



WORTHING BOROUGH C O U N C I L

EXPRESSION OF INTEREST: COLONNADE HOUSE CREATIVE HUB

47 Warwick Street, Worthing, BN11 3DH
3-4 Colonnade House, High Street, Worthing, BN11 1NZ

Galleries, Studios & New Workshop Space

Closing date for submissions: 17:00 on Monday 30th November 2026

Project reference: COLWBC26

Contact: richard.manders@adur-worthing.gov.uk

1. PROJECT BACKGROUND

One of Worthing's most iconic architectural landmarks, Colonnade House is located in the heart of Worthing's vibrant cafe quarter. Built in the early 1800s and opened as a library and post office, the building was partially destroyed by fire eighty years later and remodelled in the 1930s.

In 2014, the 'Commit to Culture' project was born, followed by a successful application from Worthing Borough Council to the Coastal Community Fund to transform 'Colonnade House' into a Creative Hub. To achieve the goal of cultural and economic regeneration in Worthing, the council partnered with The Adur & Worthing Trust.

The Adur & Worthing Trust is a registered charity dedicated to advancing arts, culture, and heritage for the public benefit in the District of Adur and the Borough of Worthing and has overseen joint management of Colonnade House since 2016.

Colonnade House quickly became a cornerstone of Worthing's creative economy, evolving from a pilot project into a thriving landmark for the

digital and creative industries. Currently, the site is managed by a dedicated 2-person staff team (Gallery Coordinator and Gallery Assistant), and supported by a Culture Manager within Worthing Borough Council.

2. THE CULTURAL OFFER IN ADUR & WORTHING

The cultural landscape in Worthing is currently in a transformative period, evidenced by our recent 2028 Town of Culture ambitions. Our local strategy, *Fair, Green & Local* emphasises the power of creativity to enrich lives and drive economic prosperity. We sit at the heart of a coastal creative corridor, working alongside partners like Worthing Theatres & Museum, East Beach Studios, and Audio Active to ensure Worthing is a destination for innovation for creatives, residents, and visitors alike, far more than a seaside retreat.

3. PROPERTY DETAILS & CURRENT OPERATION

To provide a clear baseline for applicants, the current physical and planning parameters of the building(s) are outlined below:

Local Plan Context: Falls within the Primary Shopping Area / Active Town Centre Zone of the adopted Worthing Local Plan. Proposals must support vitality, footfall, and diversification of the high street.

Current Planning Use Class: Class E (Commercial, Business and Service) / F2 (Local Community uses).

Current Layout & Square Footage: Total gross internal area (GIA) is approximately 2,115 sq ft, broken down as follows:

Ground Floor:

- Gallery 1: 129 sq ft
- Gallery 2: 46 sq ft

First Floor:

- Studio 2: 201 sq ft
- Studio 3: 347.6 sq ft
- Studio 4: 119.4 sq ft
- Studio 5: 222.8 sq ft

Second Floor:

- Studio 6: 228.2 sq ft
- Studio 7: 157 sq ft
- Studio 8: 164.7 sq ft

Third Floor:

- Studio 9: 196.9 sq ft
- Studio 10: 137.7 sq ft
- Studio 11: 164.7 sq ft

The Workshop Space (Shop 2) has a site area of approximately 290 sq ft.

Detailed floor plans are provided in **Appendix 1**.

Current Letting Status:

- **Ground Floor (Zone A):** Managed directly by the operator for short-term hires, pop-ups, and community interventions.
- **Upper Floors (Zone B):** Currently divided into 10 creative studio spaces, let on licenses/ under leases to local artists, makers and innovators.
- **Workshop Space (Zone C):** Licenced as dedicated arts workshop space. In the process of being opened by the current operator.

Lease Structure: Offered under a Full Repairing and Insuring (FRI) Lease opportunity. The final lease term is to be determined, applicants should indicate their preferred term within their submission.

4. THE OFFER: LAYOUT & SPACES

Worthing Borough Council is seeking partners to manage one, two, or all three of the following components of the current Colonnade House Creative Hub.

The site is divided into three distinct functional zones:

(see plans in Appendix 1):

Zone A (Green): The Galleries

Two linked, street-facing exhibition spaces with high visibility. Ideal for weekly hires, pop-ups, talks, screenings, public-facing events, or operation as a full-time gallery or hybrid use cultural shop.

Zone B (Blue): The Studios

Three floors of creative workspace, divided into 10 unique studio spaces for local artists, makers, and innovators.

Zone C (Red): The New Workshop Space

The newest addition to the project. Intended as a multipurpose space for teaching with a youth focus, artist workshops, and messy work.

Operational Framework

Each area can be operated as its own entity or collectively. Each is served by their own entrance. However, all Expressions of Interest must include the use and management of Zone A: The Gallery space.

5. COSTS & FINANCIAL CONTEXT

Financial Sustainability: We are looking for an organisation that can outline a robust financial model that maintains the creative and community core of the project whilst demonstrating clear income generation and long-term sustainability.

Minimum Rental Threshold: Within your EOI, please include a financial rental proposal of no less than £35,000+VAT per annum for all sites combined. For context, this roughly equates to a baseline valuation breakdown of:

- Zone A: £10,000
- Zone B: £20,000
- Zone C: £5,000

6. STRATEGIC REQUIREMENTS

Applicants must align their operational proposals with Arts Council England's (ACE) "Let's Create" 10-year strategy. Your proposal should explicitly demonstrate how you will address the following:

- **Inclusive Communities:**

Ensuring the space acts as an accessible, open "front door" for the public, regardless of background.

- **Cultural Offer Growth:**

How you will expand the variety and visibility of art forms (Digital, Fine Art, Craft, Performance) represented in Worthing.

- **Public-Forward High Street Presence:**

The ground floor must remain an open, inviting, vibrant, and highly active part of the high street.

- **Environmental & Financial Sustainability:**

Demonstrating active environmental awareness alongside stable, long-term financial viability.

7. WHAT WE NEED FROM YOU

Please provide a concise formal submission (maximum 10 pages) covering the following five areas:

1. Organisational Profile: Nature of your business, governance structure (e.g., CIC, Registered Charity, Ltd Company), and mission statement.

2. Track Record: Evidence of successful operations for at least 2 years, details of current locations managed, and a recent 12-month set of accounts.

3. Funding and Finance: An outline of your funding track record (grants, commercial revenue) and a projected budget, including outline management/operating accounts, for this project.

4. The Development Plan: Your vision for developing and utilizing the site. Specifically, what activities you will deliver and your methodology for doing so.

5. Accessibility, Equity & Inclusion Summary: A concise statement outlining your operational policy to ensure the building, programming, and opportunities remain fully accessible, compliant with the Equality Act 2010, and welcoming to all communities.

Please email: richard.manders@adur-worthing.gov.uk

With the subject line: Colonnade House EOI. Ref: COLWBC26

8. TIMELINE & DECISION PROCESS

Proposed timeline:

- EOI launch: Monday 19th October 2026
- Submission deadline: 17:00 on Monday 30th November 2026
- Panel Interviews: Week commencing 7th December 2026
- Decision in principle notification: Thursday 17th December 2026.
- Contracting and mobilisation: January - March 2027
- Anticipated occupancy from: 1st April 2027

The Decision Panel & Evaluation

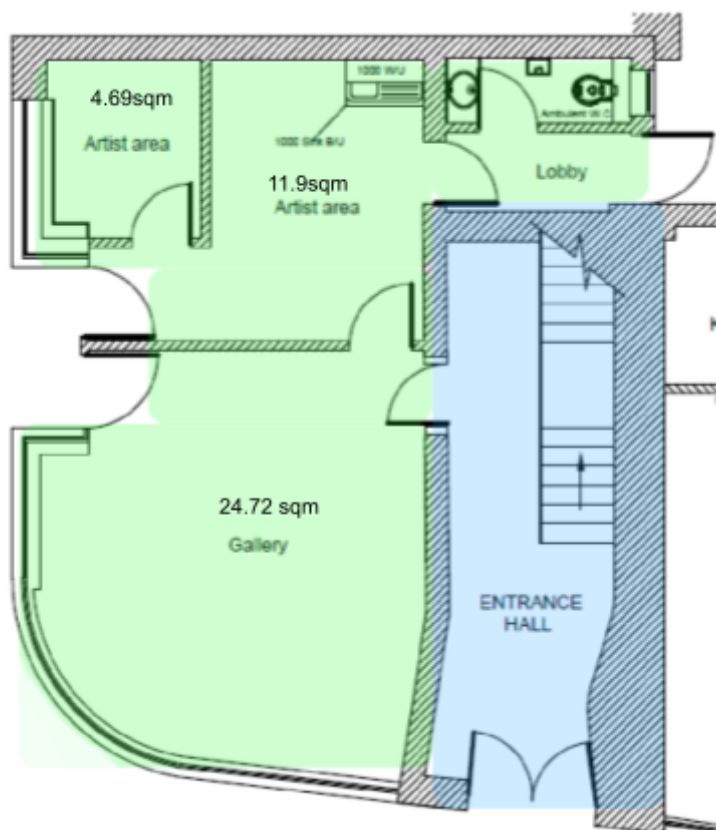
Submissions will be reviewed by a panel comprising Council Officers (including Property & Cultural Asset specialists), Local Councillors, and Community Stakeholders. Points will be awarded against a weighted scoring matrix:

- Alignment with Let's Create priorities (15%)
- Financial viability and business plan robustness (40%)
- Commitment to accessibility and community inclusion (15%)
- Evidence of experience and track record (20%)
- Environmental sustainability approach (10%)

Our Goal: To ensure Colonnade House remains a thriving, creative heart for Worthing, a space where talent is actively nurtured, economic growth is stimulated, and the community is always welcome.

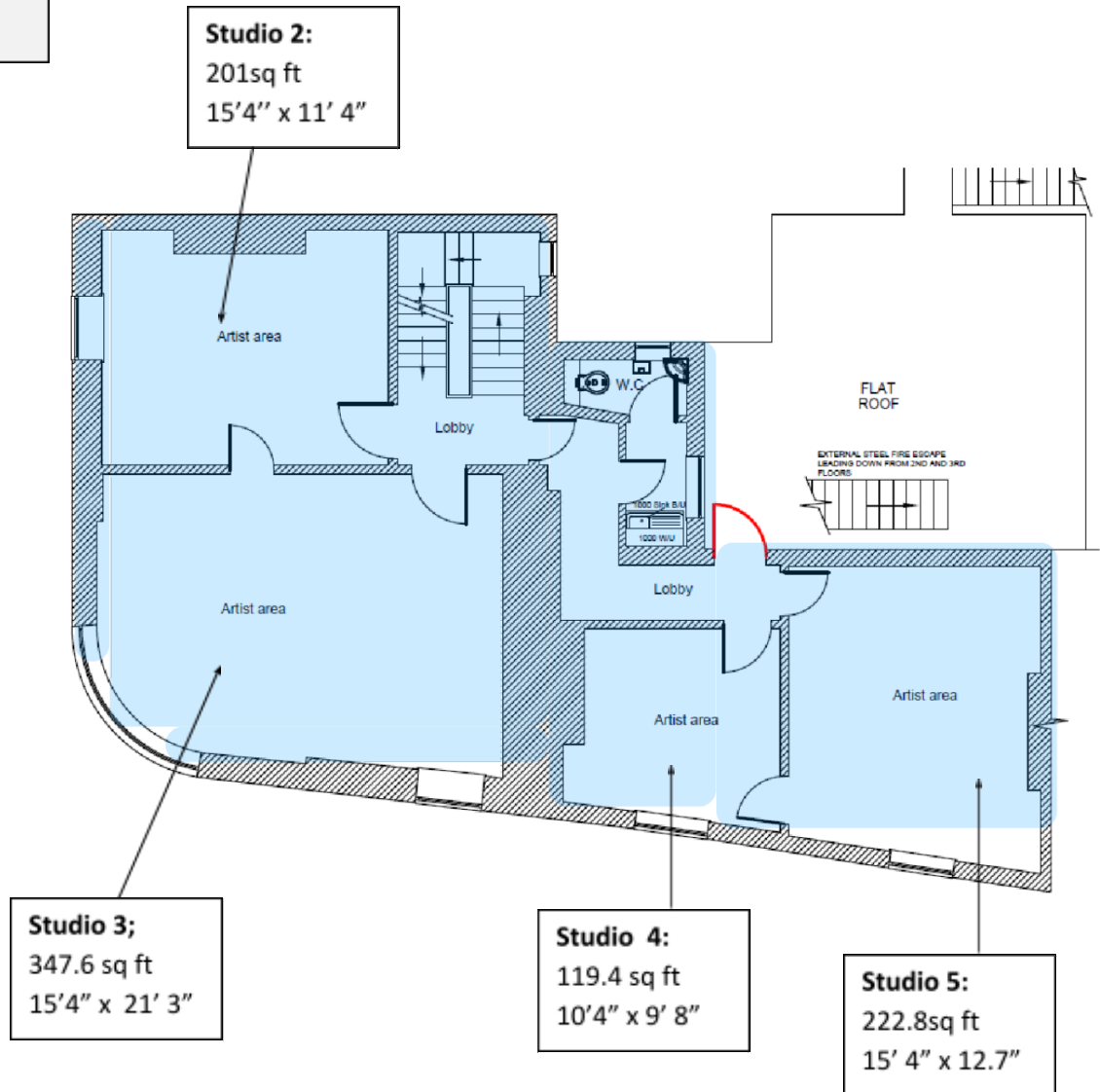
Appendix 1:

Galleries - Ground floor:

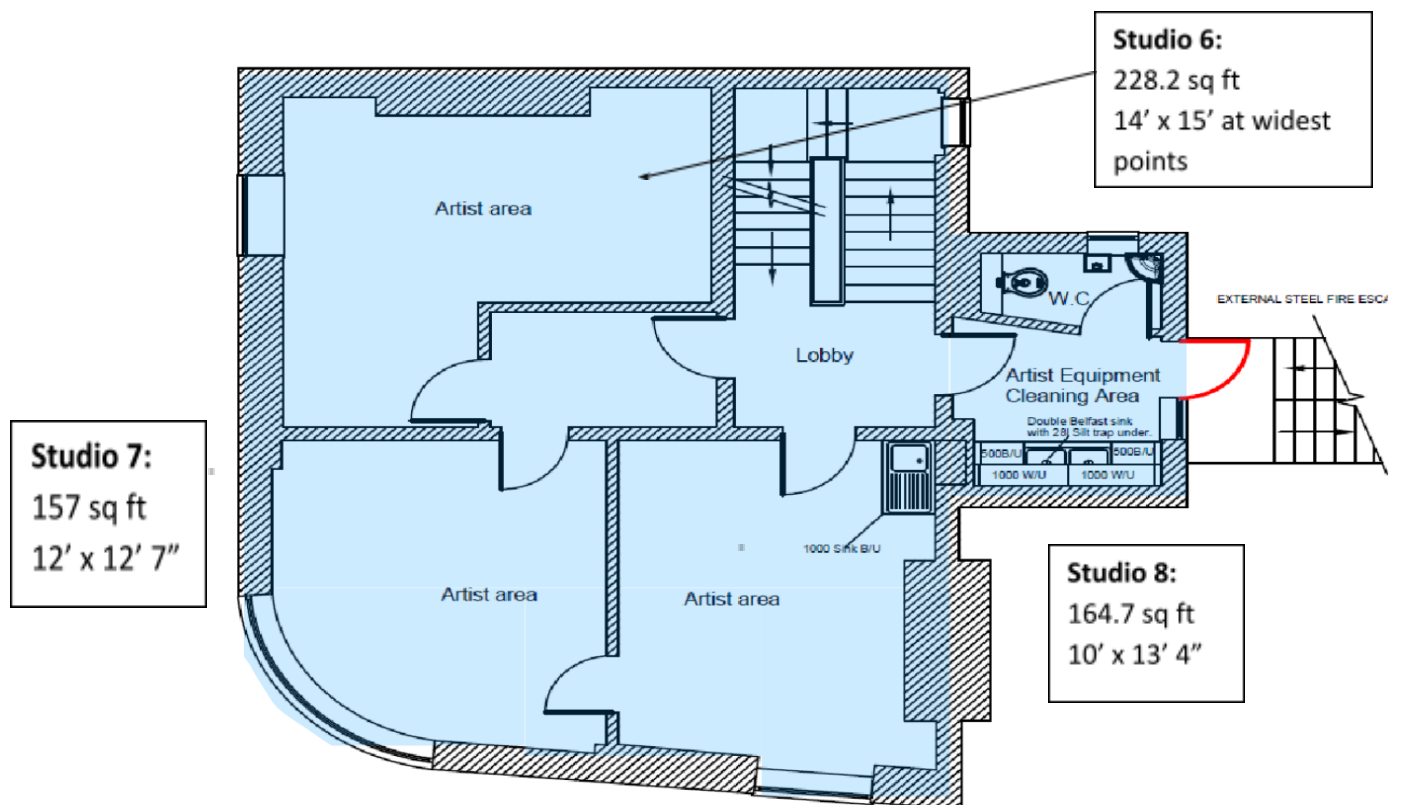


Studios - First floor:

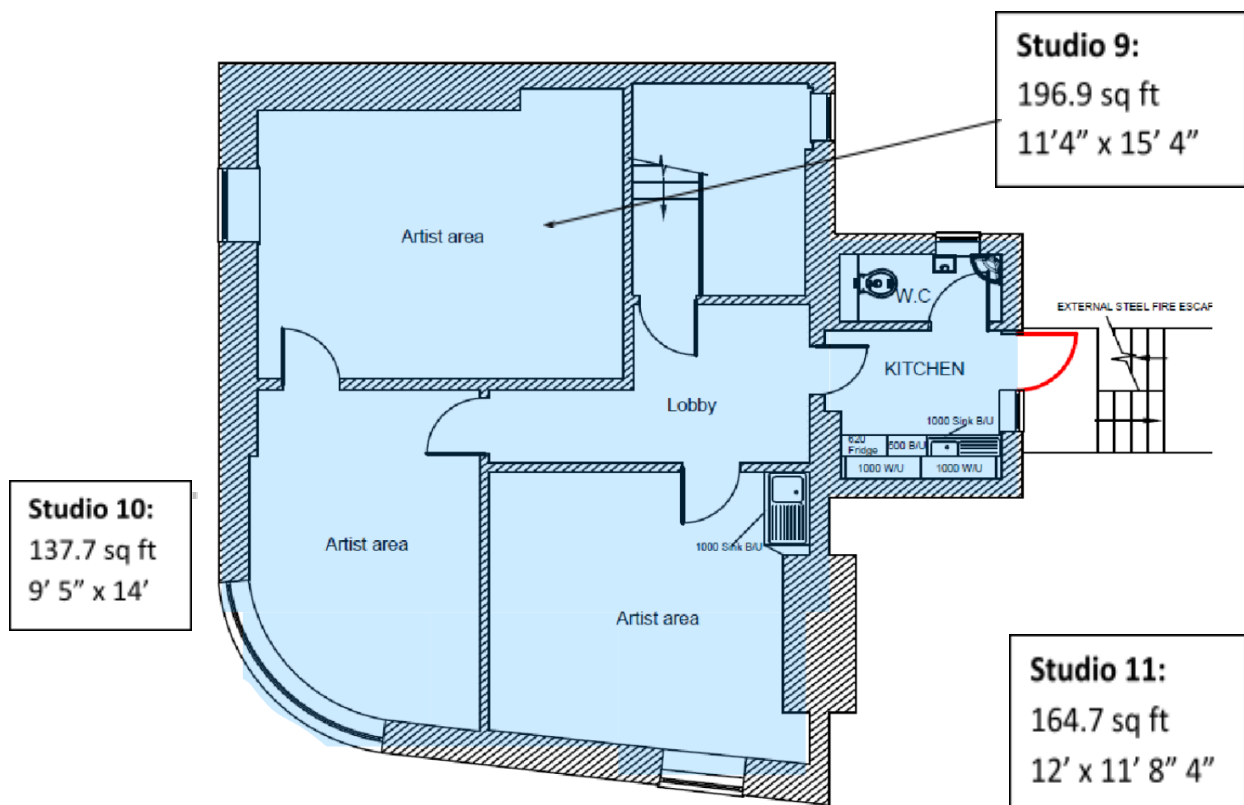
First Floor



Studios - Second floor:



Studios - Third floor:



Workshop space:

