

Democratic Services Officer: Carrie O'Connor (Ext. 37614)

14 June 2017

## **ENVIRONMENT & LEISURE WORKING GROUP**

A meeting of the Environment & Leisure Working Group will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday 27 June 2017 at 6.00 pm** and you are requested to attend.

Members: Councillors; Hitchins (Chairman), English (Vice-Chairman), Mrs Bence, Bicknell, Brooks, L. Brown, Buckland, Cates, Mrs Daniells, Dingemans, Maconachie, Mrs Maconachie, Mrs Neno, Northeast, Oliver-Redgate, Mrs Porter, Purchase, Reynolds, Dr Walsh, Warren, Wells and Wheel

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3 MINUTES

to approve as a correct record the Minutes of the meeting held on 14 March 2017 (attached).

4 ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5 START TIMES

To agree the start times of meetings for the remainder of 2017/18.

6 UPDATE ON LITTLEHAMPTON LEISURE CENTRE & ARUN LEISURE CENTRE

This report provides an update on the current progress of the leisure centre project, including the commencement of works on site and tender process.

7 WORK PROGRAMME 2017/18

To review and set the Working Group's Work Programme for 2017.18.

Note: \*Indicates report is attached for Members of the Working Group and Cabinet only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at [www.arun.gov.uk](http://www.arun.gov.uk) or can be obtained on request from the Committee Manager.

‘Subject to Approval at the Next Working Group Meeting’

ENVIRONMENT & LEISURE WORKING GROUP

14 March 2017 at 6.00 p.m.

Present: - Councillors English (Vice-Chairman – in the Chair), Bicknell, Brooks, Cates, Dingemans, Mrs Maconachie, Maconachie, Mrs Neno, Mrs Porter and Wheal.

Councillor Chapman was also present at the meeting.

30. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Bence, Mrs Daniells, Hitchins, Purchase, Oliver-Redgate, Dr Walsh, Wells and Warren. The Cabinet Member for Leisure & Amenities also gave his apologies.

31. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the government’s example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions of the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a Member declares a “Prejudicial Interest” this will, in the interest of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

There were no declarations of interest made.

32. MINUTES

The Minutes of the meeting held on 17 January 2017 were approved and signed by the Chairman as a correct record.

‘Subject to Approval at the Next Working Group Meeting’

33. SPONSORSHIP OF THE COUNCIL’S LAMP POST BANNERS

The Marketing & Events Assistant presented this report to advise Members of an initiative to seek sponsorship for the Council’s Lamp Post Banner Scheme which promoted various events and tourism related activities in the District throughout the year.

The Council had funded the scheme for the last 6 years but, in line with its 2020 Vision, it was felt that sponsorship would reduce the cost to the Council and could even provide an income. A sponsor was therefore being sought to cover all or part of the printing and installation costs for the lamp post banners for events across the District for a period of three years, the detail of which was set out in the report.

Members participated in some discussion on the matter and generally welcomed the initiative. The Environmental Services & Emergency Planning Manager stated that advice was being sought from the Procurement Team to ensure the correct process was followed, particularly as interest had already been shown by potential sponsors. A report would be brought back to the Working Group in due course to inform Members of progress.

Officer advice was given that the existing arrangements would continue until such time as a new scheme was put in place. The Working Group then noted the report.

34. MEMORIAL SEAT OR CELEBRATION OF LIFE SEAT SCHEME

By way of this report, the Environmental Services & Emergency Planning Manager advised that the memorial seat scheme that had been run for many years by the Council had been reviewed. As a result and for the reasons outlined in the report, it was being proposed that an attractive communal tree seat would be purchased and installed as a trial in Hotham Park. There would be an opportunity for multiple dedications to be made to include not just memorials but also celebration of life events such as births, marriages and special celebrations.

It was felt that the proposal would provide a sustainable to meet the needs of the public scheme which was visually pleasing and which would be self-funding and could even generate income to maintain and manage existing seats throughout the District.

In the course of debate, a note of caution was raised with regard to the amount and design of the plaques to be attached to the seat and that that must be looked at carefully, particularly that there should be a mixture of memorial and celebratory sentiments. Further views were expressed that the initiative was a fresh and modern approach to a popular service.

Following further general comments from Members, the Environmental Services & Emergency Planning Manager advised that an update report would be provided at a future meeting.

‘Subject to Approval at the Next Working Group Meeting’

The Working Group noted the report.

### 35. UPDATE ON LITTLEHAMPTON LEISURE CENTRE

The Principal Landscape Officer circulated a written report update at the meeting which set out progress to date with regard to the development of a new leisure centre in Littlehampton.

Members were informed that:

- Wilmott Dixon had submitted a non-material planning application for the Development Control Committee to consider at its meeting on 29 March 2017 as the building had been rotated by 16 degrees due to the location of the sewer.
- A number of site abnormalities had been identified which were unique to the location; site surveys had highlighted poor ground conditions which had resulted in a piled solution for the building foundations. The building also needed to be set at a higher level to minimise flood risk.
- The project team was working through stage 4 of the design, focussing on the detail of materials and internal finishes.
- Costs were being continually reviewed against the designs. Sport England had also benchmarked the scheme information available to date against 60 similar projects to ensure the designs represented value for money.
- Tendering was expected to take place in phases between March and May 2017. It was proposed to award separate contracts for the enabling works and main contract.
- Tree removal work had been carried out in early February 2017.
- Work due to take place on site in the coming months included:-
  - Trial excavations
  - Asbestos surveys in the sports dome (which would be closed in April)
  - Relocation of the Arun Youth Aqua Centre boat store

The opportunity was also taken to provide Members with a brief Arun Leisure Centre Project update. The £1.4 million scheme to refurbish and improve the Centre was set to be completed in the summer of 2017 and early work had seen the introduction of an energy conservation programme, effective in reducing carbon emissions, minimising waste and improving the leisure environment for visitors, with a resultant reduction in costs across the site. Work was also being undertaken to modernise the reception area with the introduction of a hub style reception desk, a Costa café and enhanced seating provision.

Following a brief discussion, the Working Group noted the report.

(The meeting concluded at 6.50 pm)

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 27 JUNE 2017

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Information Paper

Subject : Update on Littlehampton Leisure Centre & Arun Leisure Centre

Report by : Rachel Alderson

Report date: June 2017

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EXECUTIVE SUMMARY

This report provides an update on the current progress of the leisure centre project, including the commencement of works on site and tender process.

1.0 INTRODUCTION

1.1 At the Environment and Leisure Working Group Meeting held on 14 March Members were given a verbal update on progress with the Littlehampton Leisure Centre project and refurbishment works at the Arun Leisure Centre. Cabinet was also updated at their meeting on 10 April 2017. The focus of the project team in recent weeks has been progressing stage 4 of the design and preparing packages to tender the project.

2.0 PLANNING APPLICATION AND BUILDING CONTROL

2.1 A non-material amendment to the approved planning application, LU/314/16/PL, was approved by Development Control on 29 March 2017, ref. LU/52/17/NMA.

2.2 Further information has been submitted to discharge a number of planning conditions prior to construction work commencing. Due to the application being made on behalf of the Council, the conditions will be formally discharged by Development Control. The majority of applications do not follow this process. The first application to discharge conditions, LU/147/17/DOC, is due to be presented to Development Control on 21 June 2017 and will set out the drainage strategy proposals and plans to protect the public sewer.

2.3 A second application for the remaining conditions has been submitted, LU/177/17/DOC for the 19 July 2017 agenda. This application includes landscape

proposals for the site, habitat mitigation strategy, foul and surface water disposal, details of construction equipment, kitchen design, and external lighting.

- 2.4 A Building Control application has been submitted, ref. LU/174/17/BR, to enable the project plans to be checked for compliance against current standards

### 3.0 SITE PREPARATION WORKS

- 3.1 Following the discovery of a collapsed sewer in the car park of the existing leisure centre, Southern Water is carrying out essential repair works to the pipe between June and August 2017. Plans are in place to ensure access for construction traffic for the leisure centre project and minimise disruption to customers of the existing centre. Freedom Leisure has been very supportive during this challenging period and managed traffic flows on site until an alternative route was set up.

- 3.2 Asbestos surveys were carried out following closure of the sports dome in April. Removal of the asbestos identified will be undertaken as part of the early site works. Archaeological trenches excavated on site did not reveal anything of historical importance. A number of trial holes have been excavated associated with the discharge of planning conditions. As a result of these a diversion of the smaller sewer will be carried out in the south-east corner of the site. This work will be carried out in tandem with the enabling works.

- 3.3 A package of early works has been procured and ICM/076/130417 approved the award of the enabling works contract. The work includes setting up site hoarding and tree protection, demolition of the sports dome and installation of the piling mat.

- 3.4 The enabling works are programmed to commence week commencing 26 June 2017 for a period of approximately 9 weeks.

### 4.0 TENDER PROCESS

- 4.1 The project team has issued a range of procurement packages, to tender for different elements of the project through the Willmott Dixon Construction (WDC) supply chain. The submissions will be closely monitored by The Clarkson Alliance, the Council's appointed cost consultants. The final tendered costs for the main construction contract will be presented to Cabinet on 17 July 2017.

- 4.2 A meet the buyer event is due to be held on 15 June to create opportunities for local business involvement with the project.

### 5.0 SPORT ENGLAND APPLICATION

- 5.1 Following a number of meetings with Sport England a funding application will be submitted in June, for consideration by Sport England's Investment Committee in July 2017. As well as setting out the design and operational details of the new

centre, the application also focusses on how it will contribute to Sport England's strategy 'Towards an Active Nation 2016-2021'.

## 6.0 STAKEHOLDER ENGAGEMENT

- 6.1 Work to relocate the boat storage area of the Arun Youth Aqua Centre was undertaken in April 2017. The first phase of the work involved the installation of new fencing and boat anchorage points. The next phase will provide the club with new boat storage and changing facilities. WDC has donated the materials for this work as part of their community engagement.
- 6.2 Arun District Council, WDC and STEM Sussex hosted a meeting for local teachers on 23 May 2017 at the current leisure centre. STEM Sussex works in partnership with employers and schools to enthuse and inspire young people about science, technology, engineering and maths (STEM). Teachers were presented with information about the leisure project and took part in discussions in how the project team can support learning in schools and promote career opportunities in the construction industry. Since the meeting some schools have made contact with WDC to discuss the possibilities in more detail and arrange events for their pupils.
- 6.3 WDC has visited HMP Ford, as part of the company's own 'Ready for the Gate' initiative, which aims to help offenders feel more prepared for future employment and be aware of what future employers are looking for. Staff from WDC interviewed 12 offenders, giving an introduction to construction and potential employment opportunities and provided assistance with CV's and interview technique.
- 6.4 Stakeholders have received a project update outlining key forthcoming milestones. Further information will be issued during the course of the project.

## 7.0 PROJECT MILESTONES

- 7.1 The project programme identifies the following key milestones:

Enabling Works	June – August 2017	Demolition of sports dome Site preparation
Main Works	September 2017	Commencement of main construction contract
	Autumn 2017	Piling complete
	Spring 2018	Foundations complete
	Summer 2018	Frame complete Building watertight
	Autumn 2018	Fit out complete Testing and commissioning
	Spring 2019	Completion



## 8.0 ARUN LEISURE CENTRE

- 8.1 The £1.4 million scheme to refurbish and improve the Arun Leisure Centre is on target to be completed in August 2017, with the first phase of work now complete. The new, modern and welcoming reception/café hub is open and has been well received by customers to the centre.
- 8.2 The second phase of refurbishment is underway which will extend the café seating into the former café and training room areas, as well as complete the improvements to the first floor gym change.

### **Background Papers:**

[Leisure and Cultural Strategy 2013 - 28](#)

[Full Council 15 May 2013, Final Resolution, Minute 522, Strategy 1, Stage 2](#)

[Leisure, Tourism & Infrastructure Working Group \(30 June 2014\)](#)

[Cabinet Report \(21 July 2014\) – A New Leisure Centre for Littlehampton](#)

[Detailed Feasibility Study 2015](#)

[Cabinet Report \(16 November 2015\) - Capital Prioritisation Programme](#)

[Cabinet Report \(8 February 2016\) – A New Leisure Centre in Littlehampton](#)

[Environmental Services & Community Development Working Group \(28 June 2016\)](#)

[Environment & Leisure Working Group \(6 September 2016\)](#)

[Cabinet Report \(17 October 2016\) – Littlehampton Leisure Centre Project Update](#)

[Environment & Leisure Working Group \(1 November 2016\)](#)

[Environment & Leisure Working Group \(17 January 2017\)](#)

[Environment & Leisure Working Group \(14 March 2017\)](#)

[Cabinet Report \(10 April 2017\) – Littlehampton Leisure Centre](#)

**Contact:** Rachel Alderson, Principal Landscape & Project Officer  
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Environment & Leisure Working Group							
Meeting Date			27-Jun-17	29-Aug-17	24-Oct-17	19-Dec-17	20-Feb-18
Item	Lead	Origin					
Work programme - Review and set.	JRW		*				
Littlehampton Leisure Centre Verbal Update Report	RW/RA		*				
Littlehampton Leisure Centre Update	RW/RA			*			
Wellbeing Annual Report	RW/HF			*			
Littlehampton Leisure Centre Update	RW/RA				*		
Play Area Strategy	OH				*		
Events Policy	JRW				*		
Safer Arun Partnership Annual Review	GB				*		
Littlehampton Leisure Centre Update	RW/RA					*	
Public Conveniences	OH					*	
Litter and Dog Fouling Enforcement Trial Review	NS					*	
Littlehampton Leisure Centre Update	RW/RA						*
Tree Policy	JRW						*

Add in later:-

Lamp post banner

Cultural Strategy

Review of Foreshores

Car Park (fees)