



# Public Document Pack

Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: (01903 737500)  
Fax: (01903) 730442  
DX: 57406 Littlehampton  
Minicom: 01903 732765

e-mail: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)

Committee Manager Carley Lavender (Extn 37547)

28 May 2021

## ECONOMIC COMMITTEE

A meeting of the Economic Committee will be held virtually via zoom on **Tuesday 8 June 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Cooper (Chair), Gunner (Vice-Chair), Dendle, Dixon, Edwards, Purchase, Roberts, Seex, Stanley and Dr Walsh

***PLEASE NOTE:*** *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least **24 hours** before the meeting.*

*This meeting is held in accordance with the resolution of Extraordinary Council on 12 May 2021 [Minute 551] which continues Section 5 Part 5 of the Constitution (The Virtual Meeting Procedure Rules) and declares the use of Council powers, under Section 111 of the Local Government Act 1972, and the general power of competence under Section 1 of the Localism Act 2011, for making advisory decisions, as appropriate.*

*This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>*

*Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Friday 28 May 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.*

*For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)*

## AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

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

3. 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

4. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

5. START TIMES

The Committee is requested to agree its start times its meetings for the remainder of 2021/22.

6. TERMS OF REFERENCE FOR ECONOMIC COMMITTEE

(Pages 1 - 8)

This report asks Economic Committee to note its terms of reference as given by Full Council to make any suggestions to Constitution Working Party for clarifying these terms of reference and to make delegations to Officers under matters reserved.

7. COVID DISCRETIONARY BUSINESS GRANT FUNDING

(Pages 9 - 14)

The report provides a background to Discretionary Grant Funding and proposes spending on projects to provide wider business support.

The Committee is asked to agree the spending from the Discretionary Business Grant fund as set out in the report.

8. BOGNOR REGIS SEAFRONT : REVIEW OF SEAFRONT DELIVERY PLAN AND DELIVERABLE INTERVENTIONS AND ACTIONS (Pages 15 - 22)

The Report provides a progress update on proposed projects in respect of the regeneration of Bognor Regis seafront.

9. LEVELLING UP FUND BID SUBMISSION (Pages 23 - 26)

This report seeks the Committee's endorsement to the core elements of the Council's submission to the Levelling Up Fund.

10. CLOSURE OF TRISANTO DEVELOPMENT CORPORATION LIMITED (Pages 27 - 30)

This report follows the Cabinet Report of 29 July 2019 which recommended to Full Council that the Council's Local Property Company (LPC) - Trisanto Development Corporation Limited be closed as it was considered that it was no longer needed having regard to the removal of the borrowing cap on the Housing Revenue Account. However, at Full Council this recommendation was withdrawn in order to give further time to assess the need for the LPC. This report re-evaluates the situation and recommends that the Trisanto Development Corporation be formally closed, and appropriate actions taken to give effect to this decision.

## **OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

The Committee will receive feedback reports from the Council's representatives or appointees on outside bodies as appropriate.

11. WORK PROGRAMME (Pages 31 - 32)

The Committee is requested to note its Work Programme for 2021/22.

12. AWARD OF CONTRACT FOR OFFICE GUARDING AND SECURITY SERVICES (Pages 33 - 36)

Following a procurement exercise, Committee's approval is sought to proceed with entering into a five-year contract for the continuation of office guarding and security services across the general fund portfolio. The service costs received can be accommodated within the accommodation services budget.

13. AWARD OF CONTRACT FOR RESURFACING AND REPAIRS TO COUNCIL OWNED CAR PARKS (Pages 37 - 40)

Following a procurement exercise, Committee's approval is sought to proceed with entering into a contract to undertake resurfacing, repairs and ancillary works to several Council owned car parks and an access road. The repairs have been identified within the Council's five-year planned maintenance programme. The project costs received can be accommodated within the capital asset management budget.

14. EXEMPT INFORMATION

The Committee 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 they 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.

15. PART B - AWARD OF CONTRACT FOR OFFICE GUARDING AND SECURITY SERVICES (Pages 41 - 46)

Following a procurement exercise, Committee's approval is sought to proceed with entering into a five-year contract for the continuation of office guarding and security services across the general fund portfolio. The service costs received can be accommodated within the accommodation services budget.

16. PART B - AWARD OF CONTRACT FOR RESURFACING & REPAIRS TO COUNCIL OWNED CAR PARKS (Pages 47 - 52)

Following a procurement exercise, Committee's approval is sought to proceed with entering into a contract to undertake resurfacing, repairs and ancillary works to several Council owned car parks and an access road. The repairs have been identified within the Council's five year planned maintenance programme. The project costs received can be accommodated within the capital asset management budget.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [Filming Policy](#)

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## ARUN DISTRICT COUNCIL REPORT TO ECONOMIC COMMITTEE ON 8 JUNE 2021

### PART A : REPORT

**SUBJECT** Terms of Reference of Economic Committee, Matters Reserved and Delegation to Officers

**REPORT AUTHOR:** Solomon Agutu – Interim Monitoring Officer

**DATE:** 8 June 2021

**EXTN:** 37432

#### **EXECUTIVE SUMMARY:**

This report asks Economic Committee to note its terms of reference as given by Full Council to make any suggestions to Constitution Working Party for clarifying these terms of reference and to make delegations to Officers under matters reserved.

#### **RECOMMENDATIONS: That Committee**

1. Make suggestion to Full Council through the constitution Working Party for clarifications of these terms of reference
2. Agree the matters reserved scheme whereby matters not reserved by committee to itself are delegated to Officers by default as set out in Appendix 2 (attached)

#### **Background**

1.This is the first meeting of the committee under the new Committee System and it is appropriate that this Committee considers its terms of reference and where necessary seek clarification of these terms of reference from Full Council by way of a co-ordinated report from the Constitution Working Party which is charged with reviewing the constitution and coordinating suggestions from other Committees.

2.Section 101 of the Local Government Act 1972 allows full Council to arrange for the discharge of its functions by a committee or by an officer. Part 3 of the Constitution sets out the responsibility for functions and paragraph 3 of part 3 the Constitution sets out the general terms of reference of all committees. These provisions allow this committee to reserve matters to itself and to delegate the remaining functions to officers (Part 3 paragraph 3.1.5)

3.Arranging for the discharge of specific functions by officers is by a process known as “delegation by exception” or “matters reserved”.

4.This means Committee can reserve matters to itself that can only be discharged by the Committee. Matters not reserved are then delegated *by default* to Officers.

5. In accordance with Part 4 and section 2 of the Constitution the matters not reserved are *by default* delegated the Chief Executive, Directors and Group Heads who have the power to take all lawful action consistent with overall Council policy to deliver agreed strategy, plans and policy, and to comply with and undertake all statutory obligations, duties, functions and powers within their area of responsibility and within approved budget.

6. In accordance with Part 4 and section 2 of the Constitution the Chief Executive or Director having received their delegations expressly or by default can then prepare a scheme of “authorisations” or “allocations” authorising identified officers to discharge various functions and to take decisions. Unless authorised by law a delegate cannot delegate further their own functions (*“delegatus non potest delegare”*) and thus the discharge of functions below Chief Executive and Director level is generally by a “scheme authorisations” not a “scheme of delegation”. If there were to be a further “delegation” they are to be recorded in writing and retained for the duration of the delegation and shall not exceed a specified period exceeding six months.

**2. PROPOSAL(S):**

The proposal is that Committee reserves to itself the “matters reserved” at Appendix 2 and delegates all other functions to Officers as set out in Appendix 1 Part 2

**3. OPTIONS:**

1. Do nothing
2. Agree the proposals as recommended
3. Agree the proposals as recommended but with suggested amendments for clarifications to be made to CWP for consideration and recommendation to Full Council

**4. CONSULTATION:**

N/A

Has consultation been undertaken with?	YES	NO
Relevant Town/Parish Council		
Relevant District Ward Councillors		
Other groups/persons (please specify)		
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		
Legal		
Human Rights/Equality Impact Assessment		
Community Safety including Section 17 of Crime & Disorder Act		
Sustainability		
Asset Management/Property/Land		
Technology		



Other (please explain)		
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**6. IMPLICATIONS:**

**Legal:** the legal implications are set out in the background paragraph above

**Finance:** the financial implications of delegations are set out in the contract standing Orders and in the Financial Regulations

**7. REASON FOR THE DECISION:**

The reason for the decision is to allow the business of the Council to be conducted effectively and efficiently in accordance with the principle of subsidiarity which mandates that decisions are to be taken at the most appropriate level.

**8. BACKGROUND PAPERS:**

[Committee Calendar 2021-22](#)

## APPENDIX 1

### **Economic Committee terms of Reference from 2021/2022**

#### **PART 1 - GENERAL TERMS OF REFERENCE**

*Extract from Part 3 Paragraph 3 of the Constitution*

#### 3.0 TERMS OF REFERENCE OF COMMITTEES

3.1 Committees will work to the following general terms of reference in discharging the specific functions allocated to them:

3.1.1 Each Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do other things that they reasonably consider necessary to inform their deliberations.

3.1.2 Each Committee is expected to determine by resolution all matters falling within their purpose and functions with the exception of:

- a) any plans and strategies listed in the Policy Framework at Article 4 of this Constitution;
- b) compulsory purchase orders;
- c) limitations set out in the Financial Procedure Rules and Purchasing, Procurement, Contracts & Disposals Rules as set out in Part 6 of this Constitution; and
- d) any matter which by law must be reserved to the Full Council which will be recommended to the Full Council or Corporate Policy and Performance Committee, as appropriate.

3.1.3 Where a function does not clearly fall within the remit of one particular Service Committee, the Corporate Policy and Performance Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

3.1.4 Each Committee is authorised to establish Sub-Committees and Working Parties as it considers necessary for the effective conduct of the Committee's powers and duties. The establishment of any Sub-Committees and Working Parties shall have regard to the overall resource parameters and advice of the Chief Executive and officers.

3.1.5 Each Committee is authorised to delegate to officers such further powers as it thinks fit to facilitate the effective management of the Council's and the Committee's business.

3.1.6 In discharging its functions, Committees must have regard to the ongoing requirement to make savings and efficiencies.

## 1.1 ECONOMIC COMMITTEE

### **Membership**

11 Members

### **Purpose**

The Committee has delegated authority to exercise the Council's functions relating to the delivery, by or on behalf of the Council directly or through any Sub-Committees it establishes, and through partnership arrangements, that fall within the following service areas:

- Economic Policy and Research
- Economic Partnerships
- Commercial Investment
- Commercial Activities
- Town Centre revival
- Business Development
- Tourism
- Property and Estates
- Land Charges
- Regeneration

The Committee will lead on the following key plans and strategies:

- General Fund Commercial Strategy
- General Fund Asset Management Plan
- General Fund Property Investment Strategy
- General Fund Economic Strategy

### **Specific Functions**

The Committee shall also exercise the following specific functions by or on behalf of the Council:

1. Approving any service area policies where these do not require a Full Council decision under the Policy Framework at Article 4 of this Constitution.
2. Determining matters relating to all functions (acquisition, disposal, declaring as surplus to requirements, repair and maintenance) relating to General Fund land assets and property both residential and commercial.
3. Recommending any financial implications beyond agreed budgets from delivery of the Commercial Strategy to the Corporate Policy & Performance Committee.
4. Determining matters relating to terms to let, lease or license land or building or any interest in land or buildings which are or will be under the control of the Council
5. Reviewing the operation of any Council owned companies.

6. Monitoring and considering Ombudsman investigation reports and other complaints made.
7. Considering and awarding compensation in the event that a complaint investigation finds in a complainant's favour.
8. In line with the limits listed in the Financial Procedure Rules set out in Part 6 of this Constitution approval of:
  - a) the virement of monies received in accordance with the terms of any agreement made under Section 106 Town Country Planning Act 1990;
  - b) virements of expenditure within relevant service area budgets;
  - c) the drawing down of funds; and
  - d) the award of grants to organisations, including discretionary rate relief
9. Making recommendations to the Full Council in relation to all major regeneration projects, including land and property, affecting the towns and villages within the Arun District.
10. In terms of major regeneration projects, approving the:
  - a) recruitment and engagement of consultants;
  - b) agreement to consult on certain stages of plans/proposals;
  - c) monitoring of progress against agreed action plans and any necessary actions to address problems etc; and
  - d) agreement to the drawing down of funds within the responsibilities of the Committee as listed in the Financial Procedure Rules at part 6 of this Constitution.

**Note**

The Committee will not encroach on any of the responsibilities of the Planning Committee, Licensing Committee or the Planning Policy Committee.

## APPENDIX 2

### ECONOMIC COMMITTEE

#### RESERVED MATTERS

The functions set out in Appendix 1 above are all delegated to officers except for the following functions, which are expressly reserved to committee for determination and cannot be discharged by an officer unless specific prior delegation has been given by Committee:

1. Approving any service area policies where these do not require a Full Council decision under the Policy Framework at Article 4 of this Constitution

#### **Acquisition and disposal**

2. To agree terms for the acquisition and disposal of land (including any buildings and structures thereon) or any interest therein Over £250,001

#### **Leasing etc**

3. To agree terms to let, lease or license land or building or any interest in land or buildings which are or will be under the control of the Council where the rent exceeds £100,000 per annum (exclusive of rates) and the term of letting, leasing or licensing exceeds 25 years
4. To agree terms for the grant or benefit of easements and other rights in respect of land including party wall matters affecting the Council as land owner or to agree to a request from a lessee for a licence to assign or sub-let where the value exceeds £100,000 per annum
5. To authorise the taking of action, including legal proceedings, for possession and forfeiture in cases of non-payment of rent or other breaches of the terms of leases or licences where the rent of such lease or licence exceeds £50,000 per annum.

#### **Debts**

6. Sundry Debts – to write-off irrecoverable amounts in excess of £2,000
7. Current commercial tenant arrears – to consider cases for write-off exceeding the value of £10,000.
8. Covid related write offs requests from SMEs in the retail, leisure & hospitality sectors tenants exceeding £10,000 in any one financial year

#### **Compensation**

9. Monitoring and considering Ombudsman investigation reports and other complaints made.
10. Considering and awarding compensation in excess of £5,000 if a complaint investigation finds in a complainant's favour

#### **Award of Grants**

11. The award of grants to organisations in excess of £10,000.

### **Procurement**

12. Awarding contracts valued at over £100,000 unless prior authorisation has been given to officers by a report to committee approving the budget and setting out relevant heads of terms of the contract
13. In terms of major regeneration projects, approving the:
  - recruitment and engagement of consultants;
  - agreement to consult on certain stages of plans/proposals;
  - monitoring of progress against agreed action plans and any necessary actions to address problems etc; and
  - agreement to the drawing down of funds within the responsibilities of the Committee as listed in the Financial Procedure Rules at part 6 of this Constitution.

### **Performance Management**

14. The Committee will have responsibility for monitoring service performance within the Corporate Plan and Service Delivery Plans across the range of their functions and reporting on the outcomes of their review to the Corporate Policy & Performance Committee.

### **Outside Bodies**

The Committee will receive feedback reports from the Council's representatives or appointees on outside bodies as appropriate

### **Legal Professional privilege**

15. Waiver of Legal Professional Privilege in consultation with Legal Service

For the avoidance of doubt, it is hereby stated that Committee retains the power to decide any matter which is delegated to officers.

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF THE ECONOMIC COMMITTEE ON 8th JUNE 2021

#### PART A : REPORT

**SUBJECT: Covid Discretionary Business Grant Funding**

**REPORT AUTHOR:** Miriam Nicholls, Business Development Manager

**DATE:** May 2021

**EXTN:** 01903 737845

**AREA:** Economy Group

#### **EXECUTIVE SUMMARY:**

The report provides a background to Discretionary Grant Funding and proposes spending on projects to provide wider business support.

#### **RECOMMENDATIONS:**

It is recommended that the Committee agrees the spending from the Discretionary Business Grant fund as set out in the report.

#### **1. BACKGROUND:**

1.1 Shortly after the first Lockdown in March 2020 Government provided funding for Discretionary Grants for businesses. This funding has continued with sums being allocated at various points during 2020 and now into 2021.

1.2 Arun's funding has been distributed to businesses in line with the West Sussex Additional Restrictions Discretionary Grant scheme which has been adopted by all West Sussex Districts and Boroughs and has previously been agreed by this Council.

Government guidance states that funding should be used to provide direct grants to businesses but may also be used for wider business support. This Council agreed that up to 49% might be used for this purpose, but direct grants should be a priority.

Arun has gone to great lengths to encourage applications for Discretionary Grants and, based on the last 'League Table' published by the Department for Business, Energy and Industrial Strategy (BEIS), was second in West Sussex for the number of grants provided.

1.3 BEIS advised, in early March, that further 'top ups' of up to 25% will not be made available until existing allocations of funding had been used. That advice changed on 14th April and no further Top Ups will be made available unless all allocated funds are spent by 30th June 2021. This has considerably shortened the timetable and means it is unlikely that Arun will receive additional funding since, without being able to ringfence the funding referred to in this report, and that is no longer possible, our full allocation will not be spent by 30th June. Officers have made representations to BEIS regarding this short timescale.

We are still able to offer a range of wider business support but on a slightly smaller scale than was originally envisaged. The details of proposed projects are set out below with information on how each links with regional and local initiatives to support businesses. This will help to ensure there is minimum duplication and the remaining funding has the best effect for our local business community.

## **2. PROPOSALS**

2.1 A range of possible projects to provide wider business support has been considered. These are set out below and the table provides the suggested allocation for each specific project. When considering these ideas, it is important that we do not duplicate other provision, such as The Business Hot House but rather fill gaps where support is lacking. With that in mind discussions have been held with Coast to Capital for their thoughts on gaps that might be filled, and the Hot House programme has been considered to avoid duplication where possible.

2.2 High Street Support - several 'Apps' have been developed to allow shoppers to order online from retailers in a town and collect from one point. This option has been extensively researched with the aim of offering it to Arun's 3 towns. However, now that restrictions are being lifted it is considered that the take up is likely to be low. For this reason, this option has been put to one side and retailers can be supported in other ways.

2.3 Get Online and Upgrade - there can be little doubt that businesses who have been able to continue to trade online have suffered less than others. Many businesses have been slow to establish an online presence and those that are online do not always make the most of their presence or know how to do so.

A 'get online and upgrade' project could be undertaken very quickly. This would assist not only High Street businesses but any business wishing to purchase or upgrade a web site to showcase their product or service to potential customers. Some may wish to upgrade to allow a purchasing capability, but that need not be a condition of a grant. A match funded grant could be offered.

This project would link well with the West Sussex Gigabit Project and with a soon to be launched online training package for retailers which has been contracted by all seven West Sussex District and Borough Councils and is aimed at retailers, but will be equally useful to other businesses.

Additionally, a further series of webinars could be produced to assist non-retail businesses with their online capability.

The online webinar approach has been used by Horsham District Council as a training delivery method for their local business community during the pandemic and has received a greater uptake than previous face to face training.

Links with:

Arun Economic Development Strategy 2020-2025

- Support Business Improvement Districts and town centre management.

West Sussex County Council

- West Sussex Gigabit Project

Coast to Capital LEP – Gatwick 360



- To enable our bold new approach, investment in physical, digital and intellectual infrastructure is essential if we are to adapt and thrive in a post COVID-19 world.

2.4 New Business Start Up Support - it is predicted that business start-up numbers will increase across the UK during 2021. The Business Hot House provides a wide range of support for start-up businesses, but their grant support starts at £4,000 and must be match funded which is often beyond the reach of many very small start-ups. In addition, retailers are excluded from this support.

A start up fund akin to our very successful LEAP grants, aimed at businesses less than two years old, would help to encourage those that do not wish to access the slightly larger sums at this present time. This is an approach that other District and Boroughs in West Sussex are also considering. This grant would not need to be match funded.

Links with:

Arun Economic Development Strategy 2020-2025

- Priorities; a growing business population, new business creation  
Coast to Capital LEP Business Hot House support.

2.5 Greener Business Grants - a green grant is a generic term used to describe any type of energy saving or pollutant reducing type of business grant. Grants may be used for energy efficiency measures, such as LED lighting, insulation or heating controls, or for larger projects such as converting to different energy methods or Electric Vehicles.

This grant stream will encourage businesses to consider making small changes which will benefit their business and the environment. Maximum £10,000 grant, match funding will be required.

Links with

Arun Economic Development Strategy 2020-2025

- Priorities; a growing business population, new business creation, growing micro businesses into SMEs

2.6 LEAP Grants - the West Sussex LEAP grants, started by Arun, have proved very useful and are often oversubscribed. This project is usually funded by a bid to the West Sussex Strategic Infrastructure Fund (SIF). It has been suggested that because all West Sussex District & Boroughs have access to Discretionary Grant funding it is preferable to fund the 2021/22 round from that Discretionary Grants Fund.

Our usual budget is £72,000. It is recommended this is increased slightly to avoid oversubscription issues. This fund would be aimed at businesses 2-5 years old. The focus would be on equipment purchase rather than less quantifiable items and match funding would be required.

Links with:

Arun Economic Development Strategy 2020-2025

- Priorities; a growing business population, new business creation, growing micro businesses into SMEs  
Coast to Capital LEP Business Hot House support

2.7 Retail Support - as mentioned elsewhere in this report a package of retail support has been commissioned for use across West Sussex. This will be online and available to all businesses. However, it is likely that many new start businesses may be some sort of retailing and, as the report also mentions, these businesses are currently excluded from accessing start up support via the Business Hot House. It is proposed to purchase a package of support either online, one to one or a mixture of both.

Links with:

Arun Economic Development Strategy 2020-2025

- Priorities; a growing business population, new business creation, growing micro businesses into SMEs

2.8 Networking - The Arun Business Awards are an annual opportunity for businesses to network on a large scale. The event has been running for many years and is extremely popular. It was not possible to run the event in 2020 and will not be possible again in 2021. It is proposed that a large networking Restart Event should take its place in November 2021. A keynote speaker would be used to provide a motivational event for Arun's businesses with the addition of a large networking opportunity. This would provide a quality event for Arun's businesses at a time when it is likely to be needed and welcomed.

Links with:

Arun Economic Development Strategy 2020-2025

- Priorities; a growing business population, new business creation, growing micro businesses into SMEs

2.9 Other Opportunities - Members will be aware that opportunities present themselves at very short notice and often cannot be taken up due to funding constraints. It is proposed that an additional sum be included within this budget for such occasions that may occur between now and March 2022. If that does not happen or the funding is required for direct grants it will be used for that purpose. If it remains unspent it will eventually be returned to Government. Any opportunities will be required to link with existing strategies and plans prior to consideration.

## 2.10 Summary and Funding

The table below shows each project with costs and potential outputs. It is recommended that a limit of £10,000 be placed on the amount that one business can receive from one, or a combination of any of these grants.

<b>Project</b>	<b>Budget</b>	<b>Notes</b>
Get Online & Upgrade	£100,000	Maximum £2,500 grant – at least 40 businesses supported
Start Up Grants	£100,000	Maximum £2,000 grant – at least 50 businesses supported
Greener Business Grants	£200,000	Maximum £10,000 grant – at least 20 businesses supported
LEAP Grants	£100,000	Maximum £2,500 grant – at least 40 businesses supported.
Retail Support Package	£20,000	One off purchase. Online resources will remain available for future use
Networking Event	£15,000	
Future Opportunities	£65,000	
	£600,000	

**3. OPTIONS:**

3.1 The option to only provide support to businesses via direct Discretionary Grants has been considered. BEIS has encouraged Local Authorities to provide wider business support initiatives and the proposals in this report will enable business that have not been able to access support so far to do so.

3.2 To run a sixth round of Discretionary Grants for businesses that are not trading at full capacity to apply for. This will provide support, but that support will be limited to those businesses who are still trading at a reduced level but may already have received grants in all five previous rounds.

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (for previous decisions)		<b>x</b>
Relevant District Ward Councillors (for previous decisions)		<b>x</b>
Other groups/persons (please specify)		

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)**

	YES	NO
Financial		<b>x</b>
Legal		<b>x</b>
Human Rights/Equality Impact Assessment		<b>x</b>
Community Safety including Section 17 of Crime & Disorder Act		<b>x</b>
Sustainability		<b>x</b>
Asset Management/Property/Land		<b>x</b>
Technology		<b>x</b>
Other (please explain) Officer resources		<b>x</b>

**6. IMPLICATIONS:**

There are no implications for this Council as the project is fully funded by BEIS. The Grant Approval system that the Council has signed up to process grants will be used to simplify this process.

**7. REASON FOR THE DECISION:**

To allow funds to be used to support Arun's business community with a variety of grants.

**8. BACKGROUND PAPERS:**

None

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF THE ECONOMIC COMMITTEE ON 8 JUNE 2021

#### PART A : REPORT

**SUBJECT: BOGNOR REGIS SEAFRONT: REVIEW OF SEAFRONT DELIVERY PLAN AND DELIVERABLE INTERVENTIONS AND ACTIONS**

**REPORT AUTHOR:** Denise Vine  
**DATE:** April 2021  
**EXTN:** 37846  
**AREA:** Economy Group

#### **EXECUTIVE SUMMARY:**

The Report provides a progress update on proposed projects in respect of the regeneration of Bognor Regis seafront.

#### **RECOMMENDATIONS:**

Members are requested to indicate if there are any projects listed in this report that should not be included in the list of priority projects being considered in a separate report to the Economy Committee in July 2021.

#### **1. BACKGROUND:**

##### **1.1. INTRODUCTION**

[Cabinet on 16 November 2020](#), in response to the Covid Recovery Members Working Party authorised “To note the report and instruct Officers to proceed with each proposal listed in Appendix A” which requested officers undertake “Reviews take place on the previous strategies for the two seafronts” and “Re-examine the 2016 Bognor Regis Seafront Delivery Plan and prioritise a series of deliverable interventions and actions”

The report provides:

- an update on regeneration strategy and plans in respect of Bognor Regis seafront
- delivery to date in line with these plans and
- lists future deliverable interventions and projects.

## 1.2. STRATEGY, POLICY, PLANS, DECISIONS

- 1.2.1. In 2010, the Council approved the [Bognor Regis Seafront Strategy](#) which set out an overall vision for the improvement of the seafront. The Strategy proposed to improve both the quality of the offer available on the seafront and the built environment. This desire for such improvement is echoed in both the [Bognor Regis Masterplan](#) and the [Bognor Regis Neighbourhood Plan](#).
- 1.2.2. The 2016 [Bognor Regis Seafront Delivery Plan](#) was drawn up from existing strategy, policy and consultation results. It expands on the detail of the Seafront Strategy and specifies what can be delivered and where along the promenade. It also seeks to maximise the income generation opportunities for the Council from the various commercial outlets. The Delivery Plan set out various thematic zones along the seafront between the pier and Butlin's. It was recommended for approval by Bognor Regis Regeneration Sub Committee in June 2016 and approved by Full Council in July 2016.
- 1.2.3. In 2018 further strategic work was undertaken around potential development on the seafront.
- 1.2.4 A "[Style Guide](#)" was created for the seafront to ensure that future permanent new buildings on the seafront, whether built by the Council or by others, benefit from good quality design in a modern and timeless style that is in keeping with the existing and planned architectural context, and that all future buildings gel together as a holistic and complementary suite of buildings.
- 1.2.5. The "Stalls Zone" is the thematic zone located around the widest part of the promenade near Clarence Road. This is the only place on the narrow promenade where there is room for a cluster of commercial outlets, so this is a key area in terms of improving the commercial offer on the seafront, and also for income generation for the Council. The layout of permanent and temporary buildings and commercial pitches within this area has to safely accommodate all of the "traffic" on the promenade. It was proposed that each building or seasonal kiosk will have an allocation of outdoor space, and temporary pitches will ultimately have services available via a separately metred hatch cover within that allocated space.
- 1.2.6. The Stalls Zone area is also home to the Grade II listed Bandstand. The proposal from 2016 to relocate the bandstand was rejected by Members. Despite its limited use for concerts, the bandstand together with the pier and seafront parks forms a key part of the traditional seaside character which draws visitors and families to the town and beach. The impact of the proposed Stalls Zone layout plan on the listed bandstand was assessed by the Council's Principal Conservation Officer to ensure that the setting of the listed asset is not compromised. Bognor Regis Regeneration Sub Committee in June 2018 resolved ' That the grant application for up to £50,000 funding from the Coastal Revival Fund be supported for the improvement of the bandstand'. A grant application to the Coastal Revival Fund for £50,000 towards the heritage reinstatement and full renovation for the Bandstand was successful.

- 1.2.7. Delivery was proposed for a Council-funded permanent catering unit to be built east of the bandstand that could potentially use the bandstand as a café seating area subject to planning permission.
- 1.2.8. These initiatives were recommended for approval by Bognor Regis Regeneration Sub Committee in June 2018 and approved by Full Council in July 2018.
- 1.2.9. There are also deliverable interventions and activities on adjacent and associated sites.
- 1.2.10. The strategic plans for the Regis site as part of the ambitious “Gardens by the Sea” redevelopments that emerged directly from the large [public consultation exercise in 2015](#) were approved by Bognor Regis Regeneration Sub Committee and Full Council in February and March 2017 respectively. This site was subsequently granted planning approval at appeal for a different scheme submitted by the Sir Richard Hotham Project.
- 1.2.11. An events budget for each town was approved by Cabinet in October 2019 with the aim of supporting town centre regeneration. The seafront, being close by, would also be used as a space for the events.
- 1.2.12. Full Council in September 2020 agreed to invite interested organisations to submit regeneration proposals for council-owned sites including those close to the seafront i.e. the Regis site, Gloucester Road car park and the Esplanade Skate-park site. During October and November 2020 a total of 11 submissions were made and they were presented to Members during February.
- 1.2.13. At Cabinet in November 2020 a paper was approved regarding a project to improve Place St Maur, and it was announced that the project had been granted £1.2m funding to match the supplementary estimate allocation of £370,000 made by the Council. This was endorsed by Full Council in January 2021. Place St Maur is an under used and unattractive public space that is a key link between the seafront and the town centre with poor surfacing and drainage.
- 1.2.14. The same meeting approved a report about improving beach access for mobility-impaired visitors to the seafront which explored potential different options and feasibility to enable access over the shingle to the sand revealed at low water and the waterfront. Selected options will be developed further.

### 1.3. DELIVERY PROGRESS UPDATE

- 1.3.1. The “Beach on the Beach” sand play area was completed in 2014 and was the first project delivered within the seafront improvement programme. It was a resounding success and was doubled in size in 2015. New features requested by visitors to the facility, such as seating and push-chair parking, were also added.

- 1.3.2. The new play area “Play on the Beach” was opened in May 2018 following an earlier public consultation which received support from 95% of respondents for a play area in this location, and advised the content, themes and styles of the play equipment. There is a strong focus on provision for children of all ages and abilities, including some wheel-chair specific play equipment and wheel-chair accessible flooring. The materials used are super-robust and naturalistic in style, and there is a “sea creatures” theme as chosen via the consultation.
- 1.3.3. The previous Foreshores Office opposite Esplanade Grande was demolished, and new public toilets built on the site during 2018. Due to latent building defects they had to be closed soon after opening. Following a prolonged legal case, a resolution was agreed that protects Council interests and rectification work is underway with the intention they will be reopened ahead of the summer season 2021.
- 1.3.4. A new smaller Beach Office was constructed for summer 2018 in a more suitable central location west of the Bullnose.
- 1.3.5. Outline café designs were worked up for the proposed new café near the bandstand, however the capital allocation to build this was removed so this project has been delayed pending both officer and financial resources to take it forward.
- 1.3.6. The Bandstand heritage reinstatement and refurbishment project has received Listed Building Planning consent and is funded via Coastal Revival Fund grant and Arun DC capital funds. The project is currently on site with completion due ahead of the 2021 summer season.
- 1.3.7. In respect of the Regis redevelopment site, consideration has been given about how to phase the development on this site and interested parties have recently presented their proposals for the site to members. Matters related to the Regis Centre / Alexandra Theatre are subject to other discussions regarding the proposed bid to the Levelling Up Fund and will be considered by this committee in a separate report.
- 1.3.8. Event funding to support town centre regeneration has been agreed in-principle between key partners (Arun DC, Bognor Regis Town Council, Bognor Regis BID and Butlin’s) for a two week good quality summer festival utilising the seafront, Place St Maur and The Esplanade using a temporary road closure. This concept also generated strong support from major event providers in the town and other stakeholders such as Artworks. The global pandemic has prevented formal agreement or funding commitments by partners, or any concrete action being taken towards the planning of this event.



1.3.9. The Gloucester Road kiosk lease has come to an end and the unit has been marketed for expressions of interest for an all-year round catering use with a lease of circa 10 years. The current condition of the building means significant investment will be required hence the length of lease in order to provide suitable business return. New operators will be required to provide details of the planned building improvements/refurbishment to be aligned with the Style Guide and the planned offer to ensure additionality to the seafront offer. The Seafront Delivery Plan indicates a longer-term ambition for Gloucester Road car park area to be a decked car park with associated young people/adult activities, so retaining this kiosk for circa 10 years fits in with the Plan. The car park is half owned by the Council, and half by Butlin's and while Butlin's supported the Seafront Delivery Plan proposals, any longer-term development on this site will need to be in full collaboration with Butlin's.

1.3.10. The lease for the Clarence Road Café Kiosk opposite the Town Hall and the License for the East Promenade Train are being renewed and a 3 year lease / License containing a rolling break clause has been offered in order to provide the Council suitable flexibility in delivering the agreed Seafront Delivery Plan.

#### 1.4. FUTURE PROJECTS

1.4.1. The list of previously agreed deliverable interventions on Bognor Regis seafront is set out below. It is proposed that these projects will be included in the list of priority projects being considered in a separate report to the Economy Committee in July 2021.

1.4.2. **Bandstand Café** – east of the Bandstand – led by Property & Estates.  
Proposed all-year round good quality catering offer with some indoor and plentiful outdoor seating. Within the Stalls Zone and previously approved for delivery in 2018.

Rationale – This wide part of the promenade is the only space wide enough to house a building large enough to include indoor seating. Research carried out with the public shows a strong desire for good quality daytime and evening beachfront catering with indoor seating. Significant regeneration benefit through new high-quality destination restaurant and financial return for the Council.

1.4.3. **New Beach Huts near Butlin's** - led by Property and Estates  
Composite beach huts positioned along the promenade to the south of the promenade boundary with Butlin's. Within the Beach Zone and approved as part of the Seafront Delivery Plan in 2016.

Rationale – The Council is aware that there is strong demand for beach hut lets from both residents wanting seasonal leases and Butlin's customers and other visitors to the seafront wanting short term lets. The Council has funding allocated and, subject to relevant consents, could deliver up to 30 new huts in Bognor Regis.

**1.4.4. Pop-up uses infrastructure – led by Property & Estates**

Services infrastructure comprising plug and play floor hatches built into Stalls Zone where there is space for pop-up businesses to trade. Approved as part of the Stalls Zone Layout in June 2018.

Rationale – The provision of professional, separately metered electricity, water and drainage points will enable events and businesses easy access to services to provide additional temporary good-quality attractions and drive footfall. Public research indicated a desire for a wider range of good quality catering and other activities on the seafront.

**1.4.5. New café No.2 - Led by Property & Estates**

Two potential sites are suitable. Both sites are within the approved Stalls Zone Layout Plan 2018. Significant regeneration benefit and financial return for Council.

Option 1 - Demolish the Clarence Road Café unit and replace it with a permanent café on Site 5 of Stalls Zone layout opposite Clarence Road adjacent to the ramp from The Esplanade. Use existing café design as the basis for layout and style, obtain planning and market it as per Bandstand café

Option 2 - Demolish Clarence Road Café unit and replace with permanent café on existing site i.e. Site 6 on Stalls Zone Layout. Use existing café design as basis for layout and style, obtain planning consent and put the site to market as per Bandstand café

**1.4.6. Promenade Public realm improvements**

Improve public realm along promenade between Butlin's and the pier. Limited work has been done on this major project so the entire design and delivery process would be required. There is no capital funding currently allocated for this work so external public funding will be required. If external funding could be secured this project would bring a significant regeneration benefit.

**2. PROPOSAL(S):**

2.1 Members have asked officers to bring forward a list of agreed deliverable interventions for improvements on Bognor Regis seafront which is set out in the previous section (1.4 Future Projects).

2.2 The Cabinet Report in November 2020 that requested this paper be collated included the paragraph below in respect of delivery of these projects:

“The Coronavirus pandemic has created a tremendous amount of work for Officers over recent months and there does not appear to be any sight of a reduction in this, particularly now that we enter a second Lockdown. Because day to day service to the community (and support work behind the scenes) continues during the pandemic, the workload and time that Officers are already working is excessive. Whilst the proposals within the Appendix to the report are indeed worthy of following through (if agreed), the lack of capacity of Officers to deliver this work should not be underestimated. This lack of capacity will have an effect on the timescales for delivery.”

2.3	This lack of available officer resource remains true at the time of writing this report.	
2.4	Members are requested to indicate if there are any projects listed in this report that should not be included in the list of priority projects being considered in a comprehensive report to the July 2021 Economy Committee.	
<b>3.</b>	<b>OPTIONS:</b>	
3.1	Recommend to Full Council that the projects listed in this report are included in the list of priority projects being considered in a comprehensive report to the July 2021 Economy Committee OR	
3.2	Not to recommend to Full Council that the projects listed in this report are included in the list of priority projects being considered in a comprehensive report to the July 2021 Economy Committee	
<b>4.</b>	<b>CONSULTATION:</b>	
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council (for previous decisions)	<b>x</b>	
Relevant District Ward Councillors (for previous decisions)	<b>x</b>	<b>x</b>
Other groups/persons (please specify) Some Ward Cllrs have changed since decisions were made		
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	<b>x</b>	
Legal	<b>x</b>	
Human Rights/Equality Impact Assessment		<b>x</b>
Community Safety including Section 17 of Crime & Disorder Act		<b>x</b>
Sustainability		<b>x</b>
Asset Management/Property/Land	<b>x</b>	
Technology		<b>x</b>
Other (please explain) Officer resources	<b>x</b>	
<b>6. IMPLICATIONS:</b>		
<u>Financial:</u> Some of the proposed projects either require capital funding, and/or will provide and bring income for the Council		
<u>Legal:</u> Legal agreements such as leases and licenses will be required for some proposed projects		
<u>Land:</u> All proposed projects are located on Council-owned land		
<u>Officer resources:</u> No officer resource is currently allocated to the proposed projects, and with savings being made by the Council there may not be available capacity within relevant departments to facilitate delivery of these projects		

**7. REASON FOR THE DECISION:**

To improve the economy of Bognor Regis post-pandemic through attracting more visitors that stay longer and spend more locally.

**8. BACKGROUND PAPERS:**

[Cabinet Report: Covid-19 Recovery Working Party: Key Outcomes from Cabinet: Appendix A: November 2020](#)

[Bognor Regis Regeneration: Seafront Delivery Plan Committee Report: June 2016](#)

[Bognor Regis Regeneration: Seafront Progress Committee Report: June 2018](#)

[Bognor Regis Regeneration: Gardens by the Sea: February 2017](#)

[Cabinet Report: Innovation Our High Streets: October 2019](#)

[Full Council: Invitation to submit regeneration scheme proposals: Sept 2020 Item 199](#)

[Cabinet Report: Place St Maur: November 2020 and Appendix](#)

[Cabinet Report: Beach Access: November 2020](#)

[Bognor Regis Seafront Delivery Plan](#)

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 8 JUNE 2021

#### PART A : REPORT

**SUBJECT: Levelling Up Fund Bid**

**REPORT AUTHOR:** Karl Roberts (Director of Place)  
**DATE:** 11 May 2021  
**EXTN:** 37760  
**AREA:** Economy

#### EXECUTIVE SUMMARY:

This report seeks the Committee's endorsement to the core elements of the Council's submission to the Levelling Up Fund.

#### RECOMMENDATIONS:

1. The Committee endorses the submission of a bid for funding to the Levelling Up Fund for funding to support projects in Bognor Regis and Littlehampton to this report.
2. The Committee authorises the Director of Place to finalise the bid documentation and make changes as considered appropriate without changing the core messages or details and to seek letters of such from interested parties and partners.

#### 1. BACKGROUND:

- 1.1 In the 2020 Spending Review the Chancellor announced the creation of a new fund entitled the 'Levelling Up Fund'. Details were released at the 2021 budget. The Fund brings together the Department for Transport, the Ministry for Housing, Communities and Local Government and the Treasury to invest £4.8 billion in high-value local infrastructure. The prospectus that was published to support the fund advises that (see Appendix A).
- 1.2 "While the Fund is open to every local area, it is especially intended to support investment in places where it can make the biggest difference to everyday life, including ex-industrial areas, deprived towns and coastal communities. It is also designed to help local areas select genuine local priorities for investment by putting local stakeholder support, including the local MP where they want to be involved, at the heart of its mission."

- 1.3 For the first round of the Fund there will be a focus on the following three themes:
- Transport investments including (but not limited to) public transport, active travel, bridge repairs, bus priority lanes, local road improvements and major structural maintenance, and accessibility improvements. We are requesting proposals for high-impact small, medium and by exception larger local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth and improve the experience of transport users;
  - Regeneration and town centre investment, building on the Towns Fund framework to upgrade eyesore buildings and dated infrastructure, acquire and regenerate brownfield sites, invest in secure community infrastructure and crime reduction, and bring public services and safe community spaces into town and city centres; and
  - Cultural investment maintaining, regenerating, or creatively repurposing museums, galleries, visitor attractions (and associated green spaces) and heritage assets as well as creating new community-owned spaces to support the arts and serve as cultural spaces.
- 1.4 A total of up to £20m is available for non-transport projects in each area. However, there is a require for 10% match funding to be provided which the Council will need to identify from its existing capital budgets. Importantly, the prospectus states that funds need to be spent by 31 March 2024.
- 1.5 A working group of Members was established by Full Council to consider the content of any bid. Three meetings were held on the 1 April, 21 April and 11 May. It was agreed at the first meeting that updates of a 2017 Seafront Report prepared by LDA, together with a revised report on potential improvements to the Alexandra Theatre in Bognor Regis should be commissioned. Furthermore, the working group supported the commissioning of specialist consultants to assist in the preparation of final bid document and a supporting economic case.
- 1.6 The proposals that have been developed in these reports have been shaped by the contributions of the working group based on the parameters set by the content of the prospectus.

## **2. PROPOSAL(S):**

- 2.1 This report has been prepared at a time when the substantive work on the emerging proposals has yet to be completed and so a verbal update will be necessary.
- 2.2 The proposals themselves that have emerged are based on the rational as set out below.
- 2.3 The Council believes that post-Brexit and post-pandemic tourism provides a once-in-a-generation opportunity to re-establish our best English coastal towns as the holiday destinations of choice for UK residents.
- 2.4 The intention is that the overall project will build on the traditional excellence of two of the south coast's favourite seaside towns, Bognor Regis and Littlehampton, by developing new facilities and attractions to put them in their rightful place as attractive cultural destinations for the 21st Century, appealing to a broad spectrum of visitors throughout the year.

- 2.5 In Bognor Regis the intention is that the Alexandra Theatre on the Bognor Regis seafront will be re-vitalised with:
- additional arts/cultural floorspace;
  - a new façade, improving the building's physical appearance; and
  - improving disabled access including a 'Changing Places' toilet.
- 2.6 Alongside this the proposals include some improvements to the esplanade and the provision of disabled access to the beach.
- 2.7 The long-term vision is for the current leaseholder, Whitbread, to vacate the site and the adjacent pub and build a new hotel and pub on adjoining land, creating further new space for additional attractions and facilities.
- 2.8 For Littlehampton the intention is to improve the seafront offer by:
- Improving the quality of the arrival experience both in terms of the main car park but also in terms of public realm near the station;
  - Providing new facilities on the edge of greensward, the oyster pond and on Banjo Road;
  - Provide new disabled access to the beach; and
  - Provide changing place toilets.
- 2.9 Both projects will attract more day and overnight visitors to the Arun District, enhancing the visitor economy and focusing on the needs of disabled visitors and residents, in particular. They will provide better opportunities to access culture and encourage outdoor activities that strengthen social capital and improve mental and physical health and well-being of visitors and residents.
- 2.10 The presentation to the Committee will include more detail of the specific elements of each project. It is anticipated that the two main reports will be available for circulation prior to the meeting.

### **3. OPTIONS:**

To support the proposed bid, reject it or seek alterations.

<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>		
Financial	x	
Legal	x	
Human Rights/Equality Impact Assessment	x	
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability	x	
Asset Management/Property/Land	x	
Technology		x
Other (please explain)		x
<b>6. IMPLICATIONS:</b>		
<p>Whilst this report seeks to secure support to make a bid to the levelling up fund the Committee needs to be aware that a successful outcome will have significant financial implications for the Council and legal obligations to deliver the required outcome. The proposals will have a positive impact upon making both seafront more accessible to all.</p>		

**7. REASON FOR THE DECISION:**

To secure agreement to submit a bid with the objective of obtaining up to £20m external funding to deliver significant improvements in both Littlehampton and Bognor Regis.

**8. BACKGROUND PAPERS:**

[Item 9 - Appendix 1 - Levelling Up prospectus.pdf \[pdf\] 1006KB](#)

[\\$\\$MDocPackPublic - minutes - 1 April 2021.pdf \[pdf\] 143KB](#)

[\\$\\$MDocPackPublic - MInutes - 21 April 2021.pdf \[pdf\] 144KB](#)

[Levelling Up WP Minutes - 11 May 2021.doc \[doc\] 85KB](#)



## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 8 JUNE 2021

#### PART A : REPORT

**SUBJECT: CLOSURE OF TRISANTO DEVELOPMENT CORPORATION LIMITED**

<b>REPORT AUTHOR:</b>	Karl Roberts, Director of Place
<b>DATE:</b>	15 April 2021
<b>EXTN:</b>	37760
<b>PORTFOLIO AREA:</b>	Economy

#### EXECUTIVE SUMMARY:

This report follows the Cabinet Report of 29 July 2019 which recommended to Full Council that the Council's Local Property Company (LPC) - Trisanto Development Corporation Limited be closed as it was considered that it was no longer needed having regard to the removal of the borrowing cap on the Housing Revenue Account. However, at Full Council this recommendation was withdrawn in order to give further time to assess the need for the LPC. This report re-evaluates the situation and recommends that the Trisanto Development Corporation be formally closed and appropriate actions taken to give effect to this decision.

#### RECOMMENDATIONS:

To recommend to Full Council that the Trisanto Development Corporation be formally closed and appropriate actions taken to give effect to this decision.

#### 1. BACKGROUND:

- 1.1 On 13 September 2017 Council agreed to formally confirm the establishment of a Local Housing (Property) Company – Trisanto. The proposal to establish a Council Owned Property Company had been worked on as an in-depth project as part of the 2020 Vision work undertaken by the Council. It was also agreed as part of the formal process of setting up the company that there was no specific need at that time to provide it with any working capital. Therefore, since the date of that meeting the Company has existed on paper only with Karl Roberts the only formal Director.
- 1.2 Part of the rationale for establishing the company was to explore opportunities to deliver additional homes which at that time couldn't be delivered through the Housing Revenue Account because of the borrowing 'cap' on the HRA budget. It was also seen as a potential opportunity to deliver some open market housing thereby delivering a dividend to the Council as the sole shareholder to be used in the delivery of services.
- 1.3 Now the cap has been removed and the delivery team within the housing service was expanded in order to directly commission affordable housing, a large part of

the underlying rationale for the company has been removed. Whilst, the company could still be used to deliver open market housing and other property schemes there would be substantial start-up costs to put the company in a place where it could deliver specific projects. Since the creation of the company there has not been any strong motivation either politically or operationally to make use of the company. On balance it was considered reasonable to either declare the company dormant or close the company. The advantage of the former is that it will allow the company to be re-started at some point in the future should circumstances change, rather than completely starting the process of creating a new company. However, if the company is dormant it is still necessary to send annual accounts and a confirmation statement.

1.4 Cabinet recommended at its meeting on the 29 July 2019 that the company be formally closed. However, at the subsequent Full Council meeting the recommendation was withdrawn in order to give further time to assess the need for the LPC. As a result, the company has lain dormant.

1.5 In the intervening period there has continued to be no operational or strategic reason to make use of the LPC and the financial position of the Council has changed so that the Council is even less likely to provide financial loans in the early years of the company's operation. This would mean that the company would have to operate totally in the private financial market. Therefore, the financial risks are considered to be greater. Furthermore, the emergence of the Pandemic has not only been challenging for the operation of the Council and its ability to maintain the required level of customer service, and thus non priority activities have been set aside but it has also created an increased level of uncertainty in property sector, which would question whether now is the right time to re-activate the company.

1.6 Finally, a dormant company still requires at least one Director. The current Director has indicated for some time a wish to no longer continue in that role. However, to date no replacement has been forthcoming either amongst senior officers or relevant senior councillors. This adds weight to the recommendation to formally close the company.

**2. PROPOSAL(S):**

2.1 Since the Council has no plans to activate the company and make it operational, and in the absence of another person wishing to come forward to be named as the Director of what is effectively a dormant company it is proposed to formally close the company.

**3. OPTIONS:**

- A) Develop an action plan to make the company active including naming new Directors
- B) Continue with company in a dormant state including naming at least one new Director
- C) Close the company

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x

Other groups/persons (please specify)		x
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	x	
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land	x	
Technology		x
Other (please explain)		x
<b>6. IMPLICATIONS:</b>		
6.1 As a registered company there are a number of steps that must be taken to give formal effect to any decision to formally close the company.6.2 Part 31 of the Companies Act 2006 applies. A company can apply to the registrar of Companies House to be struck off the register and dissolved where it is no longer needed.		

<b>7. REASON FOR THE DECISION:</b>	
7.1	The Council has concluded that there is no longer a need to have a separate local housing (property) company.

<b>8. BACKGROUND PAPERS:</b>	
OSC – 25 July 2017 <a href="https://democracy.arun.gov.uk/Data/Overview%20Select%20Committee/20170725/Agenda/Agenda.pdf">https://democracy.arun.gov.uk/Data/Overview%20Select%20Committee/20170725/Agenda/Agenda.pdf</a>	
Special Audit & Governance – 7 August 2017 <a href="https://democracy.arun.gov.uk/Data/Audit%20&amp;%20Governance/20170807/Agenda/Agenda.pdf">https://democracy.arun.gov.uk/Data/Audit%20&amp;%20Governance/20170807/Agenda/Agenda.pdf</a>	
Cabinet – 31 July 2017 <a href="https://democracy.arun.gov.uk/Data/Cabinet/20170731/Agenda/Agenda.pdf">https://democracy.arun.gov.uk/Data/Cabinet/20170731/Agenda/Agenda.pdf</a>	
Full Council – 13 September 2017 <a href="https://democracy.arun.gov.uk/Data/Full%20Council/20170913/Agenda/Agenda.pdf">https://democracy.arun.gov.uk/Data/Full%20Council/20170913/Agenda/Agenda.pdf</a>	

Cabinet Report – 29 July 2019

<https://democracy.arun.gov.uk/documents/s1907/Local%20Housing%20Company%20-%20Trisanto%20-%20Cabinet%20Report%2029.7.19%20FINAL.pdf>

Full Council minutes – 18 September 2019

<https://democracy.arun.gov.uk/documents/g769/Public%20minutes%2018th-Sep-2019%2018.00%20Full%20Council.pdf?T=11>

<b>Economic Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Nat Slade and Denise Vine			
Outside Bodies Update		<b>8 June 21</b>	14 July 21
Bognor Regis Seafront : Review of Seafront Delivery Plan and Deliverable Interventions and Actions	D Vine		
Closure of Trisanto Development Corporation Limited	K Roberts		
Levelling Up Fund Bid Submission	K Roberts		
Award of Contract for Resurfacing & Repairs to Council Owned Car Parks	N Slade		
Award of Contract for Office Guarding and Security Services	S Horwill		
Covid Discretionary Business Grant Funding	M Nicholls		
Outside Bodies Update		<b>26 July 21</b>	15 September 21
Arun's Economic Strategy and Future Priorities	D Vine		
Review of ADC Tourism Support Functions	D Vine		
Understanding the Horticultural Sector in West Sussex	D Vine		
Construction Contract	R Carden		
River Road Garages Terminations	P Broggi/ S Horwill		

Outside Bodies Update		<b>12 Oct 21</b>	10 Nov 21
Outside Bodies Update		<b>7 Dec 21</b>	12 Jan 22
Place Branding	K Roberts		
Outside Bodies Update		<b>19 Jan 22</b>	9 March 22
Outside Bodies Update		<b>29 March 22</b>	11 May 22

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 08 JUNE 2021

#### PART A : REPORT

**SUBJECT: Award of Contract for Office Guarding and Security Services**

**REPORT AUTHOR:** Sam Horwill, Senior Estates Surveyor  
**DATE:** 19 May 2021  
**EXTN:** 37516

#### **EXECUTIVE SUMMARY:**

Following a procurement exercise, Committee's approval is sought to proceed with entering into a five-year contract for the continuation of office guarding and security services across the general fund portfolio. The service costs received can be accommodated within the accommodation services budget.

#### **RECOMMENDATIONS:**

That the Council award the five-year contract from 01 July 2021 for the tendered works to Tenderer B.

#### **1. BACKGROUND:**

1.1 The Facilities service are responsible for the maintenance and security of the Councils operational assets. A schedule of services required for each site has been created and tendered with the assistance of Hampshire County Council Procurement Department. The tendered services include weekday guarding services at the Arun Civic Centre, lock and unlock patrols at Fittleton MSCP, and out-of-hours alarm response services for all operational assets over a five-year contract period.

1.2 Contract documents were posted to the online tendering portal, InTend, on 16<sup>th</sup> March 2021.

1.3 Tenders were received on 16 April 2021 from 6 contractors bidding for the work, but two were rejected as they failed to comply with tendering requirements.

1.4 The remaining four tenders were evaluated on a cost per quality point basis. Tender B was the most economically advantageous tender. The details are in the Part B report.

1.5 For reference, the previous contract value for these services was £25,831.06 per annum.

1.6 The Total contract value for this 5-year contract is £132,772.00.

<b>2. PROPOSAL(S):</b>		
2.1 That the Council award the five-year contract from 01 July 2021 for the tendered works to Tenderer B.		
<b>3. OPTIONS:</b>		
3.1 Retender the works.		
3.2 To not proceed. This will bring an end to the security services currently in operation, requiring an alternative means of staffing the Civic Centre in the evenings and locking/unlocking Fitzleet MSCP, and removing the resilience built into existing alarm response processes.		
3.3 Defer the contract. This will cause a break in services (see 3.2).		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
<b>Financial</b> – The service costs received can be accommodated within the accommodation services budget.		
<b>Legal</b> – The procurement process has been designed by and delivered with Hampshire County Council Procurement department support to ensure it is compliant. A formal contract has been prepared by Legal Services.		
<b>Asset Management / Property / Land</b> – The tendered services will ensure the continued security of Council assets.		



**7. REASON FOR THE DECISION:**

Contractor B submitted the most economically advantageous tender. Award of contract is necessary to ensure the continued security of Council assets. The current contract expired on 31st March 2021 and is holding over.

**8. BACKGROUND PAPERS:**

[Background Paper A - Evaluation Criteria.pdf \[pdf\] 465KB](#)

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 08 JUNE 2021

#### PART A : REPORT

**SUBJECT:** Award of Contract for Resurfacing & Repairs to Council Owned Car Parks

**REPORT AUTHOR:** Lloyd Willson, Senior Property & Estates Surveyor

**DATE:** 12 May 2021

**EXTN:** 37527

#### EXECUTIVE SUMMARY:

Following a procurement exercise, Committee's approval is sought to proceed with entering into a contract to undertake resurfacing, repairs and ancillary works to several Council owned car parks and an access road. The repairs have been identified within the Council's five year planned maintenance programme. The project costs received can be accommodated within the capital asset management budget.

#### RECOMMENDATIONS:

That the Council award a JCT Minor Works Building Contract (MW) 2016 for the tendered works to Tenderer A.

#### 1. BACKGROUND:

1.1 Property & Estates are responsible for the maintenance and repair of the car parks across the district. A schedule of works for each site has been created and tendered with the assistance of Hampshire County Council Procurement Department. The works also include some remodelling of Hothampton car park and drainage to West Beach roadway.

1.2 Contract documentation were posted to the online tendering portal, InTend, on 23 November 2020.

1.3 Tenders were received on 20 December 2020 from 11 contractors bidding for the work, but one was rejected as it was not a full submission.

1.4 Tenders received were evaluated on a cost per quality point. Tender A was considered the most economically advantageous tender.

#### 2. PROPOSAL(S):

2.1 That the Council award the JCT Minor Works Building Contract (MW) 2016 for the tendered works to Tenderer A.

#### 3. OPTIONS:

3.1 Retender the works. Given that there was a healthy number of tenders, there is no evidence to suggest savings would be achieved.

3.2 To not proceed. This could result in surface condition deteriorating and posing a hazard in contravention of statutory obligations.

3.3 Defer the works. This could result in surface condition deteriorating and posing a hazard in contravention of statutory obligations.

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Littlehampton Golf Club and local resident of West Beach	✓	

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)**

	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability	✓	
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

**Financial** – Budgets provision has been made for these works which have been identified within the five year planned maintenance programme.

**Legal** – The procurement process has been designed by and delivered with Hampshire County Council Procurement department support to ensure it is compliant. Formal contract required for which Legal Services support will be obtained.

**Community Safety** – While tendering and in previous years, the council has received personal injury claims for accidents in a few of our car parks due to the surface condition causing persons to trip/fall.

**Sustainability** – The works will maintain a good wearing layer reducing the need to repair on a more frequent ad hoc basis. The additional drainage to West Beach roadway will help the accelerated surface deterioration caused by localised flooding near the height barrier.

**Asset Management / Property / Land** – The works proposed will improve facilities owned by the Council and reduce on going reactive maintenance and inconvenience to the users, and the risk of damage to vehicles and injury to persons.

**7. REASON FOR THE DECISION:**

Tenderer A submitted the most economically advantageous tender. Award of contract is necessary to improve the condition of many of the car parks, reduce ongoing maintenance, improve safety and improve the use and overall appearance of our car parks.

**8. BACKGROUND PAPERS:**

[Item 13 - Background Paper - Equalities Impact Assessment.doc \[doc\] 97KB](#)

[Item 13 - Background Paper - List of sites.docx \[docx\] 21KB](#)

[Item 13 - Background Paper - Quality Evaluation Criteria.pdf \[pdf\] 467KB](#)

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