



Committee Manager: Carrie O'Connor (Ext: 37614)

17 July 2014

LITTLEHAMPTON REGENERATION SUB-COMMITTEE

A meeting of the Littlehampton Regeneration Sub-Committee will be held in Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton on **Monday 28 July 2014 at 6.00 p.m.** and you are requested to attend.

Members: Councillors Bicknell (Chairman), Mrs Pendleton (Vice-Chairman), Mrs Bowyer, Dendle, Mrs Emberson, Gammon, Mrs Neno, Northeast and Dr Walsh.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations 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
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your prejudicial/pecuniary 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 1 April 2014 (attached)

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

5 LITTLEHAMPTON WAY FINDING / SIGNAGE PROJECT UPDATE

The Committee will receive a verbal update on the Littlehampton Signage project.

6 COASTAL COMMUNITIES FUND - LITTLEHAMPTON RIVERSIDE ENHANCEMENT

The Committee will receive a verbal update on this project.

7 FEEDBACK FROM ST MARTINS CAR PARK & WINDMILL THEATRE MEMBERS' WORKSHOP

On 8 July 2014 Members participated in a workshop which centred on St Martin's Car Park and the Windmill Theatre and this item will focus on the feedback from that workshop.

8 TOWN CENTRE MANAGEMENT UPDATE

The Town Centre Regeneration Officer will provide a verbal update on this item.

9 LITTLEHAMPTON REGENERATION POSITION STATEMENT

A Littlehampton Regeneration Position Statement is attached for Members' comment.

10 **EXEMPT INFORMATION**

The Subcommittee is asked to consider passing the following resolution:-

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

11 NORTH LITTLEHAMPTON MEMBERS' STEERING GROUP [Exempt – Paragraph 3 – Information Relating to Business Affairs]

The Subcommittee is requested to note the notes of the meetings of the North Littlehampton Members Steering Group held on 9 May and 7 July 2014.

(Note: *Indicates report is attached for all Members of the Sub-Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or via the web at www.arun.gov.uk).

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting).

Subject to approval at the next meeting

LITTLEHAMPTON REGENERATION SUB-COMMITTEE

1 April 2014 at 6.03 pm

Present: - Councillors Bicknell (Chairman), Mrs Pendleton (Vice-Chairman), Mrs Bowyer, Mrs Brown, Dingemans, Northeast and Dr Walsh.

[Note: Councillor Mrs Brown was absent from the meeting during consideration of the matters referred to in Minute 23.]

18. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Emberson and Gammon.

19. 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.

Councillor Dr Walsh declared his standing personal interest in all the items on the agenda as a Member of Littlehampton Town Council, West Sussex County Council and Littlehampton Harbour Board.

Subject to approval at the next meeting

20. MINUTES

The Minutes of the meeting held on 10 December 2013 were approved as a correct record by the Subcommittee and signed by the Chairman.

21. LITTLEHAMPTON SIGNAGE PROJECT UPDATE

The Town Centre Regeneration Officer presented this report which informed the Subcommittee on the progress of installing new signage for Littlehampton to provide better linkage between the town centre, the railway station, the riverside and the seafront.

The Subcommittee was advised that, as a preliminary consultation exercise, a walk-about was taking place on 2 April 2014 to determine where signage might go and what it would look like. A wide range of stakeholders had been invited. However, as Members had not been invited to this walk-about it was agreed in the course of discussion that another one would be organised before May to enable them, together with Ward Members, to have constructive input into the process. It was further agreed that a mock up of the signage and a map would be provided to allow Members to critique what was being proposed and make comment on its suitability with regard to style, type face, colouring, etc.

The timetable for delivery had slipped and it was anticipated that the signage would be in place in the first/second week of July. However, Member comment was made that the emphasis must be on getting the signage right - the old signage would still be in place and should not be taken down until the new signage was ready to be sited.

Further Member comment was made that, prior to installation of the monolith signs displaying maps, the street name signs must be visible and in place as it would be counter productive if people were trying to find their way round the town via the maps and the street signs were not up to standard.

As the next meeting of the Subcommittee was not until July 2014, it was agreed that Members would be kept informed and involved of developments via email.

The Subcommittee

RESOLVED – That

(1) the report be noted;

(2) a further update report be brought back to the next meeting; and

(3) a walk-about in April be arranged for Members of the Subcommittee and Ward Members.

Subject to approval at the next meeting

22. ST MARTIN'S CAR PARK: FEASIBILITY STUDY FINAL REPORT AND USE OF S106 FUNDING FROM MORRISONS WICK DEVELOPMENT

The Economic Development Manager presented the findings of the Feasibility Study prepared by Consultant Surveyors Turner & Townsend in relation to the possible future development of St Martin's Car Park in Littlehampton. Unfortunately, although three alternative options had come forward, the Stage 1 Report had concluded that at the present time, and given the current levels of rents, yields and development costs, none of the options was considered to be deliverable by the private sector in the absence of significant gap funding by the Council. As the Stage 1 Final Report had concluded that a feasible development option was not currently deliverable or viable, it was not proposed to implement Stage 2 of the Brief, which was to immediately market the site.

The officers' report was therefore proposing that:-

- i. The 'underspend' of £68,607.50 on the original and combined Stage 1 and Stage 2 budget be used for the development and implementation of town centre improvement schemes and initiatives in Littlehampton. Following consultation with key stakeholders a full report and breakdown of proposed improvements would be presented for discussion and agreement at a future Subcommittee meeting.
- ii. A development brief to be prepared for the St Martins Car Park site which would inform developers and other interested parties of the constraints and opportunities presented by the site and the type of development expected or encouraged by the Council. It would be used to promote development and attract a development partner.
- iii. To ensure a strategic approach to the progression of the key development sites in Littlehampton, a development brief would also be prepared for the Windmill theatre site. This would include reference to the re-provision of this facility, future preferred uses for the site and the potential for cross subsidy that might support the development of the St Martin's Car Park site.

The Subcommittee was extremely disappointed with the findings of the Turner & Townsend Feasibility Report .

Members participated in an in depth discussion which highlighted that:-

- Any future development briefs must take a holistic approach and look at all the sites that could be coming up for development in the future, i.e. the Police Station site, Hospital site, Windmill site and St Martin's Car Park.

Subject to approval at the next meeting

- There was little enthusiasm for seeing the Windmill site developed with flats and houses. It was felt that an option could be for a hotel there which could incorporate a theatre facility and/or community facilities which would benefit tourists and local residents alike.
- Any future development must raise the profile of Littlehampton, not lower it.
- If the Windmill site was developed in the future, there must be an assurance that no demolition would take place until a replacement cinema and theatre was in place – that was an important requirement to meet the leisure and cultural needs of Littlehampton.
- Members agreed that any work to be done on the preparation of planning briefs should be done in house.

The Assistant Director of Planning and Economic Regeneration stated that Members' comments clearly demonstrated the challenges that existed in trying to resolve the issues and he suggested that a workshop be arranged for the Subcommittee and Ward Members to fully explore the options available and to enable them to focus on what was achievable and viable. It was suggested that an external expert be brought in to assist with any discussions around viability. It was also pointed out that it would be residential development that would help Members to achieve their aspirations.

Members concurred with the offer of a workshop and it was agreed that this would be arranged before the next meeting in July. Members requested that officers send out relevant information and examples of suitable development prior to that so they would be well informed of the issues to be discussed.

The Subcommittee did not accept recommendations (1) and (3) of the report and amended recommendation (2) to read:-

“That planning briefs for the St Martin's Car Park and the Windmill Theatre sites be prepared in conjunction”.

The Subcommittee therefore

RECOMMEND TO FULL COUNCIL

That planning briefs for the St Martin's Car Park and the Windmill Theatre sites be prepared in conjunction.

23. POSITION STATEMENT

The Subcommittee considered the Position Statement and participated in general discussion on a number of items. Particular comment centred around the following:-

Subject to approval at the next meeting

- **Stage by the Sea:** Would be opening on 11 May 2014 and correction given that work had not been suspended.
- **The Arcade:** Concerns were raised that now the Post Office had relocated to the High Street, this area of the town would see a decrease in footfall. Detailed discussion took place on the steps being taken to improve footfall in that area of the town. The Town Centre Regeneration Officer undertook to contact the owners of the site to ascertain what was being proposed for the site in the future as a lease of only 7 years and the level of investment required to maintain the building was proving unattractive to potential tenants.
- **West Bank:** The Assistant Director of Planning and Economic Regeneration advised that, at the meeting of the Local Plan Subcommittee held on 27 March 2014, Members had agreed to recommend to Full Council on 30 April 2014 the strategic allocations to come forward should be Eastergate/Barnham/Westergate, Angmering and the West Bank. The West Bank allocation to be delivered towards the end of the Plan period.
- **East Bank:** The Subcommittee received an update from the Project Manager for East Bank Enhancements which was read out at the meeting in her absence. Piling works were scheduled to be completed late spring and the enhancement works in Arun Parade and Pier Road in the autumn. A report would be presented to Full Council on 30 April 2014 to update Members on progress, together with the financial position regarding the cost of the public realm enhancements, which formed part of the Environment Agency's flood defence scheme.
- **Enterprise Hub:** Comment was made regarding the slow rate of progress in moving this forward. Members were advised that officers had made it clear to Morrisons that swift action was now required.

The Subcommittee noted the remainder of the Position Statement.

