.4 Human Rights Issues

- "Matter considered and no issues identified."

### 3. Environmental

- A selective licensing scheme would help tackle concerns in a number of areas including poor property conditions. Improved property conditions would positively impact energy efficiency and environmental standards of privately rented accommodation.

### 4. Governance

- The scheme helps meet Adur & Worthing Council's Housing strategy.
- One of the positive factors associated with selective licensing schemes is the promotion of joint working within the authority and other agencies - fire and rescue service, police, border control/immigration, social services, HMRC etc;
- The scheme should be designed to meet all associated costs and to provide resources to drive up housing standards.

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WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub-Committee  
14 March 2024

Key Decision [Yes/No]

Ward(s) Affected:

## Successful Public Sector Decarbonisation Scheme Phase 3c Bid

### Report by the Director for Sustainability & Resources

#### Officer Contact Details

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#### Executive Summary

##### 1. Purpose

- 1.1. In 2023, Worthing Borough Council secured up to £2.47m of Public Sector Decarbonisation Scheme Phase 3b Funding to connect Civic Quarter buildings to the Worthing Heat Network.
- 1.2. The council has now secured an additional £5.6m of funding to connect buildings outside the town centre and extend the network to Splashpoint and Pavilion Theatre.
- 1.3. The funding bid has *reduced* the overall match funding requirement from WBC and it is proposed to allocate £250k of this reduction towards undertaking preemptive maintenance and repair work at the heat network's proposed energy centre location, High Street Multi Storey Car Park. This work will reduce the complexity and cost of the ongoing maintenance liability for the site.

##### 2. Recommendations

- 2.1. To recommend to Council to approve an increase to the General Fund capital programme budget of £2,980,230 to be funded by additional PSDS and HNDU grant funding.

- 2.2. To approve the use of the of £175,000 HNDU to support the procurement and contract work associated with the project as outlined at 4.1.
- 2.3. To approve a budget virement of £250,000 from PSDS budget to Car Park to enable resurfacing works to the High Street

### 3. Context

- 3.1. The Worthing Heat Network will deliver low carbon heating infrastructure to the town over the course of the next few decades.
- 3.2. Over time, the network will grow organically, with new pipe laid as new connections connect. Whilst the heat network operator (Hemiko) are obliged to grow the network as part of the contract let by Worthing Borough Council, it is increasingly likely that Heat Network Zoning legislation currently being prepared by the government will see even greater uptake.
- 3.3. The council has previously been awarded considerable revenue and capital funding from the Department for Energy Security and Net Zero (DESNZ, formerly BEIS).
- 3.4. The Heat Network Delivery Unit (HNDU) provides revenue funding for pre-construction phases of heat network projects and the Heat Network Investment Project (HNIP, since superseded by the Green Heat Network Fund, GHNF) provides capital funding for commercialisation and construction phases of projects.
- 3.5. Government launched the Public Sector Decarbonisation Scheme (PSDS) in 2020. This is a significant capital fund aimed at installing measures to replace fossil fuel heating systems with low carbon alternatives on the public sector estate.
- 3.6. PSDS funding rounds are held annually, with Worthing Borough Council receiving £585k of PSDS funding in 2021/22 to deliver energy reduction measures across the Town Hall, Assembly Hall and Portland House.
- 3.7. The council's town centre estate forms a key portion of its scope 1 emissions. As set out in the 2024 Carbon Management Plan, these must be decarbonised if the council is to meet its commitments to be carbon neutral for its operations by 2030.
- 3.8. As reported to Joint Strategic Sub-Committee (Worthing) last year, a successful £2.47m bid for PSDS Phase 3b funding was submitted in 2022. This was for fabric efficiency, building adaptation and enabling works to connect the following buildings to the Worthing Heat Network:
  - Worthing Town Hall

- Assembly Hall
- Portland House
- Connaught Theatre and Studio
- Worthing Museum\* (\*see below)

#### 4. HNDU Funding

4.1. As the heat network contract negotiations finally concluded, the council has successfully bid for a final Heat Network Delivery Unit (HNDU) funding award of £175,000. This will ensure the council reaches financial close having conducted all Legal and Technical due diligence thoroughly.

#### 5. PSDS 3c Bid

5.1. A bid was submitted to replace the fossil-fuelled heating systems of the following buildings:

- Worthing Museum
- Pavilion Theatre
- Splashpoint

5.2. The 3b bid included works at Worthing Museum that would incorporate the Let the Light In project works. As this project did not progress, the museum was removed from the 3b bid and the 3c bid now covers measures that account for adaptations to the existing layout. This means the funding secured under 3b has decreased (to £2.1m).

5.3. The successful phase 3c bid is for £5.64m and secures funding for:

- Energy efficiency measures
- Control upgrades
- Renewable electricity generation technologies
- Metering
- Heat Network Connection costs

5.4. In order to deliver the project successfully, match funding of £768,590 is required. Subject to approval, this funding is to be reallocated from the Phase 3b funding allocated at JSSC in March 2023, as follows:

	No. of sites	Grant	Match (WBC)	Total
Original (3b) Bid	5	£2,449,200	£5,005,230	£7,454,490

New bids (3b plus 3c)	7	£7,754,492	£3,238,839	10,993,331
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- 5.5. In other words, the match funding requirement has decreased, even as the scope of the project has increased.
- 5.6. It is recommended that the council retains the reduction in match funding requirement is earmarked for the project in order to cover:
- Contingency
  - Resurfacing works to High Street Car Park (see section 6).
- 5.7. The 3c buildings will be bundled with the 3b buildings and delivered as one project, with external project management support provided by AECOM in order to allow the council to continue delivering on other capital budget commitments whilst also delivering significant decarbonisation and energy efficiency works to its town centre estate. The budget for this is included in the figures highlighted in this report.
- 5.8. Once complete, the works associated with all 7 buildings will save in excess of 900 tonnes of carbon annually, significantly reducing the environmental impact of WBC, Worthing Theatres and Museum and South Downs Leisure sites in the process.

## **6. High Street Car Park - Strategic Value and immediate Resurfacing Works**

- 6.1. The High Street Car Park is a long term strategic asset for the Council, and is expected to remain so, even as car parking need changes over the medium to long term. In future years it will be vital to invest in refurbishment and maintenance through the Council's capital and revenue programmes.
- 6.2. The introduction of the Heat Network Energy Centre to the top floor of the car park will not place additional demands on the building, but does underline the need to keep the building in good order.
- 6.3. The construction of the Energy Centre received Planning Permission on 20 December 2023.
- 6.4. The MSCP is subject to a routine maintenance programme in order to ensure it remains in a serviceable condition, and it is proposed to bring

forward some maintenance (particularly resurfacing) in order to prolong the period before which additional maintenance is needed.

- 6.5. The estimated upper limit of this work is £250,000.
- 6.6. Whilst this work is not part of the PSDS-funding mentioned above, it is proposed to utilise projected underspend from the PSDS budget to enable this preventive work to be undertaken prior to heating plant being installed.

## 7. Timeline and next steps

- 7.1. Should members approve, the timeline for the project is outlined in the table below:

Stage	Date
<b>Heat Network (Hemiko)</b>	
Energy Centre Construction	September 2024 - Spring 2025
Network Construction (pipe laying)	Summer 2024 - Connection Dates
Connection of Town Hall, Assembly Hall Portland House, Connaught Theatre, Museum and Hospital	Throughout 2025
Connection of Pavilion Theatre and Splashpoint	Late 2025-Mid 2026
Connection of other (non-WBC) sites	Ongoing
<b>PSDS Works</b>	
AECOM appointed as External Project Management Support	March 2024
Design, Procurement, Planning & Listed Building Applications	April 2024 - Dec 2024
Works	Late 2024 - Connection Dates
<b>High Street Car Park Works</b>	



Prepare tender documents and obtain tender prices for structural and surfacing works.	March 2024-April 2024
Internal governance and lead in time for the main contractor.	May 2024 - June 2024
Undertake structural works and resurfacing of the top deck.	July 2024- September 2024

## 8. Engagement and Communication

8.1. The following teams and organisations have been engaged regarding the PSDS and car park works listed above:

- Technical Services
- Place & Economy
- Planning
- Major Projects
- Parking Services
- Environment Services
- Worthing Theatres & Museums
- South Downs Leisure
- Heat Network Delivery Unit (HNDU), DESNZ (formerly BEIS)

## 9. Financial Implications

9.1 The current capital budget for the Worthing Heat Network is £15,592,490 broken down as follows:

Worthing Heat Network funded by the heat network programme grant and loan	£5,638,000	funded by the heat network programme grant and loan
Worthing heat network enabling works (3b bid)	£7,454,490	Part funded by PSDS grant with council match funding £5,005,230
Worthing Heat Network enabling works - Splashpoint, Pavilion Theatre and Museum (3c bid)	£2,500,000	Budget was approved subject to full funding from PSDS
Total current budget	£15,592,490	

9.2 The PSDS grant funding for the 3c bid has been successful with a total grant allocation from the 3b and 3c bids of £7,754,492. This reduces the council match funding contribution for the schemes, but it is recommended that this be retained within the budget to enable a virement to be made for required resurfacing works to the High Street MSCP and contingency.

9.3 In addition a bid has been successful to secure £175,000 HDNU funding This will ensure the council reaches financial close having conducted all Legal and Technical due diligence thoroughly.

9.4 It is therefore recommended that an increase to the capital programme of £2,980,232 is approved to be fully funded from the additional grants as follows:

Worthing Heat Network funded by the heat network programme grant and loan	£5,638,000	funded by the heat network programme grant and loan
Worthing heat network enabling works (3b & 3c bids)	£12,759,720	Part funded by PSDS grant with council match funding retained at £5,005,230 to allow a virement to support the MSCP work and a contingency
Worthing Heat Network enabling works	£175,000	Full funding from HNDU
Total revised budget for approval	£18,572,720	
Increase in budget recommended for approval	£2,980,230	

9.5 It is recommended that a virement of £250,000 from this Worthing Heat Network budget to a provide a budget to enable resurfacing works at the High Street MSCp as set out in section 6. Subject to this approval the above budget at 9.4 would reduce to £18,322,720.

9.6 There is no additional council funding required from the proposals set out in this report, all additional increases in budget proposed are funded from successful bids for additional grant funding.

## 10. Legal Implications

- 10.1. 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.
- 10.2. Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 10.3. s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available of assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 10.4. The PSDS and HNDU grant funding must also be spent by the Council in a way that does not breach the funding terms and conditions or create any unlawful state aid to any commercial undertaking.
- 10.5. The Climate Change Act 2008 (2050 Target Amendment) Order 2019 came into force on 27 June 2019 and increased the UK's 2050 net greenhouse gas emissions target under The Climate Change Act 2008 from 80% to 100%.

### **Background Papers**

- JSC/39/23-24: [Adoption of Carbon Reduction Plan](#) and [Appendix](#)
- JSS-C(W)/40/22-23: [New Economic Principles for Worthing](#)
- JSS-C(W)/70/22-23: [Worthing Heat Network : Letting of contract to design, build, fund, operate and maintain a low carbon heat network for Worthing Town Centre and agreement to enter into heat supply and connection agreements for WBC estate](#)
- JSC/100/21-22: [Carbon Neutral 2030: Worthing Heat Network Progress Update](#)
- JSC/47/21-22: [Carbon Neutral 2030: Worthing Heat Network: progress update](#)
- JSC/128/20-21 [Carbon Neutral 2030 - Worthing Civic Quarter Heat Network](#)

## **Sustainability & Risk Assessment**

### **1. Economic**

The installation of a key piece of low carbon infrastructure in Worthing will enable businesses and residents to decarbonise their heat supplies more easily and more cost effectively than building-by-building solutions. It will create significant investment in the town (including over £25m of grant funding) and deliver a minimum of 4.0FTE jobs directly employed by the heat network.

### **2. Social**

#### **2.1 Social Value**

Hemiko, the concessionaire, has made a number of commitments to social value, including local volunteering days for staff, school and university visits/placements, the use of local subcontractors and the delivery of jobs (including apprenticeships) locally.

#### **2.2 Equality Issues**

None identified

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

None identified

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

None identified

### **3. Environmental**

There will be significant environmental benefit from the installation of the heat network and delivery of associated projects. Without expansion, the heat network is projected to save 3,000 tonnes of carbon annually, delivering a substantial and meaningful mitigation of the town's impact on climate change.



WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub-Committee  
14 March 2024

Key Decision Yes

Ward(s) Affected: Central Ward, Worthing

## **Union Place – Joint Venture Partnership with Roffey Homes Ltd. to secure the redevelopment of the site and delivery of new and affordable homes**

### **Report by the Director for Place**

#### **Officer Contact Details**

Martin Randall, Director for Place

[martin.randall@adur-worthing.gov.uk](mailto:martin.randall@adur-worthing.gov.uk)

### **Executive Summary**

#### **1. Purpose**

- 1.1.** The purpose of this report is to agree the principle of two land transfers to the formative Union Gardens Joint Venture in order to secure greater certainty over the redevelopment of Union Place, prior to the Joint Venture Agreement (JVA) with Roffey Homes Ltd. being formalised. The report reflects the successful outcome of negotiations with NCP to secure the release of the current car park site to ensure that comprehensive development of the entire Union Place site (comprising sites A,B and C - Appendix 1) can take place in a timely and efficient manner.
- 1.2.** The report updates members of the Sub-Committee on progress with the JVA; and the outcome of negotiations to date and confirms the interest of Homes England in providing a development funding package to support the development.
- 1.3.** An Exempt Appendix 2 to this Report sets out a working draft Business Plan prepared in partnership with Roffey Homes Ltd.

## **2. Recommendations**

That members of the Joint Strategic Sub Committee:

- 2.1.** note the significant progress towards the terms of the proposed Joint Venture Limited Liability Partnership (LLP) Members' Agreement (referred to in this Report as a Joint Venture Agreement (JVA)) with Roffey Homes Ltd.
- 2.2.** agree to the principle of, and for officers to work towards:
  - (a) the proposed transfer to the Joint Venture LLP, of the Council's existing two land parcels, being the NCP Car Park site (land parcel A) and the former police station site (land parcel B) as set out in Appendix 1; and
  - (b) the proposed transfer to the LLP of land parcel C, also set out in Appendix 1, after it is acquired from London & Continental Railways Limited (LCR), as per para 2.5 below.

These land transfers are required, to enable the regeneration of Union Place. The transfers are subject to the Committee's formal agreement (with such Committee agreement, proposed to be requested as part of the Committee's approval of the JVA, in June 2024). The land transfers would be on the basis that the equity share in the LLP which WBC would receive in return for the three land parcels, will reflect an up-to-date valuation report relating to the WBC-owned land, subject to deduction of the cost of purchase as set out at paragraphs 2.3 and 2.5 below.

- 2.3.** agree to the surrender of the current lease agreement with NCP in accordance with the Heads of Terms attached at Exempt Appendix 3, and note that the cost of surrender of the lease will be funded by the Joint Venture LLP and deducted from the Council's deemed equity contribution (based on value of WBC land to be contributed to the LLP) to the Joint Venture, on the basis that:
  - (a) the surrender would only be completed once the JVA is approved by the Committee (approval proposed to be sought in June 2024), finalised and entered into; and
  - (b) the surrender would be accompanied by a JVA LLP commitment to grant a new 10-year lease to NCP of 146 car parking spaces (from completion of development, expected September 2026) with WBC having an option, under the JVA, to acquire the

landlord's interest in that car parking at an agreed price or market value.

- 2.4.** agree to terminate the Collaboration Agreement with London & Continental Railways (LCR) for Union Place, and (irrespective of whether the JVA proceeds) pay to LCR the agreed promotional and marketing costs of £843,631.05 as set out in the report to this Committee on 11th July 2023.
- 2.5.** agree to purchase the freehold interest in the High Street Car Park site (land parcel C) from LCR for the sum of £542,500, in accordance with the Heads of Terms attached at exempt Appendix 4, to enable the regeneration and development of Union Place, and then to the surrender or other termination of WBC's current lease under which WBC operates the LCR land car park at that property. The costs of the purchase of the LCR land will be borne by the Joint Venture LLP and deducted from the Council's deemed equity contribution (based on value of WBC land to be contributed to the LLP) to the Joint Venture, on the basis that the purchase would only take place once the JVA is finalised and entered into (once Committee authority for the JVA is obtained, proposed to be sought in June 2024).
- 2.6.** To delegate to the Director for Place or Assistant Director for Regenerative Development in consultation with the Leader, the authority to negotiate, agree and enter into agreements with NCP and the LLP (and Roffey Homes, if applicable) for the surrender in paragraph 2.3 above, and with LCR (and the LLP and/or Roffey Homes, if applicable) for the LCR agreement termination in 2.4 above and for the acquisition of the LCR land in paragraph 2.5 above, on the basis that (unless the Committee agrees otherwise) neither the surrender nor the acquisition would be completed until the JVA is approved by the Committee having regard to due diligence reports on the procurement and subsidy advice and the final terms of the detailed business plan to be received and considered by the Committee at the later meeting, and thereafter entered into.
- 2.7.** agree a budget allocation of £85,000 to pay for legal costs to prepare the JV agreement, and related legal documents referred to above, in 2023/24.

### **3. Background**

- 3.1.** Union Place lies east of the Connaught Theatre and west of the High Street. It incorporates a surface car park adjacent to the theatre acquired by the Council in 2017; a cleared site of unmade ground and

footings to the former Police Station acquired by the Council in 2018; and an adjoining small area of car park along the High Street. It is close to Chapel Road (secondary shopping area) and links to the central shopping area via the Guildbourne Centre. A plan showing all of the land included is available at Appendix 1.

- 3.2.** A number of sites have been set out in the Worthing Local Plan that will be brought forward to deliver market and affordable housing in Worthing over the 2020 - 2036 plan period. Union Place being one of these sites situated in a key strategic location of Worthing.
- 3.3.** To support the redevelopment of the site, Worthing Borough Council undertook the land assembly before entering into a Land-Pooling and Promotion Agreement with government owned regeneration specialist London and Continental Railways (LCR) in 2018.
- 3.4.** LCR brought considerable knowledge and experience and helped to attract a delivery partner to build out a successful scheme. The partnership with LCR was established through a land pooling arrangement and is a model that LCR are now using with partners in other places.
- 3.5.** A Development Strategy was prepared with LCR to deliver a mixed use scheme and outline planning permission was secured in November 2020. Obtaining this consent helped to de-risk the development strategy and helped define the achievable land use, density, scale and height.
- 3.6.** At the Council's Joint Strategic Committee (JSC) in February 2022 members considered an update on marketing the site following the successful enabling exercise with LCR Property. The report identified Roffey Homes Ltd as the preferred bidder for the site, and delegated authority to officers to negotiate a Joint Venture Agreement to support land transactions.
- 3.7.** The Worthing Joint Strategic Sub-Committee in March 2023 considered an update on progress with the Joint Venture Agreement and noted the outstanding issues that remained to be resolved.
- 3.8.** On 11 July 2023 the Joint Strategic Committee agreed to progress the negotiations and drafting of the Members' Agreement and all contractual documentation required to establish the Joint Venture Limited Liability Partnership (LLP) between the Council and Roffey Homes Ltd for the purpose of developing the Union Place site.



- 3.9.** The key principles underpinning the councils' involvement in Union Place have been to:
- Maximise the number of homes delivered, in particular, genuinely affordable homes;
  - Maintain a focused approach to support the viability of the scheme and potentially, attract central government funding to support new homes;
  - Bring forward other uses that will enhance the town's centre and promote economic recovery;
  - Deliver high quality, and environmentally friendly, design and architecture; and
  - Deliver capital receipts that can be used to support the delivery and maintenance of new infrastructure.
- 3.10.** Council officers have previously taken legal (procurement and subsidy control) advice as well as financial due diligence in the development of the Business Plan for the proposed Joint Venture Partnership alongside Roffey Homes Ltd. These documents will be updated having regard to the finalised proposals and reported back to the Committee in a further report.

#### **4. Terms of the Joint Venture**

- 4.1.** A Joint Venture Limited Liability Partnership (LLP) Members' Agreement is proposed to be entered into between Worthing Borough Council and Roffey Homes Ltd is subject to member approval in June 2024 as the subject of a further report to this Committee, once the detailed joint venture/Members' Agreement terms are finalised.
- 4.2.** The key aim of the LLP is to deliver 216 flats on the site in a series of connected blocks surrounding raised residents' gardens. The homes and gardens would sit on top of a 236-space car park, of which 90 of the spaces would be for the residents and 146 available for visitors to the town centre. A pocket park would be situated at the south-eastern corner of Chatsworth Road and High Street, where there could also be a community café.
- 4.3.** The structure of the JV LLP will incorporate a 50/50 equity stake and profit share in the partnership. This includes land being transferred into

the JV by the Council and capital funding, development costs and development expertise being provided by Roffey Homes Ltd.

- 4.4. The fundamental aims of entering into a Joint Venture for Union Place is to maximise the number of homes delivered, in particular, genuinely affordable homes, to attract central government funding, to promote economic recovery and to deliver high quality, environmentally friendly design and architecture that reflects Worthing's heritage.
- 4.5. The intent of the Joint Venture is to deliver capital receipts that can be used by the Council to support the delivery and maintenance of new infrastructure, including additional affordable homes. A working draft Joint Venture LLP's Business Plan has been prepared as summarised in exempt Appendix 2 of this report and the final Business Plan to be agreed at the JSSC committee in June 2024.
- 4.6. As part of the agreement to enter into the Joint Venture, it is proposed that the Council agrees to transfer two land parcels into the Joint Venture LLP, in order to enable the regeneration of Union Place:

- 1) the former police station site (land parcel B); and
- 2) the NCP Car Park site (land parcel A);

as set out in Appendix 1. WBC would also transfer to the LLP land parcel 3 after its acquisition from LCR, as referred to in paragraph 2.6 above.

- 4.7. The Council will agree to the surrender of the lease agreement with NCP and note that the costs for this surrender will be covered by the Joint Venture LLP, and deducted from the Council's deemed equity contribution (based on value of WBC land to be contributed to the LLP) to the Joint Venture. As part of this arrangement the Council will have a further option to re-secure the new lease ie. to again become NCP's landlord and receive rent from it (subject to an additional) market value payment to acquire that landlord's property interest). The rental income generated from the new NCP operated undercroft car parking facility would be £250,000 per annum, as per para 2.4 above.
- 4.8. The JV Agreement further presents the Council with the ability through its partnership status, should it choose, to purchase new affordable housing units from the Development. This opportunity will provide the Council with the ability to increase its affordable housing requirements and reduce the longer term cost burden on taxpayers.

- 4.9. The Council is seeking further legal advice on state subsidy and procurement from its external legal advisors, Bevin Brittan LLP legal advisors, for the selection throughout the process of formation of the Joint Venture partner, and agreement of the joint venture terms. Further details of this advice will be presented to members for consideration at the June 2024 JSSC committee.
- 4.10. The Council is also seeking further commercial advice for its advisors, CBRE, on the proposed land transactions for its land into the Joint Venture to test and ensure it meets the Council's obligations under S123 and best consideration (see para 11.5).

## **5. Termination of Collaboration Agreement**

- 5.1. The Collaboration Agreement with London & Continental Railways (LCR) for Union Place would be terminated following the successful conclusion on the Council's working partnership relations with them. LCR have been instrumental working in collaboration with the Council through planning and design development, de-risking the site constraints and securing outline planning consent.
- 5.2. The partnership will be concluded following the agreement for WBC to pay to LCR development, promotional and marketing costs of £843,631.05 and purchase of the freehold interest by WBC in the High Street Car Park site (land parcel C) (Appendix 1) from LCR for £542,500 to enable onward sale of that site (along with land parcels A and B) to the JV LLP and subsequent regeneration and development of Union Place as set out in the report to this Committee on 11th July 2023. The costs of the purchase will be borne by the Joint Venture LLP and deducted from the Council's deemed equity contribution (based on value of WBC land to be contributed to the LLP) to the Joint Venture.

## **6. Joint Venture Management Structure**

- 6.1. A management structure for the JV LLP has been prepared in order to determine key decision making, frequency of meetings and representation.
- 6.2. A Joint Venture Board would be established with Partner (ie. LLP equivalent of company director) representatives from both Worthing Borough Council and Roffey Homes Ltd. The meetings will be chaired

by a representative of one or other member (ie. a representative of WBC or Roffey), on a rotating basis.

- 6.3. Although the general day-to-day management and accounting will be managed through the Joint Venture. The Council would incorporate its own finance and monitoring controls and checks throughout the development process.

## 7. Union Place Development Delivery

- 7.1. On the formation of the Joint Venture partnership there will be a number of enabling works and mobilisation requirements to prepare the site for construction. An indicative construction delivery programme is being prepared, subject to planning approval and agreement to enter into the Joint Venture Member's Agreement, which will be included in the June JSSC committee report for consideration. The JV partners have agreed that it will be important to ensure that information on progress with the development is readily available and kept up-to-date.
- 7.2. Roffey Homes Ltd has led discussions to identify senior development finance from the Government's leading Homes and Regeneration agency, Homes England, to ensure the successful delivery of the new and affordable homes at Union Place. Homes England has written to Roffey Homes on 14th February 2024 stating "*[we] confirm our interest in providing a senior development finance facility to the SPV between Roffey Homes and Worthing Borough Council, in order to deliver the Union Gardens mixed-use scheme in central Worthing. We view Union Gardens as an important example of town centre regeneration, place making for the local community that is being delivered by a local SME developer, and as a result it aligns perfectly with our values and strategic plan.*"

## 8. Issues for consideration

- 8.1. Entering a Joint Venture with Roffey Homes Limited, will provide equal benefit to Roffey Homes and WBC. In particular, the LLP (and through it, Roffey) will have access to WBC's former land at the site, for development, and WBC will have the benefit of Roffey's development expertise, and ability for JV LLP to access funding from Roffey (along with third party debt funding), over and above the WBC land value, and

equivalent Roffey funding, the JV partners (ie. WBC and Roffey) will provide to the LLP.

## 9. Financial Implications

9.1 The financial considerations within the report are in relation to the following:

- (i) The transfer of council owned land (A) former police station site and (B) NCP car park site to the JV LLP as the councils equity share. The value will reflect an up to date valuation report.
- (ii) Surrender of the lease with NCP for the car park site (B) and, following the council entering the member agreement for the JV, transfer of the land to the JV for development purposes,. The cost of will be funded by the JV LLP with a reduction in the councils equity share value of the same. There is no budget requirement instead the value will reduce the councils equity value within the JV LLP. Currently the council receives rental payments within the revenue account from NCP of c.£330k and this will cease on the surrender of the lease.
- (iii) Purchase the freehold interest in land at site (C) currently the High Street surface car park from LCR for £542,000 consideration. The sale transaction to be funded by the JV LLP with a reduction of the councils equity share of the purchase value plus associated purchase costs. As with (ii) there is no budget requirement instead the value will reduce the councils equity value within the JV LLP.
- (iv) Termination of the Collaboration Agreement with LCR as set out in section 5 will require agreement for WBC to pay to LCR development, promotional and marketing costs of £843,631.05. These costs are to be funded from a capital budget in the current programme of £582,210 and £261,421 from reserves. The capital borrowing cost associated with this payment is circa £42,000 which will need to be met from the corporate treasury budget.

Finance Officer: Emma Thomas

Date: 28/02/2024

## **10. Legal Implications**

- 10.1.** 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.
- 10.2.** Section 3(1) of the Local Government Act 1999 (LGA 1999) applies a general duty for 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.
- 10.3.** Section 1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract or the provision of making available of assets or services for the purposes of, or in connection with, the discharge of any statutory function of the local authority.
- 10.4.** Section 123 Local Government Act 1972 provides the Council with the power to dispose of land, with the caveat that, subject to certain exceptions the Council must not do so for a consideration less than the best that can be reasonably obtained.
- 10.5.** Under s.123 of the 1972 Act Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003 provides criteria and guidance for circumstances when a local authority considers it appropriate to dispose of land at an undervalue with steps to be followed and/or considerations for the Council when using the general disposal consent.
- 10.6.** Paragraph 3.10.3 of the Officer Scheme of Delegations provides authority to the Council's Assistant Director for Regenerative Development to dispose of land (up to a value of £50,000) in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions. Paragraph 1.11 provides that all delegations shall be exercised in accordance with the Constitution and any relevant policy, paragraph 1.12 provides that any officer exercising a delegation shall only do so in accordance with the Financial Procedure Rules.
- 10.7.** The Council must ensure that any authorised use and development of the site at Union Place is compliant with any obligation imposed on the Council by the Homes England Grant funding terms and conditions.

- 10.8.** The Grant Funding must also be spent by the Council in a way that does not breach the Homes England funding terms and conditions or create any unlawful public subsidy to any commercial undertaking.
- 10.9.** At Appendices 2 - 4 (inclusive) there are additional documents which are exempt under the Local Government (Access to Information) Act 1985 as the information relates to the financial or business affairs of Worthing Borough Council and/or contains legal advice. This information must be given due consideration and taken into account prior to members reaching a decision.
- 10.10.** Prior to executing a JV Agreement, members will need to consider the further procurement and subsidy advice to be taken on the final arrangements as well as approve the final business plan and financial due diligence.

### **Background Papers**

- [Report to Joint Strategic Committee 11/07/2023 - Joint Venture Partnership with Roffey Homes](#)
- [Report to Joint Strategic Committee 16/03/2022 - Union Place Joint Venture with Roffey Homes Update](#)
- [Report to Joint Strategic Committee 08/02/2022 - Union Place - selection of preferred developer](#)
- Report to Joint Strategic Committee 06/11/2018 - Union Place Update
- Report to Joint Strategic Committee 10/04/2018 - Union Place Redevelopment

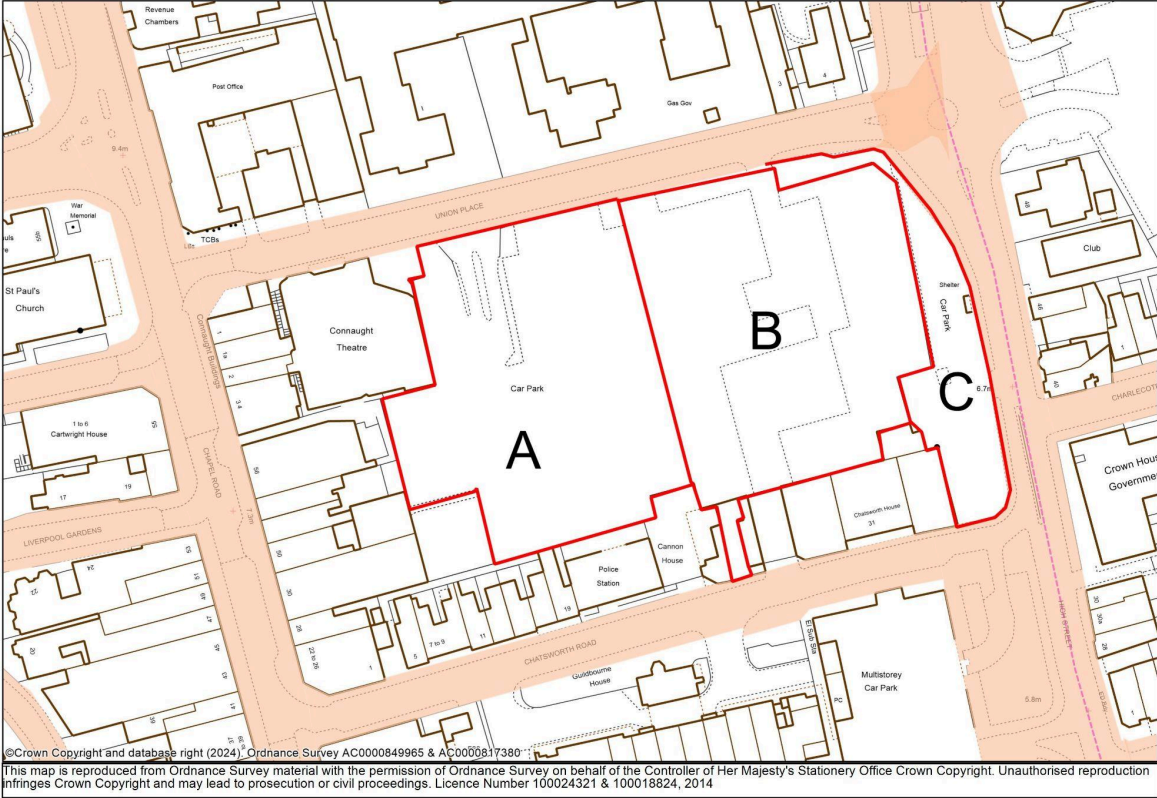
### **Appendix 1. Site Plan**

**Appendix 2 (Exempt).** Summary and working draft of the joint venture Business Plan

**Appendix 3 (Exempt)** Heads of terms for lease surrender by NCP

**Appendix 4 (Exempt)** Heads of terms for lease surrender by LCR

APPENDIX ONE





## Sustainability & Risk Assessment

### 1. Economic

The development delivers new homes and space for businesses to expand. The scheme is strategically important for the town centre and will benefit local shops and services.

### 2. Social

**2.1** Social Value: the development provides an important opportunity to secure the delivery of genuinely affordable homes; to demonstrate local employment and offer opportunities for young people to secure training and develop skills.

**2.2** Equality Issues: the project offers an important opportunity to address diversity and inclusion matters through the recruitment and selection of those people working on the project and in the provision of training and skills.

**2.3** Community Safety Issues: the development will take a positive approach to designing out crime and addressing matters such as safe pedestrian routes and areas for play. Design aspects such as lighting will take into account the importance of people feeling safe at night.

**2.4** Human Rights Issues: the project will ensure that aspects such as people trafficking are considered through the construction process and in the selection of contractors and sub-contractors.

**2.5** The construction programme will deliver local procurement and employment strategies and offer on-site opportunities for training and skills development for local residents and communities.

### 3. Environmental

Sensitive redevelopment of the site offers a significant opportunity to enhance biodiversity and to improve the local environment through planting and the provision of open spaces.

### 4. Governance

An internal officer board consisting of representatives from key departments essential to successful delivery has met and reviewed the programme at key stages of the marketing exercise. The governance associated with the delivery of the project is set out in the body of the report and formal updates will be provided to members of the Worthing Joint Strategic Committee Sub-Committee.

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WORTHING BOROUGH  
COUNCIL

Worthing Joint Strategic Sub-Committee  
14 March 2024

Key Decision [Yes/No]

Ward(s) Affected:

## Proposed Sale of industrial land at:

1. Unit 1, 4 Meadow Road Industrial Estate, Dale Road, Worthing BN112RU
2. 3 Southdownview Way, Worthing, BN14 8NL

## Report by the Director for Place

Officer Contact Details:

Chris Maughan, Assistant Director Regenerative Development

[chris.maughan@adur-worthing.gov.uk](mailto:chris.maughan@adur-worthing.gov.uk)

## Executive Summary

### 1. Purpose

- 1.1. This report is being brought for a decision to sell the freehold of the properties subject to the existing long ground leases in place
- 1.2. The receipt will assist in offsetting future borrowing requirements
- 1.3. The report sets out the rationale for sale and the benefits to the Council. An Exempt Appendix is attached outlining the commercially sensitive elements of the proposed disposals.

### 2. Recommendations

- 2.1. Recommendation One

- 2.1.1. To delegate authority to the Assistant Director for Regenerative Development to sell the properties and achieve Best Consideration, in consultation with the Cabinet Member for Resources.
- 2.1.2. To delegate authority to the Assistant Director for Regenerative Development to effect the sales to the existing tenants or others and test the sale amounts by reference to a Red Book valuation thus demonstrating Best Consideration or a sum in excess of Best Consideration

### 3. Context

- 3.1. The Committee should note that the Dale Road address is close to but not adjacent to the Meadow Road operational depot and is surrounded by land that the Council has sold over the years.
- 3.2. The Committee should note that both properties are classified as Employment Land and the sale of either does not change this or put it at risk.
- 3.3. Consequent upon the Strategic Asset Review, the Estates Team reviewed a number of holdings to test each against the principle of continued ownership.
- 3.4. The team selected assets that are non-operational, not parks or community assets, not held for regeneration, not in the Strategic Fund, nor of amenity or potential community value.
- 3.5. Assets selected were further narrowed down to exclude those with outstanding prospects for capital or rental growth, where the income significantly outweighs the costs of holding, and where the sale does not then require the paying back of borrowing.
- 3.6. The remainder were shown to Members in December 2023
- 3.7. A shortlist was agreed with Members and Officers were instructed to effect a measured, careful process of disposals in accordance with The Disposals Strategy and Schemes of Delegation and all subject to Committee approval prior to entering into a committed contract.
- 3.8. During this process Officers were approached by agents acting for the tenants (likely consequent upon national news stories of Councils carrying out property disposals.)

- 3.9. Offers were received and negotiations ensued.
- 3.10. Officers have had regard to s123 of the Local Government Act 1972 in respect of obtaining Best Consideration, by a) supporting the transactions with a Red Book valuation by an independent third party Valuer, and b) obtaining additional potential uplift by way of an overage clause linked to future release of additional value in the case of a planning decision that adds value to the land.

**4. Issues for consideration**

- 4.1. Please see Exempt Appendix
- 4.2. The Exempt Appendix contains sensitive commercial information relating to the identity and address of the prospective buyers, the agreed prices, subject to independent valuations, and the structure of the deals.

**5. Engagement and Communication**

- 5.1. No public engagement has been undertaken in respect of this proposed disposal

**6. Financial Implications**

- 6.1. Worthing Borough Council currently receives rental income of £17,850 across the proposed disposal sites. The treasury benefit of having that income is interest of circa £900 per annum.
- 6.2. Sale of the proposed sites would generate a capital receipt that would reduce the borrowing costs to the council of an estimated £40,000 per annum depending on a final negotiated sale price. Overall the general fund revenue account could see the overall net benefit of approximately £21,250:

Loss of rental income following a disposal	£17,850
Loss of interest of rental income in bank	£900

Reduced borrowing costs from capital receipt from proposed disposal (estimated and net of assumed 5% professional legal)	-£40,000
<b>Estimated net revenue benefit from proposed disposals</b>	<b>£21,250</b>

- 6.3. As set out in section 3.10 officers have had regard to s123 of the Local Government Act 1972 in respect of obtaining Best Consideration, by a) supporting the transactions with a Red Book valuation by an independent third party Valuer, and b) obtaining additional potential uplift by way of an overage clause linked to future release of additional value in the case of a planning decision that adds value to the land.
- 6.4. The actual cost benefit of disposal will be dependent on final negotiated sales values. The Assistant Director for Regeneration liaise with Finance with final values to ensure net benefit is achieved.

## 7. Legal Implications

- 7.1. Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 7.2. s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available of assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 7.3. Section 123 Local Government Act 1972 provides the Council with the power to dispose of land with the caveat that the Council must not do so for a consideration less than the best that can be reasonably obtained.
- 7.4. Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003 provides criteria and guidance for circumstances when a local authority considers it appropriate to dispose of land at an undervalue.
- 7.5. Section 2(A) Local Government Act 1972 provides that when disposing of land consisting of open space a local authority must first advertise

their intention for 2 consecutive weeks in a local newspaper and consider any objections to the proposed disposal which may be made to them. In these instances there is no public open space.

- 7.6. Section 8 Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 sets out the meaning of a “key decision” which is further defined in Article 12 of the Council’s constitution.
- 7.7. The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 governs the decision making processes relating to Cabinet decisions and these are encompassed in the Council’s Cabinet Procedure Rules within the Constitution.
- 7.8. Paragraph 3.12.3 of the Officer Scheme of Delegations provides authority to the Head of Major Projects and Investment to dispose of land in connection with the Council’s functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council’s functions. Paragraph 1.11 provides that all delegations shall be exercised in accordance with the Constitution and paragraph 1.12 provides that any officer exercising a delegation shall only do so in accordance with the Financial Procedure Rules.
- 7.9. At Appendix 1 there is an additional document which is exempt under the Local Government (Access to Information) Act 1985 as the information relates to the financial or business affairs of Worthing Borough Council and contains legal advice. This information must be given due consideration and taken into account prior to members reaching a decision.

### **Background Papers**

Link to Disposals Strategy:

- [https://docs.google.com/document/d/1Vaz5WN9ZzGw8J\\_M65jZ7U4BeBlecDmhUnjURgd2TDhQ/edit](https://docs.google.com/document/d/1Vaz5WN9ZzGw8J_M65jZ7U4BeBlecDmhUnjURgd2TDhQ/edit)

## **Sustainability & Risk Assessment**

### **1. Economic**

Matter considered and no issues identified

### **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 albeit the site is in a potentially contaminative use as a tyre depot

### **4. Governance**

Matter considered and no issues identified



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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