

<b>Mr Hunt, Cabinet Member for Finance</b>	<b>Ref No: FIN02(20/21)</b>
<b>August 2020</b>	<b>Key Decision: Yes</b>
<b>Property Review: Surplus Declarations</b>	<b>Part I</b>
<b>Report by Director Property and Assets</b>	<b>Electoral Divisions: Chichester South, Worthing Pier, Worthing East, Northbrook, Henfield, Pulborough, Broadbridge, Hassocks and Burgess Hill South.</b>
<p><b>Summary</b></p> <p>This report seeks approval by the Cabinet Member for Finance to confirm surplus declarations for a number of assets, deemed surplus to service operational requirements. Declaring them surplus enables a further decision to be made on either a sale of the asset (for a capital receipt) or to retain it for wider non-service led activities of the County Council such as redevelopment for investment, regeneration or other alternative uses. The properties to be declared surplus are set out at paragraph 2.1 in the report.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p>The County Council's Future West Sussex Plan sets out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an <a href="#">Asset Management Policy and Strategy</a>. An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities. This includes identifying opportunities for rationalisation of assets and disposal or redevelopment of assets no longer required for operational purposes. Declaring properties surplus is part of the process to deliver the strategy and allows further decisions to be made regarding properties that are no longer needed for operational purposes.</p>	
<p><b>Financial Impact</b></p> <p>There is no immediate financial impact of this decision. Declaring the sites surplus enables a further decision to be made on either a sale of the asset (for capital receipt) or to retain it for wider non-service led activities of the County Council such as redevelopment for investment, regeneration or other alternative uses to be explored.</p>	
<p><b>Recommendation:</b></p> <p>That the Cabinet Member makes a decision that the County Council declares the assets set out at paragraph 2.1 in the report surplus to service operational requirements.</p>	

# PROPOSAL

## 1. Background and Context

- 1.1 To accord with Standing Orders the properties detailed below need to be formally declared surplus to service and operational requirements in order to allow them to be reviewed for either disposal on the open market or developed further by the County Council for example as part of the Propco investment programme or to enable a lease surrender.

## 2. Proposal Details

- 2.1 It is proposed to declare the following property assets surplus to operational requirements on the basis that there is no current operational service need for any of the sites:

- a) Land and Former school buildings, Chichester High School, Kingsham Road, Chichester, West Sussex, PO19 8AE, as per plan *Appendix A*
- b) Wrenford Training Centre, Terminus Road, Chichester south, Chichester, West Sussex, PO19 8TX, as per plan *Appendix B*
- c) The Pines Day Centre, Faraday Close, Durrington, Worthing, West Sussex, BN13 3RB, as per plan *Appendix C*
- d) Coastal Enterprises Day Centre, Brougham Road, East Worthing, Worthing, West Sussex, BN11 2NU, as per plan *Appendix D*
- e) Footprints Children & Family Centre, 40, Crescent Road, Worthing Central, Worthing, West Sussex, BN11 1RQ, as per plan *Appendix E*
- f) 37, Richmond Road, Worthing Central, Worthing, West Sussex, BN11 1PW, as per plan *Appendix F*
- g) Land at Wantley Hill, Wantley Hill Estate, Henfield, Horsham, West Sussex, BN5 9JT, as per plan *Appendix G*
- h) Small Holding 157, Hatches Smallholding Estate, Sinnocks, West Chiltington, West Sussex, RH20 2JX, as per plan *Appendix H*
- i) Small Holding 159, Hatches Smallholding Estate, Sinnocks, West Chiltington, West Sussex, RH20 2JX, as per plan *Appendix I*
- j) Land at Corner of Church Street and Guildford Road, Rudgwick, Horsham, West Sussex, RH12 3HY, as per plan *Appendix J*
- k) Former Caretakers House, 43, Windmill Avenue, Keymer, Hassocks, West Sussex, BN6 8LJ, as per plan *Appendix K*
- l) Former Headmasters House, New House, South Grove, Petworth, West Sussex, GU28 0ED, as per plan *Appendix L*

- 2.2 Each of the sites will be appraised for the best method of sale or re-development, and strategies for individual re-development sites will be subject to further business case approvals.

### 2.3 **Land and former school buildings, Chichester High School, Kingsham Road, Chichester, West Sussex, PO19 8AE (Chichester South Division)**

The County Council owns the freehold of approximately 1.0 ha of land in Kingsham Road, Chichester which includes a single-story building known as the former Year 7 block, an old music block and other associated outbuildings including four former World War two air-raid shelters. The plan of the site as

set out in *Appendix A*. The site is located to the front of Chichester High School Academy, facing onto Kingsham Road. The buildings have been vacant since 2014 when the Academy surrendered their short-term lease and moved to new classroom accommodation provided by the County Council and, by virtue of the sites' inclusion with the Southern Gateway Masterplan, has been kept vacant since. The buildings are regularly the subject of security and vandalism concerns.

The Leader of the County Council took a decision in June 2019, (ref LDR01 19/20) that projects to demolish the Former Year 7 Block and re-locate the all-weather hockey pitch were to be added to the capital programme, funded by Local Growth Fund and that the Executive Director of Place Services be given delegated authority to enable the County Council to join the procurement process for a development partner and to make an appointment if so advised. The Acting Executive Director took a delegated decision in December 2019 to demolish the buildings on this site and plans for this work are now underway.

Disposal of this school land will be subject to Department for Education consent. The Chichester High School (The Kemnal Academy Trust) are aware of the proposed demolition.

#### **2.4 Wrenford Training Centre, Terminus Road, Chichester south, Chichester, West Sussex, PO19 8TX (Chichester South Division)**

The County Council owns the freehold of the Wrenford Training Centre, a single-story commercial building on the Terminus Road industrial estate set in approximately 0.4Ha, as set out in *Appendix B*. The building is in poor condition. The property has been an Adults Day Centre. As per the decision taken by the Cabinet Member for Adults and Health (AH8 18/19), the service at the Wrenford centre has been relocated to the Judith Adams Day Centre in Chichester and the Chestnuts Day Centre in Bognor Regis following refurbishment of both these other sites. The premises are now closed. The property is surplus to other operational requirements.

#### **2.5 The Pines Day Centre, Faraday Close, Durrington, Worthing, West Sussex, BN13 3RB**

The County Council owns the freehold of the Pines Day Centre a single-story community building in Durrington set in approximately 0.41Ha, as set out in *Appendix C*. The property has been operating as an Adults Day Centre. As per the decision taken by the Cabinet Member for Adults and Health AH05 20/21, the service at this centre will be relocated and these premises closed. The property is surplus to other operational requirements.

#### **2.6 Coastal Enterprises Day Centre, Brougham Road, East Worthing, Worthing, West Sussex, BN11 2NU (Worthing East Division)**

The County Council owns the freehold of the Coastal Enterprises Day Centre a single-story commercial building on the outskirts of Worthing, set in approximately 0.25Ha, as set out in *Appendix D*. The building is in fair

condition. The property has been operating as an Adults Day Centre. As per the Key Decision taken by the Cabinet Member for Adults and Health AH05 20/21, the service at the Coastal Enterprises Centre will be relocated into other local day centres and these premises closed. The property is surplus to other operational requirements.

**2.7 Footprints Children & Family Centre, 40, Crescent Road, Worthing Central, Worthing, West Sussex, BN11 1RQ, (Worthing Pier Division)**

The County Council owns the freehold of 40 Crescent Road, Worthing currently used to provide accommodation for Footprints Children and Family centre for the Early Help service, as set out in *Appendix E*. The property is a two-story Victorian villa in Worthing based on 0.06Ha plot. The current children and family services are due to be relocated to the new Worthing Community Hub at Worthing library in late 2020/early 2021 as per the Key Decision taken by the Cabinet Member for Safer, Stronger Communities (SSC01 19/20). Once the new Worthing Community Hub is opened in the library building, these premises will be closed. The property is surplus to other operational requirements.

**2.8 37, Richmond Road, Worthing Central, Worthing, West Sussex, BN11 1PW (Worthing Pier Division)**

The County Council own the freehold of 37 Richmond Road, a two-storey detached brick building in central Worthing, as set out in *Appendix F*. The property was once used as a Pupil Referral Unit; following closure of this provision the property was let to local dance school on a lease from 2013. The lease ended and the property was handed back to the Corporate Landlord in 2018.

Due to the property's adjacency to Worthing Library it was identified as a suitable location in which to decant some of the library provision whilst the works to refurbish Worthing library and create a new Community Hub were undertaken. The property was held vacant for this purpose and refurbishment commenced in late 2019.

As per the decision taken by the Cabinet Member for Safer, Stronger Communities in May 2019, (reference SSC01 19/20) the property is due to be used as a temporary library until late 2020/early 2021. Once the new Worthing Community Hub is opened in the library building, these premises will be closed. The property is surplus to other operational requirements and could be let or sold.

**2.9 Land at Wantley Hill, Wantley Hill Estate, Henfield, Horsham, West Sussex, BN5 9JT (Henfield Division)**

The County Council owns a vacant plot of land with development potential in Henfield, the site is approximately 4.6ha and is located to the northeast of Henfield adjoining an area of low-rise residential units to the west, as set out in *Appendix G*. The site is irregular in shape and narrowing towards the northern end, the site is broadly level in topography though slopes down slightly towards the northern end. Part of the site is included in the Henfield Neighbourhood plan for an allocation of 25 dwellings. Recent representations

have been made to both the Parish and Horsham District Council to include the site in their Local Plan for a larger allocation subject to the resolution of access issues.

#### **2.10 Small Holding 157, Hatches Smallholding Estate, Sinnocks, West Chiltington, Chichester, West Sussex, RH20 2JX (Pulborough Division)**

Holding 157 Hatches Estate is part of the Council's Smallholdings Estate at West Chiltington, as set out in *Appendix H*. It comprises a semi-detached house and approximately 3.05ha of land. It has been occupied under an Agricultural Holdings Act 1948 agreement from 1961. Unfortunately, the former tenant died in August 2019 and a Notice to Quit was served on the Executors of the Estate to terminate the agreement on 28 September 2020. The former tenant's widow has been offered a 5 year Farm Business Tenancy of the holding to enable her to remain in her home from 29 September 2020. The rent will remain the same but will be reviewed on 29 September 2021.

Although the widow will remain in the holding it is recommended that the holding be declared surplus to requirements for future reference.

#### **2.11 Small Holding 159, Hatches Smallholding Estate, Sinnocks, West Chiltington, Chichester, West Sussex, RH20 2JX (Pulborough Division)**

Holding 159 Hatches Estate is part of the Council's Smallholdings Estate at West Chiltington, as set out in *Appendix I*. It comprises a semi-detached house and approximately 1.62ha of land. It has been occupied since 1968 under an Agricultural Holdings Act 1948 agreement. Unfortunately, the tenant died on in July 2019 and a Notice to Quit was served on the Executors of his Estate to terminate the agreement on 28 September 2020.

The former tenant's widow was offered a short-term Farm Business Tenancy to enable her to stay in the holding, but she has decided to move to sheltered accommodation. The move was postponed due to the Covid-19 restrictions but now that certain rules have been lifted, she will be able to move and will be vacating the property by the end of September. The property is surplus to other operational requirements.

#### **2.12 Land at Corner of Church Street and Guildford Road, Rudgwick, Horsham, West Sussex, RH12 3HY (Broadbridge Division)**

The County Council owns land, previously used for grazing and part let out under the terms of a garden licence, at the southern end of the village of Rudgwick on the settlement boundary fronting onto the A281 to the south and the B2128 to the west, as set out in *Appendix J*.

The site is approximately 1.16ha, broadly rectangular in shape and is split by an existing house, which is Grade 11 listed. Subject to the resolution of access issues, part of this land has potential for a small residential development and representations have been made to Horsham District Council to include the western section of the site in their Local Plan and to the Parish to include in the Rudgwick Neighbourhood Plan.

### **2.13 Former Caretakers House, 43, Windmill Avenue, Keymer, Hassocks, West Sussex, BN6 8LJ (Hassocks and Burgess Hill South Division)**

This is a small semi-detached three bedroomed house in reasonable condition with a good-sized garden and driveway affording parking at the front, as set out in *Appendix K*. The property lies outside the curtilage of the Downlands Community School campus with separate vehicular access via Windmill Avenue. The property was formerly occupied by the Downlands school caretaker, who has now retired and, in accordance with current policy the property has been returned with vacant possession to WSCC for alternative uses. The property is surplus to other operational requirements.

### **2.14 Former Head Masters House, New House, South Grove, Petworth, West Sussex, GU28 0ED (Petworth Division)**

This is a detached three bedroomed house in reasonably good order with a garage, driveway and large garden, as set out in *Appendix L*. The property lies to the west of the Petworth Primary and former Herbert Shiner school campus but has no access from Station Road (A285) due to a difference in land levels; vehicular access is via the School site only. The property was formerly occupied by a secure tenant who has now passed away and the family have returned the property to WSCC with vacant possession. The property adjoins land already declared surplus to requirements and which has potential for residential development, subject to new access arrangements and incorporation with neighbouring third party owned land. The property is surplus to other operational requirements.

## **FACTORS TAKEN INTO ACCOUNT**

### **3. Consultation**

- 3.1 **Members** –The Member for Southwater as Cabinet Member for Education and advisor to the Cabinet Member for Finance on asset management and the local members for Chichester South, Worthing Pier, Worthing East, Northbrook, Henfield, Pulborough, Broadbridge, Hassocks and Burgess Hill South and Petworth.
- 3.2 **External** – not applicable.
- 3.3 **Public** – not applicable, other than where town planning approval has been procured.
- 3.4 **Internal** –The Head of Property, Procurement and Environment, Legal Services and the Service Finance Business Partner for Economy, Infrastructure & Environment.

### **4. Financial (revenue and capital) and Resource Implications**

- 4.1 There are no resource implications associated with these proposals.

4.2 Revenue consequences of proposal - there are no financial implications in declaring these properties surplus, a decision report will follow in the future once a decision has been made as to what to do with the properties/land.

4.3 There are no capital consequences arising from this proposal.

## **5. Legal Implications**

5.1 None.

## **6. Risk Assessment Implications and Mitigations**

6.1 All vacant property is risk assessed at the time of handover to the corporate landlord by a service and appropriate security measures put in place pending a decision on the future of the property.

## **7. Other Options Considered (and Reasons for not proposing)**

7.1 None. All alternative service uses for the properties have been explored prior to a proposal to declare surplus.

## **8. Equality and Human Rights Assessment**

8.1 The Equality Duty does not need to be addressed as it is a report dealing with an internal procedural matter only.

## **9. Social Value and Sustainability Assessment**

9.1 The proposal will bring continued social, environmental and economic benefits by ensuring surplus property is managed according to the County Councils Asset Policy.

## **10. Crime and Disorder Reduction Assessment**

10.1 Not applicable

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### **Contact Officers:**

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### **Appendices:**

- **Appendix A - Plan of Land and former school buildings, Chichester High School, Kingsham Road, Chichester, West Sussex, PO19 8AE**
- **Appendix B – Plan of Wrenford Training Centre, Terminus Road, Chichester, West Sussex, PO19 8TX**

- **Appendix C – Plan of The Pines Day Centre, Faraday Close, Durrington, Worthing, West Sussex, BN13 3RB**
- **Appendix D – Plan of Coastal Enterprises Day Centre, Brougham Road, East Worthing, Worthing, West Sussex, BN11 2NU**
- **Appendix E – Plan of Footprints Children & Family Centre, 40, Crescent Road, Worthing Central, Worthing, West Sussex, BN11 1RQ**
- **Appendix F - Plan of 37, Richmond Road, Worthing Central, Worthing, West Sussex, BN11 1PW**
- **Appendix G – Plan of Land at Wantley Hill, Wantley Hill Estate, Henfield, West Sussex, BN5 9JT**
- **Appendix H – Plan of Small Holding 157, Hatches Smallholding Estate, Sinnocks, West Chiltington, West Sussex, RH20 2JX**
- **Appendix I – Plan of Small Holding 159, Hatches Smallholding Estate, Sinnocks, West Chiltington, West Sussex, RH20 2JX**
- **Appendix J – Plan of Land at Corner of Church Street and Guildford Road, Rudgwick, Horsham, West Sussex, RH12 3HY**
- **Appendix K – Plan of Former Caretakers House, 43, Windmill Avenue, Keymer, Hassocks, West Sussex, BN6**
- **Appendix L – Plan of Former Headmasters House, New House, South Grove, Petworth, West Sussex, GU28 0ED**

**Background papers - None**