24. EXEMPT INFORMATION

The Committee

RESOLVED

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

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25. NORTH LITTLEHAMPTON MEMBERS STEERING GROUP – 2 DECEMBER 2013 & 28 FEBRUARY 2014 (Exempt – Paragraph 3 – Information Relating to Business Affairs)

The Subcommittee received and noted the notes of the meeting of the North Littlehampton Members Steering Group held on 2 December 2013. The notes of the meeting held on 28 February had not been included in the Agenda but had been circulated under separate cover and these were also noted.

(The meeting concluded at 7.15 pm)

Littlehampton Regeneration Position Statement – July 2014

<u>Issue</u>	<u>Position and Comments</u>
St Martins Car Park: Proposed mixed use development	<p>July 2014 – No update available March 2014 – Turner & Townsend Stage 1 Feasibility Final Report issued 17/10/13 and revised February 2014. A summary of its findings and Officer recommendations regarding next steps is covered by Officers' Report to Littlehampton Regeneration Subcommittee Meeting April 2014.</p>
Waterfront Strategy	<p>March 2014 – work has currently been suspended. Oct 2013 – Work has commenced on 'Stage by the Sea'. June 2013 – A revised programme has been agreed to minimise disruption to visitors and businesses over the summer. Construction due to commence in September 2013.</p>
North Littlehampton Development	<p>July 2014 – no update available March 2014 – site has been sold subject to contract. Arun DC assisting businesses wishing to relocate. June 2013 – The site is currently for sale on the open market</p>
Littlehampton Markets	<p>July 2014 – Friday market licensed renewed. Continues to be successful. Saturday Food and Craft market no longer operating. Italian Food Market booked for August 23. March 2014 – Friday market continues to be successful. Slight drop in number of stalls due to weather. Food and Craft market struggling to attract stalls. Working with market operator to increase promotion. Inquiries received from visiting markets.</p>
The Arcade	<p>July 2014 – Negotiations still ongoing between BNP Parabis and potential tenants for the Post Office site. The former Ark site still unoccupied. Some improvement to roof of the Arcade. WSCC requested to make lighting improvements. Freehold owners being approached to discuss long term future. March 2014 – Post office site now being marketed for approx. £28,500 per annum. Site marketed by BNP Parabis on behalf of the Post Office. Nov 2013 – Post Officer relocation to the High Street (Stead and Simpson premises) anticipated for early 2014 (subject to consultation).</p>

Littlehampton Regeneration Position Statement – July 2014

<u>Issue</u>	<u>Position and Comments</u>
Retail Vitality	<p>July 2014 – Dorothy Perkins site now open under trading name of Pound Extra. Some change on the High Street including Little Bistro moved out and electronic cigarette shop moved in to small unit previously occupied by Angels and Demons. Body shop site has planning permission for change of use – expected lettings agents. Overall vacancy rate remains static at around 6%.</p> <p>March 2014 – Dorothy Perkins site opening as HomeValues. Thomas Cook site being occupied by Worthing Churches. Positive inquiries on the ex.Body Shop premises, awaiting outcome. Vacancy rate remains low.</p>
West Bank	<p>July 2014 – No update available</p> <p>March 2014 – subject to consideration by Local Plan Sub Committee on 27th March. Update to be provided at committee.</p> <p>June 2013 – Favourable policy within the DRAFT Local Plan, although there have been delays in processing this which will delay any prospect of development</p>
East Bank	<p>July 2014 – work progressing.</p> <p>March 2014 – Verbal report at meeting</p> <p>Oct 2013 – Work has commenced on site, with road closures in place until Spring 2014. Agreement with the traders has been reached on promotional work to mitigate potential negative effect of road closures.</p>
Town Traders Partnership	<p>July 2014 – Looking at Christmas campaign to include second Small Business Saturday in December. Supporting summer events, including visiting market and entertainment in the High Street. Working with Spirit FM on marketing packages for independent traders. Will be promoting 2 hour free parking, including radio advertising. Town Centre map to be re-printed. Renewed working with police and local authorities to inhibit anti-social behaviour. Support for the Sensible on Strength campaign encouraging licensed retailers not to sell super strength cheap alcohol.</p> <p>March 2014 – Following Christmas campaign, an events group has been set up to look at how to improve on Christmas offer and to plan further events during the year. Also to encourage other events organisers, market operators, and street entertainers on to the High Street. In discussion with Police and other agencies to combat any anti-social behaviour on the High Street. Supporting the Littlehampton Arts Week and proposed to put bunting up on the High Street through the summer months.</p>

Littlehampton Regeneration Position Statement – July 2014

<u>Issue</u>	<u>Position and Comments</u>
Enterprise Hub – Wick	<p>July 2014 – no update available</p> <p>March 2014 – meeting held with NHS agents and Morrison's to discuss next steps for the Enterprise Hub. NHS wish to occupy a third of the building for the use as combined GP surgery and are likely to submit a planning application next month. Morrison's are beginning discussions with an operator as a possible provider of supported business space within the remaining building.</p>

Note: