



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

Committee Services Andrew Bishop (Ext. 37984)

30 September 2021

ECONOMIC COMMITTEE

A meeting of the Economic Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 12 October 2021 at 6.00 pm** and you are requested to attend.

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

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre in order to best manage the safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet at this address: [Arun District Council](#)

- a) Where a member of the public has registered to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. In response to the continuing health guidelines, there will be very limited public access to this meeting. Admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must **not** attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Monday 4 October 2021 in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

For further information on the items to be discussed, please contact: 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. MINUTES

(Pages 1 - 8)

The Committee will be asked to approve as a correct record the Minutes of the Economic Committee held on 26 July 2021.

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

5. PUBLIC QUESTION TIME

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

6. BUDGET 2022/23 SETTING REPORT

(Pages 9 - 12)

The report provides a summary of the budget process for 2022/23.

7. RIVER ROAD GARAGES TERMINATIONS (Pages 13 - 26)

This report seeks to set out the options available to the Council for the future use of Council Freehold Land at River Road, Arundel, West Sussex.
8. BEACH HUT SERVICE REVIEW (Pages 27 - 44)

The current leases issued to Privately owned Beach Huts terminate on the 31 March 2022. Demand for the service remains high and the Council must decide on the future shape of the service. This report seeks to set out several options available to the Council, with their Private and Council owned and rented beach huts, with focus on service improvement and financial viability of this non-statutory service, including securing of both increased revenue and increased number of beach huts for the Council.
9. LORRY PARK, LONDON ROAD, BOGNOR REGIS - MARKETING UPDATE (Pages 45 - 48)

The report provides Members with an update on progress against the instruction of the Economic Committee on 26 July to procure the services of an agent and market the site.
10. POP UP RETAIL (Pages 49 - 54)

In March 2020 Arun's Cabinet agreed a course of action to establish Pop-Up retail in Bognor Regis and Littlehampton. Since then much has changed and this report looks again at how Pop-Up retail might be provided in Arun.
11. DISCRETIONARY GRANTS - WIDER BUSINESS SUPPORT (Pages 55 - 58)

In June 2021 this Committee agreed to allocate funding from the Government Additional Restrictions Grants to a wider business support fund. This was in line with guidance and was to be used for a variety of different grants. This report advises the Economy Committee on the progress of those grants and requests that further funds be allocated.
12. PROPOSED SUSSEX BY THE SEA FESTIVAL, LITTLEHAMPTON (Pages 59 - 62)

The Council would like to invite expressions of interest from a suitably experienced festival operator to deliver an annual public event on the Greens and/or surrounding areas at Littlehampton seafront. It is proposed that the Council contributes to the operation of the event in the first three years to enable it to be established. This report is asking the Committee to support this proposal in principal and for officers to tender this opportunity for an external provider.

13. ECONOMIC RECOVERY FUND (Pages 63 - 66)

In July this year the Leaders of the eight West Sussex Councils agreed that funding should be allocated from the Economic Recovery Fund, held by West Sussex County Council, to each of the seven District and Borough Councils in West Sussex. The report asks this Committee to accept the funding and delegate the future use of it, for High Street recovery initiatives which have yet to be considered and costed, to the Chair of the Economy Committee.

14. AVISFORD PARK PUBLIC TOILET REFURBISHMENT (Pages 67 - 78)

Request for Economic Committee approval for the Council to enter into formal contract to complete the refurbishment of the public toilets at Avisford Park, Rose Green, Bognor Regis.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

To be circulated separately to the agenda if there are any.

15. WORK PROGRAMME (Pages 79 - 82)

The Committee is required to note the Work Programme for 2021/22.

16. 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.

17. EXEMPT - AVISFORD PARK PUBLIC TOILET REFURBISHMENT (Pages 83 - 94)

Request for Economic Committee approval for the Council to enter into formal contract to complete the refurbishment of the public toilets at Avisford Park, Rose Green, Bognor Regis.

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 [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#)

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Public Document Pack Agenda Item 3

Subject to approval at the next Economic Committee meeting

121

ECONOMIC COMMITTEE

26 July 2021 at 6.00 pm

Present: Councillors Cooper (Chair), Gunner (Vice-Chair), Bower (Substitute for Dendle), Dixon, Edwards, Roberts, Seex, Stanley, Dr Walsh and Yeates (Substitute for Purchase)

Apologies: Councillors Dendle, Northeast and Purchase

173. WELCOME

The Chair opened the meeting and welcomed Members of the Committee, the Public and Press, other Members and Officers participating in this meeting of the Economic Committee, noting that it was the first in person since the easing of restrictions.

174. DECLARATIONS OF INTEREST

Councillor Gunner declared a personal interest in item 7 as a member is a lessee of one of the cafes for this item, they are in the same political party and Councillor Gunner is the leader of this party.

Councillors Bower, Cooper, Edwards, Roberts and Seex all declared a personal interest in item 7 as they know the lessee of one of the cafes for this item.

175. MINUTES

The minutes of the Economic Committee meeting held on 8 June 2021 were approved by the Committee.

176. 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

(Councillor Dixon arrived at the start of this item.)

The Chair advised the Committee that he had one urgent item to be discussed at the meeting which was the London Road Lorry Park (Bognor Regis). He then invited Councillor Roberts to present and propose his motion to the Committee.

Councillor Roberts presented the following motion to the Committee.

This Committee instructs;

Economic Committee - 26.07.21

- 1) Officers to immediately re-market the London Road Lorry Coach Park (Bognor Regis) for sale, and to report back a marketing and level of interest update to the next meeting of the Economic Committee.
- 2) When re-marketing, Officers are to advise interested parties that the Council would prefer a developer to retain 100 public car parking spaces, re-provide public toilets, and facilitate a quality entrance route to Hotham Park.
- 3) The land area under consideration incorporates the adjoining car park. In marketing the site, Officers will use an agent, and the terms of sale will be as before, with no end use defined.
- 4) Officers are given authority to exceed their £100,000 delegated authority in respect of a fee which could become payable to an agent.

This was seconded by Councillor Edwards. The Chair then opened debate where several members queried the urgency reason for the item and why the motion was only being shared with members at the meeting. The Chair confirmed that the reason for urgency was due to the length of time the re-marketing process can take and that should the Committee be minded to approve the motion this would allow for the process to start earlier and an update report to be brought back to the Committee for its meeting on 12 October 2021. It was also confirmed that the reason the motion was shared at the meeting was due to final advice being sought from the Council's Interim Monitoring Officer minutes prior to the start of the meeting.

Advice was sought from the Director of Place who provided answers to all points raised during the debate.

On turning to the vote, a recorded vote was requested. Those voting for were, Cllrs Bower, Cooper, Edwards, Gunner, Roberts and Seex (6). Those voting against were, Cllrs Dixon, Stanley, Dr Walsh and Yeates (4).

The Committee

RESOLVED that

- 1) Officers to immediately re-market the London Road Lorry Coach Park (Bognor Regis) for sale, and to report back a marketing and level of interest update to the next meeting of the Economic Committee.
- 2) When re-marketing, Officers are to advise interested parties that the Council would prefer a developer to retain 100 public car parking spaces, re-provide public toilets, and facilitate a quality entrance route to Hotham Park.
- 3) The land area under consideration incorporates the adjoining car park. In marketing the site, Officers will use an agent, and the terms of sale will be as before, with no end use defined.

- 4) Officers are given authority to exceed their £100,000 delegated authority in respect of a fee which could become payable to an agent

177. PUBLIC QUESTION TIME

The Chair invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the rules of the Council's Constitution.

The Chair confirmed that two questions had been submitted by one member of the public and their questions would be read out by the Committee Manager and responded to by the Chair.

There were no supplementary questions asked. The Chair then drew public question time to a close.

(A schedule of the full questions asked and the responses provided can be found on the meeting's webpage at: [\(Public Pack\)Economic Committee - Public Question Time - 26 July 2021 Agenda Supplement for Economic Committee, 26/07/2021 18:00 \(arun.gov.uk\)](#))

178. LITTLEHAMPTON PUBLIC REALM IMPROVEMENTS: PHASE 2 & 3 HIGH STREET / BEACH ROAD / EAST STREET / CLIFTON ROAD

The Director of Place provided members with an overview of the report before them and advised that the Committee were being asked to appoint the construction contract for the delivery of the regeneration works to Littlehampton Town Centre as well as to delegate authority for all approvals within the budget of £3,416,295.00 and to enter into a letter of intent to enable the ordering of materials, to the Director of Place. Further explaining that there were currently nationwide delays when ordering construction materials and that he was currently given a 20 week wait from the point of ordering the materials. He stated that the letter of intent was vital in terms of the decision the Committee was being asked to make at this meeting as without this authority the order for materials could not be placed. He confirmed that the earliest works would start would be after the Christmas period due to the wait time. He then confirmed that the issue that had been raised regarding the Lime Tree outside of the arcade has been reviewed and the Tree Officer has relooked and reconsidered his previous approach and the tree was now worthy of a Tree Preservation Order (TPO) and therefore it was now for the Committee to decide if they wished to retain the tree or not.

The Chair opened the debate where the following points were raised:

- The lost section of improvement work by the railway was disappointing and the Leader of the Council was intent on finding money to complete this work.
- Questions were asked regarding further design consultation with members. It was confirmed by the Director of Place that we were now at the delivery

Economic Committee - 26.07.21

stage of the scheme and there was no further opportunity to make changes to the designs.

- Concern was raised regarding the 3 telephone boxes that were stated to be kept as data-hubs, it was felt that these were not needed and ultimately not used for that purpose. It was asked what the cost would be for removing all three, the Director of Place confirmed that the quote received for removal of all three telephone boxes was £35,000. It was also advised that it was more cost effective to leave them in place, as the cost to remove them was now outside of the budgeted plans.
- Discussion was also had regarding the trees outside the Dolphin pub and Peacocks. Where it was confirmed that there was planned work for the, but they were not being removed.
- There was a consensus amongst the Committee that the Lime Tree in place outside the arcade should be awarded a TRO and kept.
- Discussion regarding the street furniture was had and it was confirmed that discussion with Littlehampton Town Council (LTC) was being had and that where possible items that could be re-used would be.

The Chair then read out a statement on behalf of Councillor Northeast who could not be in attendance at the meeting so that the Committee could consider his comments.

It was then proposed by Councillor Seex that **all 3 telephone boxes be removed**, this was seconded by Councillor Dr Walsh. The debate on the proposal saw the Committee consider the following options:

- It was felt that the responsibility for the telephone boxes was British Telecoms (BT) and discussions should be had with them to either have them removed or for BT to ensure that these telephone boxes have work completed on them to ensure that they cannot be abused and what work could be done between Arun and BT to ensure that if they are to remain they are looked after and kept in good condition.
- Could they be used as an advertising mechanism
- Consideration was given to the removal of 1 or 2 of the telephone boxes and the cost implications of this option.

Councillor Seex then made an amendment to her original proposal which was, that **officers seek to find other ways to remove the telephone boxes and report back to the Committee** ~~all 3 telephone boxes be removed~~. This was duly seconded and put to the vote, where it was approved.

The recommendations presented to the Committee in the report were then proposed and seconded.

The Committee

RESOLVED that

1. the Scope of intended works, as set out in the report, for the Littlehampton Town Centre construction contract be approved; and
2. The budget of £3,416,295.00, approved by Cabinet in December 2019 be noted and the Terms, as set out in the report, be approved.
3. Gives authority to the Director of Place to agree and sign a letter of intent on behalf of the Council, in favour of the contractor, to enable the ordering of materials and thus securing the material costs prior to entering into the construction contract.
4. Gives authority to the Director of Place to authorise Legal Services to enter into the NEC4 (Option A) contract for the construction of Phase 2 & 3 (High Street and Beach Road) to a contract Value not exceeding £2.97m and overall budget for the delivery of the Town Centre improvements of £3,416,295.00.
5. Officers seek to find other ways to remove the telephone boxes and report back to the Committee.

179. CAFÉ LEASES

(Councillor Gunner redeclared a personal interest as a member is a lessee of one of the contracts for this item, they are in the same political party and Councillor Gunner is the leader of this party. Councillors Bower, Cooper, Edwards, Roberts and Seex all redeclared a personal interest as they know the lessee of one of the cafes for this item. Councillor Dixon declared a personal interest as a member of Bognor Regis Regeneration Society)

The Property, Estates and Facilities Manager provided the Committee with an overview of the report before them and reminded them that the report set out the commercial marketing strategy for various catering business opportunities across the Council's parks with a specific focus on service improvement, long term financial viability and the securing of increased revenue for the Council.

In turning to the debate, the following points were raised;

- Broad consensus of support for the recommendations before the Committee
- Was there the footfall for the Marine Park Gardens Café's and the need for public toilet amenities in the area was also raised
- It was requested that the diversity of business offerings be considered by officers to maximise the variety of offerings available across the district
- Concern for the turnaround timeframe of the process was also highlighted

The Property, Estates and Facilities Manager provide answers to all points and questions raised.

Economic Committee - 26.07.21

The Committee

RESOLVED that

- 1) the Economic Committee approve for the Council to proceed with the open marketing of the four separate catering business opportunities at each of Councils identified parks, those being;
 - a. Norfolk Gardens, Littlehampton
 - b. Mewsbrook Park, Littlehampton
 - c. West Park, Bognor Regis
 - d. Marine Park Gardens, Bognor Regis
- 2) the Economic Committee delegate authority to the Group Head of Technical Services to negotiate suitable commercial heads of terms for the four individual leases and, in consultation with the Chair of the Economic Committee, to proceed to enter into leases.

180. ARUN'S ECONOMIC DEVELOPMENT STRATEGY AND FUTURE PRIORITIES

The Group Head of Economy provided members with an overview of the report before them and reminded members that the report sets out the Arun Economic Development Strategy 2020-2025 action plan and proposed a number of future projects for their consideration.

The Leader of the Council expressed that he was delighted with the report before them, however, he proposed an amendment to the recommendation 2 to read;

2. **that officers explore the resources required to progress the priority projects and this is reflected in the 22/23 budget process. Also agree that more resources are required in the current year to progress projects and that this can be met through resource switching.** ~~Instructs officers to refine the list of priority projects (Appendix D) working through a Members Working Party and develops a prioritisation formula for these projects.~~

This was duly seconded by the Chair. During debate the following points were raised by members:

- a plea to ensure that the Council works with the Town Centre and its Planning Committee and to review what other Councils have done, in particular to look at the approach that Chichester District had taken
- a query on the priority given to the Arun Cycle way and should this be reviewed and moved to a high priority

- to also work with West Sussex County Council to make improvements across the district together
- a variety of suggestions were made by members regarding Appendix D, some of which were, Beach Huts seen as a quick win, palm trees along the promenade at Bognor Regis, the upper floors of the Arcade in Bognor Regis and the need to utilise this space and do something with it whilst retaining the ground floor units, more consideration on what to do with Bognor Regis Town Hall as it was felt that this could be better utilised.
- It was also asked if the Sunken Garden proposals to improve the area were supported by the administration
- Concern was raised regarding the amount of money that could end up being spent on partnership consultants and could this money be better utilised.

The Group Head of Economy provided answer to the questions asked and the Chair stated that as the seconder of the recommendations and given the thorough debate that had taken place, this was an example of exactly why setting up a Working Party was not needed.

The Committee

RESOLVED that

- 1) the Economic Development Strategy 2020-2025 Action Plan (Appendix C) and instructs officers to progress its delivery be approved.
- 2) that officers explore the resources required to progress the priority projects and this is reflected in the 22/23 budget process. Also agree that more resources are required in the current year to progress projects and that this can be met through resource switching.
- 3) officers estimate the resources (both capital and staffing costs) that may be needed to progress each project and brings a report back to this Committee for further discussion.
- 4) officers prepare, in partnership, a concise Town Centre(s) Strategy for 2022-2025.

181. REVIEW OF ARUN DISTRICT COUNCIL'S TOURISM SUPPORT FUNCTIONS

The Group Head of Economy provided members with an overview of the report before them and reminded members that the review had considered all aspects of the Council's current tourism support functions and summaries the recommendations and findings made in the strategic review of the tourism service by Blue Sail Consulting and makes recommendations for the future delivery of its tourism services by the Council.

A questions was raised regarding the proposed future budget allocations and the suggested contribution to the Experience West Sussex project. The Group Head of Economy advised that the report had been written some time ago and that there would be opportunity for the figures to be reconsidered and adjusted. She also ran through a

Economic Committee - 26.07.21

number of benefits that the district would benefit from continuing to be involved with this collaborative initiative. It was also commented that the Levelling Up Bid (LUP) would be an opportunity to bring in new experiences to the district should the Council be successful in its bid.

The recommendations were then proposed and seconded before turning to the vote, the Chair commended the team for the work completed and the report before the Committee.

The Committee

RESOLVED that

- 1) the four strategic recommendations (also listed in para 1.14) contained within the Arun Strategic Review of Tourism (October 2020) – Appendix A be supported.
- 2) the proposed changes to the service be approved; and
- 3) Instructs officers to implement these changes.

182. OUTSIDE BODIES REPORT

The Chair referred the Committee to the outside body report from Councillor Edwards that had been circulated separately to the agenda earlier in the day and invited any questions to be asked.

Councillor Dr Walsh stated that he and Councillor Stanley had also been in attendance at the meeting of Bognor Regis Regeneration Board and that he had found it to be a very useful meeting and that he came away with a heightened sense of optimism.

There were no questions asked.

183. WORK PROGRAMME

The Chair asked the Committee to note the update Work Programme that had been attached to the agenda and invited questions. There was one question raised regarding Place Branding which was answered by the Director of Place.

The Committee then noted its Work Programme for 2021/22.

(The meeting concluded at 9.02 pm)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE ECONOMIC COMMITTEE ON 12 OCTOBER 2021

SUBJECT: Budget 2022/23 Process

REPORT AUTHOR: Carolin Martlew, Interim Group Head for Corporate Support

DATE: August 2021

EXTN: 37568

AREA: Corporate Support

EXECUTIVE SUMMARY:

The report provides a summary of the budget process for 2022/23.

RECOMMENDATIONS:

The Committee is requested to:

To note the budget setting process for 2022/23

1. BACKGROUND:

1.1. The budget for 2022/23 will be the first to be completed under the new Committee system form of governance. The relevant budget will therefore have to be considered by each Service Committee before the full budget is considered at the Corporate Policy and Performance Committee (CPPC) on 10 February 2022 before approval by Special Council on 23 February 2022.

2. PROPOSAL(S):

2.1 The purpose of this report is to inform Members of the budget process for 2022/23.

2.2 Members are aware that the Council continues to face net expenditure pressures due to the unprecedented financial uncertainty over Government funding, the economy which has been compounded by the COVID-19 crisis and also Brexit. Brexit continues to cause issues, especially since the UK's official departure from the EU on 31 December 2020.

2.3 It is accepted that within the resource constraints there is the requirement for some resource switching to enable the Council's priorities to be progressed and to meet new statutory requirements. Budget proposals should be for the 2022/23 year and should take account of the medium term

requirement to make savings. Any growth should be minimised and met from resource switching where possible. To be considered, any proposed growth proposal must clearly state the financial commitment, whether it is recurring, how it supports the Council's corporate objectives and the objective it supports. In addition, as explained above, the resource switching must be indicated and where this is not appropriate, how the growth is to be funded.

- 2.4 The budget guidelines issued will run parallel with any savings initiatives that are being worked on.
- 2.5 It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.
- 2.6 The budget resource switching parameters for 2022/23 are:
- Growth will only be allowed in essential/priority areas
 - Proposals should aim to be cost neutral
 - Proposals should clearly identify any expenditure savings and Income generating ideas where appropriate.
- 2.7 It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.
- 2.8 The key dates for this Committee for the Budget 2022/23 process are summarised below:

Budget Consultation Report	12 October 2021
Financial Prospect Report General Fund (CPPC) – confirms budget parameters	14 October 2021
Committee Budget Report – Service specific	19 January 2022
Corporate Policy and Performance Committee	10 February 2022
Special Council	23 February 2022

- 2.9 It should be noted that any budget proposals should be fully costed and feasible to be delivered for inclusion in the budget for 2022/23.
- 2.10 A summary of the budgets managed by this Committee and the out turn for 2020/21 is shown in the Appendix for information. This Committee's controllable budget for 2021/22 is £0.679m. The figures shown for controllable expenditure and income exclude items that are for accounting purposes only.

3. OPTIONS:		
N/A The budget has to be set within statutory deadlines.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> • Leader of the Council • Group Leaders 		✓
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:		
The budget will form the main reference point for financial decisions made in 2022/23 and the process has to comply with the Constitution.		
7. REASON FOR THE DECISION:		
To ensure that Members are fully informed about the budget process for 2022/23 as required by the Council's Constitution.		
8. BACKGROUND PAPERS:		
The budget 2022/23 Process CPPC 1 September 2021 Constitution		

Actual 2019-20 £'000	Description	Budget 2021-22 £'000
Economic		
(310)	Corporate Property & Estates	(663)
199	Economic Regeneration	241
(29)	Land Charges	(26)
58	Tourism	63
(82)	Total for Economic:	(385)
Management & Support Services within Portfolio		
741	Facilities	633
373	Property	431
1,114	Management & Support Services:	1,064
1,032	Committee Portfolio Total:	679

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: River Road, Arundel Garage compound site.

REPORT AUTHOR: Paul Broggi – Property, Estates & Facilities Manager
DATE: 31st August 2021
EXTN: 01903 737506
AREA: Technical Services

EXECUTIVE SUMMARY:

This report seeks to set out the options available to the Council for the future use of Council Freehold Land at River Road, Arundel, West Sussex.

RECOMMENDATIONS:

- 1 - That the Economic Committee approve for the Council to proceed with Option 2 as set out in the Options Viability Appraisal at appendix 1, namely to demolish existing garages, reconstruct eight new garages and lease out garages with increase on current 2021 rental levels.
- 2 - That the Economic Committee approve for the Council to serve notice on the remaining licensees of the existing garages in order to gain vacant possession of the site.
- 3 - That the Economic Committee approve for the Council to proceed with the inclusion of an annual rent increase clause (3%) within the River Road garage lease / licences.
- 4 - That the Economic Committee approve for the Council to proceed with the award of a 7 year lease for the new garages.
- 5 – That the Economic Committee recommend to Corporate Policy & Performance Committee that £154,000 be included within the capital programme to carry out the demolition and replacement of the garages at River Road, Arundel.
- 6 – That the Economic Committee delegates to the Group Head of Technical Services, in consultation with the Chair of the Economic Committee, authority to submit any necessary planning applications for the purpose of achieving the demolition and reconstruction of garages at River Road, Arundel.

1. BACKGROUND:

1.1. The Council's site in River Road, Arundel currently houses nine concrete panel, cement fibre roofed garages and two external parking spaces. The garages are aged and in very poor condition. Of the nine units two have been taken out of service due to defects. The roofing material used (fibre cement sheeting) contains Asbestos and accordingly repairs to this agreed and fragile roof are not considered practical or safe. Being old the garage size is small and users have difficulty in accessing with a standard modern family saloon. The Council's Property & Estates team consider the existing garages to be life expired and beyond economical repair. In addition, they are not considered to be up to the modern standard expected of a garage due to their size and design, accordingly they cannot command the premium rental levels that should be attainable in a town such as Arundel.

1.2. The existing garages are presently let on a simple licence arrangement requiring one months' notice to bring the licence to an end. The current charge for a garage is £85 per calendar month.

1.3. The small site in River Road, Arundel is in the town centre and is surrounded on three sides by residential development. Vacant parking and garages / storage are in short supply in Arundel and therefore this service is in demand. In consulting local estate agents ahead of this exercise the Council were advised that garage storage was likely to be preferable to open car parking provision. Many houses were small (cottages) with limited space, often with no parking provision. Garage provision would therefore allow alternative storage to vehicles and so would be more flexible and attractive to a prospective tenant.

1.4. As the site is located within a residential area with recent redevelopment occurring to the brewery site directly to the north and east of the Council's land this is an aspect that has also been explored as part of this report. Vacant town centre development land in Arundel is rare and the local economy such that land prices remain high in line with current property prices. The Property & Estates team have completed some soft market testing regarding development options for the site and this confirmed that there would undoubtedly be strong interest in the site, were it to become available on the market for redevelopment. This is included as Option 6 in the Options viability study at appendix 1.

1.5. The viability study completed has accounted for risk in that it allows for 80% occupancy rate in relation to revenue received. The nine current garages have run at 100% occupancy for a number of years with no turnover of tenants, excluding the two garages that became defective necessitating termination of the licences. Property & Estates are therefore of the view that it is a reasonable assumption to conclude that the proposed eight new larger modern garages included in Option 1 and 2 will not be difficult to let at a significantly higher rate a position supported by local estate agents consulted. If the Council were successful in maintaining an occupancy rate of 95% then this would improve the profit figure listed over 25 years in the viability study for Option 2 by 25% which would represent an increase of over £100,000.

1.6. If the Council proceed with the recommended option (2) then the land asset is retained, the property asset and value is significantly improved, and the Council's revenue position is also significantly improved.

2. PROPOSAL(S):

1 - That the Economic Committee approve for the Council to proceed with Option 2 as set out in the Options Viability Appraisal at appendix 1, namely to demolish existing garages, reconstruct eight new garages and lease out garages with increase on current 2021 rental levels.

2 - That the Economic Committee approve for the Council to serve notice on the remaining licensees of the existing garages in order to gain vacant possession of the site.

3 - That the Economic Committee approve for the Council to proceed with the inclusion of an annual rent increase clause (3%) within the River Road garage lease / licences.

4 - That the Economic Committee approve for the Council to proceed with the award of a 7 year lease for the new garages.

5 – That the Economic Committee recommend to Corporate Policy & Performance Committee that £154,000 be included within the capital programme to carry out the demolition and replacement of the garages at River Road, Arundel.

6 – That the Economic Committee delegates to the Group Head of Technical Services, in consultation with the Chair of the Economic Committee, authority to submit any necessary planning applications for the purpose of achieving the demolition and reconstruction of garages at River Road, Arundel.

3. OPTIONS:

A summary of the options assessed is detailed below. These options are considered in financial detail within the Options Viability Appraisal appended to this report. This information should be read in connection with the following information below.

3.1 - Option 1 - Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages at current 2021 rental levels.

3.2 - Option 2 - Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages at increased rental levels.

3.3 - Option 3 - Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces on current 2021 rental levels

3.4 - Option 4 - Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces at increased level

3.5 - Option 5 - Demolish existing garages and rebuild 8 garages and retarmac and landscape area and dispose of via leasehold (25 years for £35K).

3.6 - Option 5A - Demolish existing garages and rebuild 8 garages and retarmac and landscape area and dispose of via leasehold (25 years for £50K).

3.7 - Option 6 - Freehold disposal of site for development.

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
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
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
6. IMPLICATIONS:		
<p><u>Financial</u></p> <p>The Councils Finance team have been consulted on the business cases presented appended to the main body of this report and they have agreed the figures and business cases included and appended to this report.</p> <p>The Councils section 151 Officer wishes to make the following statement in relation to this report:</p> <ul style="list-style-type: none"> • Demolition & reconstruction of garages would be a capital item. Finance advise that the recommendation (option 2), if accepted, would have to be submitted for consideration as part of the capital programme budget as a growth item. The rental income received will be revenue income. • The sale of the site as detailed in Option 6 generates a capital receipt which would help fund the Council's capital programme in general. <p><u>Legal</u></p> <p>The role out of the recommended option will involve the Council's Legal Services team in the drafting of a new leases and the issuing of leases.</p>		

Asset Management / Property / Land.

The Property & Estates team will be involved in the design, procurement, and contract management of the recommended option as this is a project that is to be delivered in house in order to control costs. The asset on completion will then fall under the service in terms of reactive and planned maintenance and customer liaison.

7. REASON FOR THE DECISION:

The existing garages are in very poor condition and life expired. Continuing their use as they are is not an option and so a decision needs to be made on the future use of the land.

The recommended option (2) seeks to improve facilities in the town and ensures minimal loss of car parking in the town centre.

The recommended option improves the Council's revenue position and asset value and the land is also retained providing the Council further options in the future.

For the above reasons the recommended decision within this report is considered to be in the best interests of the Council.

8. BACKGROUND PAPERS:

Appendix 1 – Options Viability Appraisal

Appendix 2 - Site location plan

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Option 1

Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages at current 2021 rental levels

Option 2

Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages with increase on current 2021 rental levels

Option 3

Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces on current 2021 rental levels

Option 4

Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces at increased level

Option 5

Demolish existing garages and rebuild 8 garages and retarmac and landscape area and dispose of via leasehold (25 years for £35K).

Option 5 A

Demolish existing garages and rebuild 8 garages and retarmac and landscape area and dispose of via leasehold (25 years for £50K).

Option 6

Freehold disposal of site for development.

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 5A	Option 6
Investment Required	£153,670	£153,670	£23,696	£23,696	£153,670	£153,670	£0
Projected first year annual revenue allowing for void periods.	£6,528	£15,360	£5,280	£9,600	n/a	n/a	£0
Projected income over 25 years assuming 3% increase per year allowing for void periods	£238,006	£560,014	£192,505	£350,009	n/a	n/a	£0
Years to break even (cover cost of Option)	18	9	4	3	sell 5 garages	sell 3 garages	n/a
Leasehold disposal receipt	n/a	n/a	n/a	n/a	£280,000	£400,000	n/a
Freehold disposal	n/a	n/a	n/a	n/a	n/a	n/a	£300,000
Total profit over 25 year period	£84,336	£406,344	£168,809	£326,313	£126,330	£246,330	n/a
Rank in order of financial outcome	7	1	5	3	6	4	2
Approximate number of years before option matches the financial return of Option 6 - freehold disposal of site.	38	21	35	24			

River Road Garages, Arundel, West Sussex.

Option cost / income analysis

Option 1

Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages at current 2021 rental levels

Item	cost
Demolish Garages and cart away	£2,700.00
Erect 8 No new traditional build garages	£120,000.00
Tarmac remaining areas.	£15,000.00
External landscaping	£2,000.00
contingency 10%	£13,970.00
total	£153,670.00
Rent 8 No garages @ £85 pcm excluding vat. Per annum assuming 100% occupancy rate	£8,160.00
return on investment % =	5
Rent 8 No garages @ £85 pcm excluding vat. Per annum assuming 80% occupancy rate	£6,528.00
return on investment % =	4

River Road Garages, Arundel, West Sussex.

Option cost / income analysis

Option 2

Demolish existing garages and reconstruct new garages (8 No.) - Lease out garages with increase on current 2021 rental levels

Item	cost
Demolish Garages and cart away	£2,700.00
Eerect 8 No new traditional build garages	£120,000.00
Tarmac remaining areas	£15,000.00
External landscaping	£2,000.00
contingency 10%	£13,970.00
total	£153,670.00
Rent 8 No garages @ £200 pcm excluding vat. Per annum assuming 100% occupancy rate	£19,200.00
return on investment % =	12
Rent 8 No garages @ £200 pcm excluding vat. Per annum assuming 80% occupancy rate	£15,360.00
return on investment % =	10

River Road Garages, Arundel, West Sussex.

Option cost / income analysis

Option 3

Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces on current 2021 rental levels

Item	cost
Demolish Garages and cart away	£2,700.00
Tarmac whole area and line paint to provide 10 no parking spaces.	£16,841.67
External landscaping	£2,000.00
Contingency 10%	£2,154.17
total	£23,695.84
Rent 10 parking spaces @ £55 pcm excluding vat. Per annum assuming 100% occupancy rate	£6,600.00
return on investment % =	28
Rent 10 parking spaces @ £55 pcm excluding vat. Per annum assuming 80% occupancy rate	£5,280.00
return on investment % =	22

River Road Garages, Arundel, West Sussex.

Option cost / income analysis

Option 4

Demolish existing garages and tarmac site and line paint to provide 10 external parking spaces. Lease out car parking spaces at increased level

Item	cost
Demolish Garages and cart away	£2,700.00
Tarmac whole area and line paint to provide 10 no parking spaces.	£16,841.67
External landscaping	£2,000.00
Contingency 10%	£2,154.17
total	£23,695.84
Rent 10 parking spaces @ £100 pcm excluding vat. Per annum assuming 100% occupancy rate	£12,000.00
return on investment % =	51
Rent 10 parking spaces @ £100 pcm excluding vat. Per annum assuming 80% occupancy rate	£9,600.00
return on investment % =	41

River Road Garages, Arundel, West Sussex.

Option cost / income analysis

Option 5

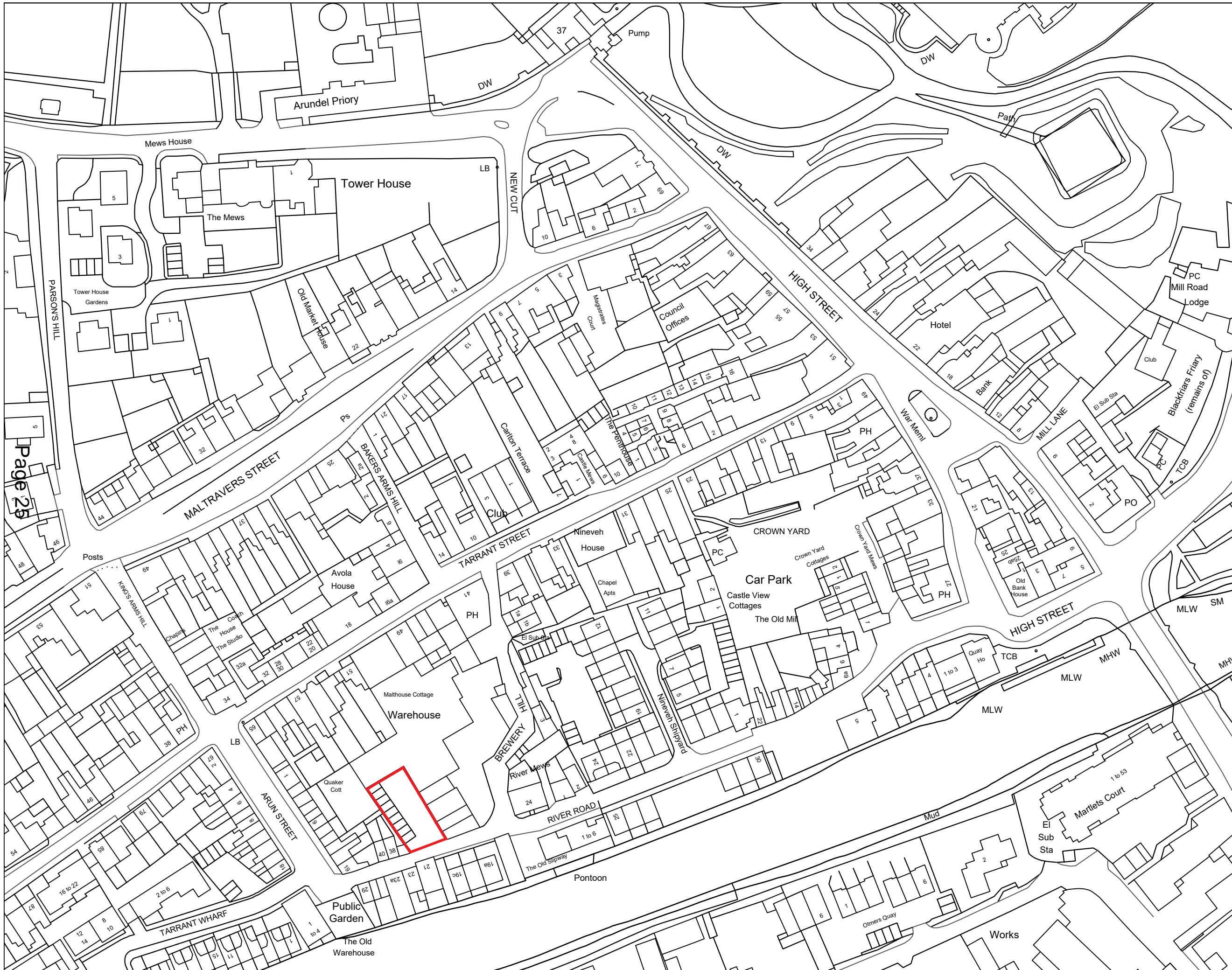
Demolish existing garages and rebuild 8 garages and retarmac and landscape area and dispose of via leasehold (25 years).

Item	cost
Demolish Garages and cart away	£2,700.00
Eerect 8 No new traditional build garages	£120,000.00
Tarmac remaining site areas	£15,000.00
External landscaping	£2,000.00
contingency 10%	£13,970.00
total	£153,670.00
Option 5 - Dispose of garage via leasehold 25 years - 8 garages @ £35,000	£280,000.00
return on investment % =	182
Option 5A - Dispose of garage via leasehold 25 years - 8 garages @ £50,000	£400,000.00
return on investment % =	260

Option 5 provides a profit projection of £126,330

Option 5 A provides a profit projection of £246,330

The above returns would take between



Page 25



NOTES:
1. DO NOT SCALE FROM THIS DRAWING



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Arun District Council 100018487.

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AMENDMENTS	BY	DATE

JOB TITLE:
River Road Garages
River Road
Arundel

DRAWING TITLE:
Location Plan

SCALE: 1:1250 @ A3

PROPERTY: LM 3019

DRG. No.: 001 REV.: -

DRAWN BY: SH

TRACED BY:

CHECKED BY:

DATE: September 2021

Sam Horwill
Snr Estates Surveyor
Arun District Council
Arun Civic Centre
Maltravers Road
LITTLEHAMPTON
West Sussex
BN17 5LF

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: Beach Hut Service Review

REPORT AUTHOR: Paul Broggi – Property, Estates & Facilities Manager
DATE: 4 August 2021
EXTN: 01903 737506
AREA: Technical Services

EXECUTIVE SUMMARY:

The current leases issued to Privately owned Beach Huts terminate on the 31 March 2022. Demand for the service remains high and the Council must decide on the future shape of the service. This report seeks to set out several options available to the Council, with their Private and Council owned and rented beach huts, with focus on service improvement and financial viability of this non-statutory service, including securing of both increased revenue and increased number of beach huts for the Council.

RECOMMENDATIONS:

- 1 - That the Economic Committee approve for the Council to proceed with the beach hut review as set out in Option 2 including information within the body of the report and the attached viability appraisal at Appendix 1.
- 2 - That the Economic Committee approve for the Council to proceed with the award of beach hut leases on Council owned and rented beach huts for a term of 3 years.
- 3 - That the Economic Committee approve for the Council to proceed with the award of beach hut leases on all privately owned beach huts for a term of 7 years.
- 4 – That the Economic Committee approve for the Council to proceed with the inclusion of a lease clause that ensures that the Council obtain a financial receipt on the assignment of a private beach hut lease as set out in section 1.5 of the report. The fee payable will be 6 times the annual ground rent payable at the time of sale or 20% of the sale price agreed, whichever is the larger of the two sums.
- 5 - That the Economic Committee approve for the Council to proceed with the inclusion of a lease clause that permits any beach hut customer the right (upon suitable payment) to rent out their beach hut, as set out in the body of the main report (section 1.7).
- 6 - That the Economic Committee approve for the Council to proceed with the inclusion of an annual rent increase clause (3%) within all beach hut leases issued as set out in the body of the main report (section 1.8).

7 – That the Economic Committee delegate authority to the Group Head of Corporate Support & s151 Officer and the Group Head of Technical Services to alter the use of a small proportion (circa 30 No.) of future provided beach hut units under control of the Council so that the Council may explore alternative commercial uses including letting out to local businesses, daily / weekly rentals and in the event they are not considered to be financially viable, following a minimum 12 month period of operation these may be returned to normal service use.

1. BACKGROUND:

1.1. This report contains seven options within the viability study completed at Appendix 1. These options have all been reported to Members as it is imperative that a decision is made on how to proceed. The current private beach hut leases are due to expire on 31st March 2022. If a decision is not made, for any reason, on how to proceed following this report then the Council will need to renew or extend the existing leases to ensure the situation remains regularised. This would delay moving forward with the selected option and would be a significant piece of work involving considerable officer time and cost. The Council has given an undertaking to private beach hut customers that they will receive notification on how the Council intend to proceed with the future of beach huts in the District around six months ahead of the end of tenancy, we are at that point.

1.2. The Council took back the beach hut service from Inspire Leisure when their leisure contract with the Council expired on 31st March 2016. The service was then subject to review and it was agreed to award five-year leases to the 150 privately owned beach hut customers, thus allowing their beach hut to remain sited on Council land.

1.3. The leases awarded replaced a rolling licence issued by Inspire Leisure. This was a rolling licence that had been in use for many years. Property & Estates obtained legal advice on the licence and as the beach huts were solely possessed by each licensee the advice was that the Council move from a licence to a lease to regularise the situation. The lease granted provided the customer with a five-year period of security of tenure. The Licence at the time provided the customer with one month's security of tenure, hence this introduced change provided a significant improvement in security of tenure for the beach hut customer. Recommendation 3 of this report includes a further increase in the term of the lease providing the Council customers with increased security of tenure and value.

1.4. In addition to the 150 private beach huts sited across the district the Council also own and rent out 92 beach huts to customers. These huts are leased via an annual lease. In total the Council presently manages 242 beach huts. These huts command a total annual revenue of **£150,364** based on 2021/22 season prices.

1.5. The charges for a beach hut as of 2021/22 season (excluding the Covid discount applied) are as follows (fees quoted exclude Vat at the appropriate rate):

Council owned and rented beach to an Arun resident costs **£880.34** p/a

Council owned and rented beach to a Non-Arun resident costs **£1056.40** p/a

Private Beach Hut ground rent is charged at **£446.03** p/a

The fees above do not reflect what is expected to be a one-off Covid discount applied in 2021/22 reflecting impact on beach hut use during the Covid 19 pandemic. These discounts were applied following ICM decisions in early 2021 (ref ICM/172/21012021 &

ICM/194/08042021)

[AGENDA ITEM NO \(arun.gov.uk\)](#) – Pages 2 & 3

[AGENDA ITEM NO \(arun.gov.uk\)](#) – Pages 6 & 7

1.6. The five-year leases currently granted to private beach hut customers provide for assignment of the lease. If the customer wishes to sell their beach hut, they may do so, subject to the Council issuing a licence to assign. Under the present lease arrangement, the Council charge £500 for this task, a fee set to cover the Council's legal and surveying costs.

Currently private beach hut market prices differ in the sale price they can command. Their price is heavily influenced by two critical factors, 1) their location and 2) the security of tenure on offer under lease. The location is on land under Council ownership and the security of tenure is defined under the lease the Council grant.

Property & Estates are aware that beach huts continue to regularly sell on the open market. Property & Estates suggest it would be sound commercial practice for the Council to reasonably share in the proceeds of a beach hut sale / lease assignment. Consequently, under option four of the recommendation, included within this report, the Council seek to gain Committee consent for the introduction of such a scheme under lease. This clause could take several forms, but it is suggested that this be kept simple to avoid any potential legal workarounds. Such a clause could be drafted and included in each private beach hut lease that would require that the Council receives a minimum fee, upon every sale / lease assignment. It is suggested that this fee should be 6 times the base annual ground rental value (at the time of sale as charged to Council resident customers, currently £446.03 p/a = £2676.18 as at 2021/22) **or** 20% of the total sale value agreed, whichever is the largest of the two amounts. Under Option 2 as recommended in this report this amount would initially equate to £3479.04 or 20% of the total sale value agreed, whichever is the largest of the two amounts. This fee charge would be applied to every private beach hut commercial transaction. The number of beach hut sales varies year on year but with the recommended increase in lease period and resultant security of tenure this option will afford beach hut owners added value.

Property & Estates report that demand for beach huts remains at a high level and supply continues to remain low, therefore the potential financial return for the customers remains. The average price to supply and install a private beach hut on Council land is circa £2,500. Any amount above this level, attained via sale on the open market, can only be attributed to the land upon which the beach hut stands (i.e. the location). Consequently, it is entirely reasonable that the Council, as landowner, receives a financial share in this uplift in value and this is what is currently proposed under this report

1.7. Current leases specifically exclude consent for beach hut leaseholders to rent out the beach huts. Property & Estates know that demand for beach huts is high and affording customers this potential income generating opportunity should assist in widening the audience able to access beach huts for use in coastal areas for recreation, wellbeing, and vacation purposes.

Recommendation 5 of this report includes for a suitable lease clause to be drafted that would permit the leaseholder such subletting. In return for this the Council would propose to charge a lease premium of 25% of the annual relevant charge (base rate - excluding vat). This increased charge reflects the level of income generating opportunity and added value provided to a leaseholder's beach hut. This option will apply to both private beach

hut leaseholders and Council owned beach hut leaseholders thus initially making up to 242 beach huts available to a wider audience. Private Hire / leasing will remain a specific exclusion within all standard leases granted unless the customer has opted to be allowed to rent out the hut and agrees to payment of the annual lease premium on top of the annual rental charge. This will be a one-off offer made at commencement of the proposed revised lease for the duration of the lease term. Should the customer elect not to proceed with this option then wish to opt in later then they may do so but only on the anniversary of the lease each year. If they proceed in this way, then the customer would be required to reimburse the Council's legal and surveying costs in varying the lease in addition to the required lease premium. Should a customer elect to initially opt into this scheme and then select to opt out during the term of the lease then they may do so again on the anniversary of the lease each year. The customer would again be required to reimburse the Council's legal and surveying costs in varying the lease in this situation.

1.8. The current issued private beach hut leases include an upward only rent increase clause based on the annual percentage addition of the Retail Price Index (RPI). Council owned and rented beach huts have only had annual leases issued and so their annual charges are assessed each year ahead of granting the lease. It is proposed that for administration simplicity and customer budgeting purposes that the annual rent increases are fixed at a rate of 3% per annum for the term of the lease. This level of annual increase being applicable to all beach hut leases granted applicable from the 1st April on each year.

1.9. Over recent years the Council's planned maintenance budget has funded significant improvements to the Council's owned beach hut stock. As a result, of the 92 beach huts currently held, 88 have been replaced (representing an investment of circa £400,000). The replacement beach hut selected and used was originally unique to Arun and is of composite construction throughout. The beach huts have been specifically designed and manufactured under factory-controlled conditions to be capable of withstanding long-term siting within the harsh marine environment. This investment has resulted in a significant reduction in both planned and reactive maintenance costs for the Council. These composite bespoke beach huts are proving their worth and continue to weather well remaining in good order. They have also proved very popular with renting customers.

1.10. The condition of the 150 number privately owned beach hut stock varies greatly across the District. The majority of these private beach huts are constructed from timber elements (floor, walls, door and roof, with felt covering over) Some huts are constructed of a composite board but the framework, floor and roofs remain of timber construction and this is a limiting factor in the marine location. Many are much loved and well cared for, however it has become apparent that an increasing number fall below the repair and condition standard required and expected under lease. This is an issue that will necessitate robust management moving forward. The Council has had to make some reasonable concessions regarding enforcement of repair covenants under lease through the pandemic period. Not all customers have been able to safely attend the location to complete necessary maintenance and repair work(s). This position is however now removed, and the Council will expect all required repairs and maintenance work to be carried out to the standard required under lease. Failure to reasonably comply with this clause could result in termination of the lease.

Management of the condition of privately owned beach huts is time consuming involving considerable Officer time in surveying, corresponding with customers and re-inspecting to attain the necessary repairs / improvements. Formal enforcement under lease is costly and obtaining forfeiture of a lease for a beach hut, as a direct result of non-compliance

with a repair and conditions clause, is considered both impractical and unlikely to be successful on the first such occurrence.

This is presently partly due to the Covid situation but also the cost of this type of formal legal action is disproportionate. The Courts may well view such action by the Council against an individual beach hut leaseholder as *'heavy-handed'*. There can be no guarantee of success or award of costs, hence such action would be a risk for the Council.

1.11. This review is considered an ideal opportunity for the Council to resolve matters of disrepair and condition to privately owned beach huts.

When considering options 3,4,5,6 and 7 it was considered important that the Council supply and install a new composite beach huts on each location where this is considered as an option. This would ensure that the iconic look, colour, and condition of beach huts located upon Council land was guaranteed on commencement of every lease. Were sites to be leased on long leases (circa 15 years) without a beach hut in place then this could involve increased work for the Council team in enforcing lease clauses and condition / repair issues, this could provide difficulty in standardising look and size of the beach huts.

In conflict with the above it should also be noted that many customers and visitors to our towns enjoy the differing looks of the beach huts. These can provide typical traditional seaside holiday scenes and uniformity is sometimes seen to sterilise this aspect of the seafront scene and so it must be noted that there are many differing and opposing views on this subject.

In addition to the above the report should also consider improvement to the out of hours service offered to customers. Most issues occur at weekend or in the evening and so at a time when the Council are generally not 'in office'. Options 1 to 6 contain differences that impact upon the Councils liabilities both in terms of financial funding for reactive and planned repairs but also potential attendance out of hours. Options 1, 2 are a *status quo* situation so this would in essence remain as the present situation. Options 3 & 4 would see increased liability as huts would be replaced and let out increasing the numbers of customers that do not have repairing obligations. Under these options (3 & 4) this would fall to the Council. Options 5 and 6 would minimise these costs to the Council as the lease would pass the repair and maintenance liability onto the leaseholder thus in these two options (5 & 6) the Council would have 32 Beach Huts to repair and maintain. The Council would then look to enforce repairing obligations and general upkeep (in the event this was necessary) upon leaseholders, using the repairs clause included within the lease.

1.12. A further important factor to be understood alongside this report is that it remains the Council's aim to increase the numbers of beach huts available across the District. Funding has been made available to achieve this aim and these projects will be taken forward and delivered separately by Property, Estates & Facilities (**£250,000 for 2021/22**). Some options included in this review (5 & 6) provide for the Council to receive a lease premium receipt. This provides a ready funding stream that could potentially enable the Council to permit more beach hut installations to occur across the district, either in small numbers using the revenue receipt or larger numbers, funded via the increased revenue. Please note the comments included in section 6 of this report from the Councils Section 151 Officer.

Options 2,4,5,6 & 7 (Appendix 1) show additional revenue being generated above the current status Quo (Option 1 Benchmark – Appendix 1). This additional revenue could be used to introduce more beach huts which would seek to increase revenue.

The Committee is advised to consider the Council's overall risk appetite noting that Option 2 affords greatly reduced risk when compared against options 4,5,6 7. These options come with a significant capital financing need.

2. PROPOSAL(S):

1 - That the Economic Committee approve for the Council to proceed with the beach hut review as set out in Option 2 including information within the body of the report and the attached viability appraisal at Appendix 1.

2 - That the Economic Committee approve for the Council to proceed with the award of beach hut leases on Council owned and rented beach huts for a term of 3 years.

3 - That the Economic Committee approve for the Council to proceed with the award of beach hut leases on all privately owned beach huts for a term of 7 years.

4 – That the Economic Committee approve for the Council to proceed with the inclusion of a lease clause that ensures that the Council obtain a financial receipt on the assignment of a private beach hut lease as set out in section 1.5 of the report. The fee payable will be 6 x the annual ground rent payable at the time of sale or 20% of the sale price agreed, whichever is the larger of the two sums.

5 - That the Economic Committee approve for the Council to proceed with the inclusion of a lease clause that permits any beach hut customer the right (upon suitable payment) to rent out their beach hut, as set out in the body of the main report (section 1.7).

6 - That the Economic Committee approve for the Council to proceed with the inclusion of an annual rent increase clause (3%) within all beach hut leases issued as set out in the body of the main report (section 1.8).

7 – That the Economic Committee delegate authority to the Group Head of Corporate Support & s151 Officer and the Group Head of Technical Services to alter the use of a small proportion (circa 30 No.) of future provided beach hut units under control of the Council so that the Council may explore alternative commercial uses including letting out to local businesses, daily / weekly rentals and in the event they are not considered to be financially viable, following a minimum 12 month period of operation these may be returned to normal service use.

3. OPTIONS:

A summary of the options assessed is included below identifying what the options include. These options are discussed in more detail within Appendix 1. This information should be read in connection with the following information below.

There are numerous Options available to the Council in respect of the future structure of the beach hut service. This section of the report looks to assess various options open to the Council, including a hybrid option, to provide the Committee with understanding of the financials of this non-statutory, stand-alone commercial service.

3.1 - Option 1 - Existing Position as at 1st April 2021 (Status Quo – Benchmark)

3.2 - Option 2 - As Option 1 but with a 30% uplift in rental price.

3.3 - Option 3 – This option sees the removal of all privately owned beach huts on expiry of the current 5-year lease on 31st March 2022. Supply and install new composite beach hut replacements on vacated sites for rent. Rent to be the same as 2021/22 season.

3.4 - Option 4 – As Option 3 but with a 30% uplift in rental price.

3.5 - Option 5 - This option sees the removal of all privately owned beach huts on expiry of the current 5-year lease on 31st March 2022. Supply and install new composite beach huts on vacated plots and then dispose of the beach huts on long lease (15 years) on the open market attracting a lease premium receipt.

For the business case Property & Estates have assumed a lease premium receipt of £12,000 will be obtained for each beach hut on open market disposal. Under this option the Council are to retain 32 huts for renting out to businesses (see Appendices 1 & 2).

3.6 - Option 6 – As Option 5 but for the purposes of the business case Property & Estates have assumed a lease premium receipt of £15,000 will be obtained for each beach hut on open market disposal. Under this option the Council are to retain 32 huts for renting out to businesses (see Appendices 1 & 2).

3.7 - Option 7 - Hybrid Option - Retain 70 privately owned huts with 30% increase in rent on 2021/22 prices. This option sees the removal of 80 privately owned beach huts on expiry of the current 5-year lease on 31st March 2022. Supply Install 80 new composite huts on vacated plots and dispose of 11 new increased size beach huts (Ferring) on long lease (15 years). Anticipated lease premium receipt of £25,000 each upon open market disposal.

4. CONSULTATION

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)	Chair and Vice Chair of the Economic Committee	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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

6. IMPLICATIONS:

Financial

The options considered all have some significant financial implications and carry varying amounts of risk, including reputational risk to the Council.

Option 2 has the advantage of being the most secure option. Although a 30% increase in rent, will be met by some customer resistance, should tenants decide not to renew their lease, the department is confident that alternative tenants can be found quickly as there is a waiting list to acquire beach huts from the Council. The additional rental income of £45,760 per annum forecasted from this option will significantly increase revenue income, helping to offset the Council's forecasted deficit in future years.

Options 3 to 5 are discarded as they all are considered too high a risk to the Council financially, without the required return to justify the additional risk (risk premium).

Option 6 is a high-risk option. Although this option potentially realises extra revenue income, it carries high risk, both financial and reputational and the reputational damage could result in the failure of this option. The assumed income levels may not be realised if there is significant resistance to the changes. This option also requires significant levels of investment.

External advice has been procured from the Council's Treasury Management advisors in relation to the correct financial classification of the income from this option. The main section of the advice is shown below:

Where an Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

The implication of the advice obtained is that all the income is released to revenue, and there is no capital receipt. Option 6 is dependent on the Council investing in replacement Beach Huts. At present, £250,000 is included in the approved Capital Programme. Any further investment in beach huts would require approval as part of the budget process or a capital supplementary estimate in the current year.

Legal

The role out of the recommended option (Option 2) will involve the Council's Legal Services team in the drafting of a new leases and the issuing of leases in a phased manner as the renting and disposals under lease progress. This works is done in

consultation with staff in Property & Estates.

Options 5, 6 and 7 all include the removal of tenants from privately owned beach huts on the expiry of the current 5-year lease ending on 31 March 2022. As such, these options all involve a higher degree of uncertainty. If the tenant did not leave on expiry of the current lease, potentially further legal action would be required which would be potentially costly and time consuming. Further, during that period were the tenant was still in situ the Council may not be able to obtain rent.

Options 5, 6 and 7 all include granting 15-year leases which will involve the Council's Legal Services team drafting a new lease and issuing thereafter. However, this is far more complex legally than the lease required in Option 2 and will require far greater legal input as they will also have to be registered at HM Land Registry and the administrative process thereafter.

The legal costs which would be passed on to tenants for 15-year leases would be approx. £750 per lease (for Options 5, 6 & 7). This would not include the cost of any other legal action that may be required should a current tenant not leave.

The legal costs for preparing the shorter leases in Options 1, 2, 3 & 4 which would be passed on to tenants for the shorter leases would be approx. £150 per lease.

Asset Management / Property / Land.

The Property & Estates team will be involved in the management of the beach hut service moving forward including the issuing of title plans and leases and will lead on formally instructing the Council's legal services team.

7. REASON FOR THE DECISION:

The existing five-year leases are due to expire on the 31st March 2022 to the privately owned beach huts. The annual leases for the Council owned and rented beach huts are also due to expire on the 31st March 2021. This report looks to review the current arrangements and set out several options available to the Council as it moves into the next period of lease term.

The focus of the options considered is to attain service improvements, financial viability, and the securing of increased revenue for the Council in order that it can work towards meeting the growing demand for beach huts across the district.

For the above reasons the recommended decision within this report is considered to be in the best interests of the Council.

8. BACKGROUND PAPERS:

Appendix 1 – Options & viability appraisal – financial summary and comments for each Option.

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Arun District Council - Beach Hut Review 2021
Business Case Options Summary table.

- Option 1 - Existing Position as at 1st April 2021
 Option 2 - As Option 1 but increase rental prices circa 30%
 Option 3 - No privately owned huts - Supply and install new composite hut replacements for rent. Rent same as 2021/22 season.
 Option 4 - No privately owned huts - Supply and install new composite hut replacements for rent. Rent +30% onto 2021/22 season
 Option 5 - No privately owned huts - Install new composite beach huts on vacated plots and dispose of huts on long lease (15 years) anticipated lease premium @ £12,000 each. ADC to retain 32 huts for renting out to businesses.
 Option 6 - No privately owned huts - Install new composite beach huts on vacated plots and dispose of huts on long lease (15 years) anticipated lease premium receipt @ £15,000 each. ADC to retain 32 huts for renting out to businesses. Ground Rent + 30%.
 Option 7 - Hybrid Option - Retain 70 privately owned huts increase rent by 30% on 2021/22 prices. Install 80 new composite huts on vacated plots and dispose of 11 new increased size huts in Ferring on long lease (15 years) anticipated lease premium receipt @ £25,000 each.

	Option 1 Existing Position (Benchmark)	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7
Estimated Net annual revenue received after deduction of all costs	£138,864.00	£184,624.00	a) £123,541 (year 1-15)	a) £189,861 (year 1-15)	a) £136,532 (year 1-2) b) £143,693 (year 3-15)	a) £164,632 (year 1-2) b) £171,793 (year 3-15)	a) £181,909 (year 1-2) b) £182,932 (year 3-15)
Estimated lease premium after deduction of all costs	zero	zero	zero	zero	£1,519,000.00	£2,149,000.00	£146,300.00
Estimated borrowing Requirement	£0.00	£0.00	£770,000.00	£770,000.00	£770,000.00	£770,000.00	£510,000.00
Loan Duration	n/a	n/a	15 years	15 years	2 years	2 years	2 years £110k 15 years £400k
Estimated total loan repayment (principal + interest)	£0.00	£0.00	£991,760	£991,760	£784,322	£784,322	£627,251
Total estimated income over 15 year period.*	£2,082,960	£2,769,360	£1,853,115	£2,847,915	£2,141,073	£2,562,573	£2,741,934
Percentage % difference when compared to Option 1 benchmark position	n/a	33	-11	37	3	23	32
Additional estimated annual revenue generated over Option 1 (£138,864 Benchmark)	n/a	£45,760.00	a) -£15,323 (year 1-15)	a) £50,997 (year 1-15)	a) -£2,332 (year 1-2) b) £4,829 (year 3-15)	a) £25,768 (year 1-2) b) £32,929 (year 3-15)	a) £43,045 (year 1-2) b) £44,068 (year 3-15)
General Notes	As per 2021/22 season	As per 2021/22 season but with 30% rental price addition across the board. This scheme is low risk as the beach huts are all as existing.	Scheme shows a negative revenue reduction for years 1-15 when compared to Option one. This scheme provides a negative return when compared to Option one for the period of borrowing accordingly this scheme is not viable.	Scheme indicates positive financials for the period of borrowing (15 years) when compared to Option one noting that the Council would spend £221,760 in interest payments over the period of borrowing in order to secure an annual increase in revenue of £50,997. Scheme is however considered to be significantly higher risk given borrowing requirement (£770,000 over 15 years at a cost of £221,760 excluding the repayment of the principal sum). This scheme is likely to have to be managed and delivered in phases. This will likely impact / reduce revenue years 1-3. Looking at the additional income for this scheme when compared to Option 2 (no borrowing requirement) this scheme would deliver only £5,237 p/a increased revenue over 15 years. This very small level of increase could be generated at significantly lower risk by installing four new beach huts in newly identified locations within the District. This option is therefore just financially viable but when considering risk v financial gain this cannot place it ahead of Option 2.	Scheme generates a one-off lease premium receipt on completion of the scheme of £1,519,000 for the Council in exchange for reduced annual revenue. The Council would also see reduced financial and management liability in terms of planned and cyclical maintenance as this liability passes on to the leaseholder under lease. Significantly higher risk than Option one and two due to the size of the borrowing requirement (and over a much short period than options three and four). Again with this option the likelihood is that this would require a phased delivery approach in order not to flood the market with vacant beach huts for sale as this would serve to drive prices down. This action would need to be carefully considered via an adopted marketing campaign as this could impact the overall viability of this scheme and so is a further risk to consider. This factor is likely to negatively impact the early years (1 to 3) finances for this scheme. This option delivers a lease premium receipt for the Council but deliver's less revenue. Were the Council to agree to reinvest this predicted receipt in provision of additional beach huts to meet demand then this aspect could alter. Note: Council already have £250,000 allocated budget in 2021/22 to fund additional beach hut provision. The repayment of loan and principal over a 2 year period means that the Council would be investing £784k to generate no additional income during this period (then only £5k pa thereafter) and a one of lease premium receipt. This Option is therefore financially viable. However it would not improve the Council's financial revenue position in the same way as Option 2. Option 2 would deliver	All as Option 5 but with higher lease premium receipt at outset and increased ground rent also adds to improvement of the Council's financial revenue position. This Option is therefore financially viable. However it would not improve the Council's financial revenue position as per Option 2. Option 2 would deliver £13,786 per annum extra in revenue over a 15 year period.	As a hybrid this option provides a combination of the previous options. Consequently the risk is slightly reduced over Options 3 to 6. The borrowing requirement (£510,000) is still significantly higher than Option 2 (no borrowing required) and when assessed against option 2 this option would see an overall revenue reduction of £27,426 over the whole 15 year period assessed. This equates to £1,828 p/a.

Note: All figures included are exclusive of Vat.

* No price increases allowed for in assessment

The above included figures are indicative only in nature to assist the business case and decision making process. Prices will likely fluctuate in reality depending on occupancy, approach to delivery and the market at the time in relation to supply and demand.

No allowance is included above for the Councils income generated through sale / assignment fee so this will represent additional revenue to that detailed within the above Options presented. This item is covered in Option 5 of Appendix 1.

Option 1 - Existing Position as at 1st April 2021

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual Rental Sum	Total Revenue received
Felpham	26	ADC owned and Rented to ADC residents	£880.34	£22,888.84
Felpham	6	ADC owned and Rented to Non - ADC residents	£1,056.40	£6,338.40
Felpham	77	Private	£446.03	£34,344.31
Littlehampton	52	ADC owned and Rented to ADC residents	£880.40	£45,780.80
Littlehampton	8	ADC owned and Rented to Non - ADC residents	£1,056.40	£8,451.20
Littlehampton	62	Private	£446.03	£27,653.86
Ferring	11	Private	£446.03	£4,906.33
Total number of Beach Huts	242		Total Annual Revenue £	£150,363.74

Summary of option 1

Cost of Option 1	£0.00	Present on site.
Revenue generated by Option 1	£150,363.74	
** Borrowing costs p/a	£0.00	
Reactive / Planned maintenance	£11,500.00	£125 per ADC owned hut (92No).
Predicted annual revenue after costs £	£138,863.74	

Note: All figures included are exclusive of Vat.

Option 2

As Option 1 but increase rental prices circa 30%

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual Rental Sum	Total Revenue received
Felpham	26	ADC owned and Rented to ADC residents	£1,145.83	£29,791.58
Felpham	6	ADC owned and Rented to Non - ADC residents	£1,375.00	£8,250.00
Felpham	77	Private	£579.84	£44,647.68
Littlehampton	52	ADC owned and Rented to ADC residents	£1,145.83	£59,583.16
Littlehampton	8	ADC owned and Rented to Non - ADC residents	£1,375.00	£11,000.00
Littlehampton	62	Private	£579.84	£35,950.08
Ferring	11	Private	£579.84	£6,378.24
Total number of Beach Huts	242		Total Annual	£195,600.74

The above rent increase would see £45,237 in additional annual revenue over the existing annual revenue generated as shown in Appendix 1 (£150363.74) with no additional spend required other than standard repair and maintenance costs to the Council owned and rented beach huts.

Summary of option 2

Cost of Option 2	£0.00	Present on site.
Revenue generated by Option 2	£195,600.74	
** Borrowing costs p/a	£0.00	
Reactive / Planned maintenance	£11,500.00	£125 per ADC owned hut (92No).
Predicted annual revenue after costs £	£184,100.74	

Note: All figures included are exclusive of Vat.

**Option 3 - No privately owned huts - Supply and install new composite hut replacements for rent.
Rent based as same charged for 2021/22 season.**

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual rate	Total Revenue
Felpham *	92	ADC owned and Rented to ADC	£880.34	£80,991.28
Felpham *	17	ADC owned and Rented to Non - ADC	£1,056.40	£17,958.80
Littlehampton *	102	ADC owned and Rented to ADC	£880.34	£89,794.68
Littlehampton *	20	ADC owned and Rented to Non - ADC	£1,056.40	£21,128.00
Ferring *	9	ADC owned and Rented to ADC	£880.34	£7,923.06
Ferring *	2	ADC owned and Rented to Non - ADC residents	£1,056.40	£2,112.80
Total number of Beach Huts	242		Total Annual Revenue £	£219,908.62

The budget costs for attaining Option 3 are as detailed below:

Description	Quantity	Budget Unit Cost	Total Cost
Repairs to concrete bases ahead of beach hut install	154	350	£53,900.00
Supply and install Beach Hut	154	4650	£716,100.00
		Total cost £	£770,000.00

Summary of Option 3

Cost of Option 3	£770,000.00	
Annual revenue generated by Option 1	£150,363.74	
Additional annual revenue generated over Option 1	£69,544.88	
Total annual revenue generated by option 3	£219,908.62	
** Borrowing costs p/a (based over 15 years)	£66,117.33	
Annual Reactive / Planned maintenance	£30,250.00	£125 per hut.
Predicted annual revenue after costs for period of borrowing £	£123,541.29	

Note: All figures included are exclusive of Vat.

* For the purposes of this business model it has been assumed that 84% of huts will be rented to Arun residents and 16% will be rented to Non-Arun residents as per the current % split.

There are 242 beach huts in total and 92 of these are ADC owned (4 of which are timber with the remaining 88 being of composite construction). The remaining 150 are privately owned and in this option will vacate the site following expiry of their current lease. This therefore requires the purchase and installation of 154 beach huts.

** Borrowing based on a full capital repayment basis over 15 Years including interest @ 1.92% PWLB

**Option 4 - No privately owned huts - Supply and install new composite hut replacements for rent.
Rent based as 30% added onto 2021/22 season charges**

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual rate	Total Revenue received
Felpham *	92	ADC owned and Rented to ADC	£1,145.83	£105,416.36
Felpham *	17	ADC owned and Rented to Non - ADC	£1,375.00	£23,375.00
Littlehampton *	102	ADC owned and Rented to ADC	£1,145.83	£116,874.66
Littlehampton *	20	ADC owned and Rented to Non - ADC	£1,375.00	£27,500.00
Ferring *	9	ADC owned and Rented to ADC	£1,145.83	£10,312.47
Ferring *	2	ADC owned and Rented to Non - ADC	£1,375.00	£2,750.00
Total number of Beach Huts	242		Total Annual Revenue £	£286,228.49

The budget costs for attaining Option 4 are as detailed below:

Description	Quantity	Budget Unit Cost	Total Cost
Repairs to concrete bases ahead of beach	154	350	£53,900.00
Supply and install Beach Hut	154	4650	£716,100.00
		Total cost £	£770,000.00

Summary of Option 4

Cost of Option 4	£770,000.00	
Annual revenue generated by Option 1	£150,363.74	
Additional annual revenue generated over	£135,864.75	
Total annual revenue generated by option 4	£286,228.49	
** Borrowing costs p/a (based over 15 years)	£66,117.33	
Annual Reactive / Planned maintenance	£30,250.00	£125 per hut.
Predicted annual revenue after costs £	£189,861.16	

Note: All figures included are exclusive of Vat.

* For the purposes of this business model it has been assumed that 84% of huts will be rented to Arun residents and 16% will be rented to Non-Arun residents as per the current % split.

There are 242 beach huts in total and 92 of these are ADC owned (4 of which are timber with the remaining 88 being of composite construction). The remaining 150 are privately owned and in this option will vacate the site following expiry of their current lease. This therefore requires the purchase and installation of 154 beach huts.

** Borrowing based on a full capital repayment basis over 15 Years including interest @ 1.92% PWLB

Option 5 - No privately owned huts - Install new composite beach huts on vacated plots and dispose of beach huts on long lease (15 years) for lease premium receipt @ £12,000 each. ADC to retain 32 huts across the District for renting out to local businesses (hotels / holiday homes/ weekly rentals etc).

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual rate	Total Revenue received
Felpham	15	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£32,824.95 *
Felpham	94	Long Lease Beach Hut Ground Rent.	£446.03	£41,926.82
Littlehampton	15	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£32,824.95 *
Littlehampton	107	Long Lease Beach Hut Ground Rent.	£446.03	£47,725.21
Ferring	2	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£4,376.66 *
Ferring	9	Long Lease Beach Hut Ground Rent.	£446.03	£4,014.27
Total number of Beach Huts	242		Total Annual Revenue £	£163,692.86

The anticipated budget for attaining Option 5 are as detailed below:

Description	Quantity	Budget Unit Cost	Total Cost
Supply and install Beach Hut	154	5000	£770,000.00 ****
Capital receipt for beach hut unit on long lease.	210	12,000	£2,520,000.00
Agent fee	210	400	£84,000.00
Legal and Surveying costs - Granting of lease	210	700	£147,000.00
Additional staffing / Management costs 16 hour per week admin post	1		£16,000.00
			Figures to be confirmed by finance
		Balance £	£1,503,000.00

Summary of Option 5

Cost of Option 5 - supply & install of beach huts	£770,000.00
Annual Revenue generated by Option 1	£150,363.74
Additional annual revenue generated over Option 1 (£150363.74)	£13,329.12
** Borrowing costs p/a	£7,161.00
Reactive / Planned maintenance	£4,000.00
Predicted annual revenue after costs £	£136,531.86
**** Lease Premium receipt after deduction of costs and following repayment of loan on completion of project	£1,519,000

£125 per beach hut P/A (32 huts)

Note: All figues included are exclusive of Vat.

* for the purposes of calculating the annual rent this has been based on a % void occupation with varying weekly rentals throughout the season. Maximum rent attainable with 100% occupation is considered to be £3275 net so vacant periods have been considered to account for non-seasonal dates. Operating 32 units on this basis will need Officer time and so a cost has been included to allow for a part time post to cover management and administration duties at 16 hours per week.

** Borrowing based on a full capital repayment until all disposals have occurred suggest 2 years for business case based on 0.93% from PWLB

*** Predicted annual revenue following repayment of loan

**** Lease Premium receipt could be used to invest in additional beach hut locations to increase revenue further. This sum could potential fund up to 275 further beach huts, assuming suitable locations can be identified in the Arun District, where planning permission would be granted.

***** of the 242 beach huts installed, 88 are already composite leaving 154No (150 are the vacated sites and 4 are ADC owned which are constructed of timber).

Option 6 - No privately owned huts - Install new composite beach huts on vacated plots and dispose of beach huts on long lease (15 years) for lease premium receipt @ £15,000 each. ADC to retain 32 huts across the District for renting out to local businesses (hotels / holiday homes/ weekly rentals etc).

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual rate	Total Revenue received
Felpham	15	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£32,824.95 *
Felpham	94	Long Lease Beach Hut Ground Rent.	£579.84	£54,504.96
Littlehampton	15	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£32,824.95 *
Littlehampton	107	Long Lease Beach Hut Ground Rent.	£579.84	£62,042.88
Ferring	2	ADC owned and Commerically Rented short term weekly lets	£2,188.33	£4,376.66 *
Ferring	9	Long Lease Beach Hut Ground Rent.	£579.84	£5,218.56
Total number of Beach Huts	242		Total Annual Revenue £	£191,792.96

The anticipated budget for attaining Option 2 are as detailed below:

Description	Quantity	Budget Unit Cost	Total Cost
Supply and install Beach Hut	154	5000	£770,000.00 *****
Capital receipt for beach hut unit on long lease.	210	15,000	£3,150,000.00
Agent fee	210	400	£84,000.00
Legal and Surveying costs - Granting of lease	210	700	£147,000.00
Additional staffing / Management costs 16 hour per	1		£16,000.00
		Balance £	£2,133,000.00

Figures to be confirmed by finance

Summary of Option 6

Cost of Option 6 - supply & install of beach huts	£770,000.00
Annual Revenue generated by Option 1	£150,363.74
Additional annual revenue generated over Option 1	£41,429.22
** Borrowing costs p/a	£7,161.00
Reactive / Planned	£4,000.00
Predicated annual revenue after costs £	£164,631.96
**** Lease premium receipt after deduction of costs and following repayment of loan on completion of	£2,149,000

£125 per beach hut P/A (32 huts)

Note: All figues included are exclusive of Vat.

* for the purposes of calculating the annual rent this has been based on a % void occupation with varying weekly rentals throughout the season. Maximum rent attainable with 100% occupation is considered to be £3275 so vacant periods have been considered to account for non-seasonal dates. Operating 32 units on this basis will need Officer time and so a cost has been included to allow for a part time post to cover management and administration duties at 16 hours per week.

** Borrowing based on a full capital repayment once all disposals have occurred suggest 2 years for business case based on 0.93% from PWLB

*** Predicted annual revenue following repayment of loan

**** Lease premium receipt could be used to invest in additional beach hut locations to increase revenue further. This sum could potentially fund up to 390 further beach huts, assuming demand remained and suitable locations could be identified in the Arun District where planning permission would be granted.

***** of the 242 beach huts installed, 88 are already composite leaving 154No (150 are the vacated sites and 4 are ADC owned which are constructed of timber).

Option 7 - Hybrid Option - Retain 70 privately owned huts increase rent by 30% on 2021/22 prices. Install 80 new composite huts on vacated plots and dispose of 11 new increased size huts in Ferring on long lease (15 years) anticipated lease premium receipt @ £25,000 each.

Location	No of Beach huts	Tenure / Type of Beach Hut	Annual rate	Total Revenue received
Felpham & Littlehampton	70	Long Lease Beach Hut Ground Rent.	£579.84	£40,588.80
Felpham & Littlehampton*	135	ADC owned and Rented to ADC residents	£1,145.83	£154,687.05
Felpham & Littlehampton*	26	ADC owned and Rented to Non - ADC residents	£1,375.00	£35,750.00
Ferring	11	Long Lease Beach Hut Ground Rent.	£579.84	£6,378.24
Total number of Beach Huts	242		Total Annual Revenue £	£237,404.09

The above represents a 9% increase in annual revenue received over Option 1 (Appendix 1).

The anticipated budget for attaining Option 2 are as detailed below:

Description	Quantity	Budget Unit Cost	Total Cost
Supply and install Beach Hut	80	5000	£400,000.00
Supply and install Beach Hut	11	10000	£110,000.00
Lease premium receipt for Ferring beach hut units on long lease.	11	25,000	£275,000.00
Agent fee	11	1,000	£11,000.00
Legal and Surveying costs - Granting of lease	11	700	£7,700.00
		Balance £	£-253,700.00

Summary of Option 7

Cost of Option 7	£510,000.00	
Annual Revenue generated by Option 1	£150,363.74	
Additional annual revenue generated over Option 1	£87,040.35	
** Borrowing costs p/a (£110K @ 0.93%)	£1,023.00	
** Borrowing costs p/a (£400K @ 1.92%)	£34,347.00	
Reactive / Planned maintenance	£20,125.00	£125 per beach hut P/A (161 huts)
Predicted annual revenue after costs £	£181,909.09	
**** Lease premium receipt after deduction of costs and following repayment of loan on completion of project	£146,300	

Note: All figures included are exclusive of Vat.

* For the purposes of this business model it has been assumed that 84% of huts will be rented to Arun residents and 16% will be rented to Non-Arun residents as per the current % split.

* for the purposes of calculating the annual rent this has been based on a % void occupation with varying weekly rentals throughout the season. Maximum rent attainable with 100% occupation is considered to be £3275 so vacant periods have been considered to account for non-seasonal dates. Operating 32 units on this basis will need Officer time and so a cost has been included to allow for a part time post to cover management and administration duties at 16 hours per week.

** Borrowing based on a full capital repayment once all disposals have occurred suggest 2 years for business case based on 0.93% from PWLB. The replacement 80 huts borrowing is based on 1.92% from PWLB.

*** Predicted annual revenue following repayment of loan

**** Lease premium receipt could be used to invest in additional beach hut locations to increase revenue further. This sum could potentially fund up to 26 further beach huts, assuming demand remained and suitable locations could be identified in the Arun District where planning permission would be granted.

ARUN DISTRICT COUNCIL

REPORT FOR INFORMATION TO ECONOMIC COMMITTEE ON 12 OCTOBER 2021

SUBJECT: Lorry Park, London Road, Bognor Regis – Marketing Update

REPORT AUTHOR: Nathaniel Slade, Group Head of Technical Services
DATE: 27 September 2021
EXTN: 01903 737683
AREA: Place

EXECUTIVE SUMMARY:

The report will provide an update on progress against the instruction of the Economic Committee on 26 July to procure the services of an agent and market the site.

RECOMMENDATIONS:

N/A

1. BACKGROUND:

1.1 At the meeting on 26 July, the Economic Committee resolved that:

- 1) Officers to immediately re-market the London Road Lorry Coach Park (Bognor Regis) for sale, and to report back a marketing and level of interest update to the next meeting of the Economic Committee.
- 2) When re-marketing, Officers are to advise interested parties that the Council would prefer a developer to retain 100 public car parking spaces, re-provide public toilets, and facilitate a quality entrance route to Hotham Park.
- 3) The land area under consideration incorporates the adjoining car park. In marketing the site, Officers will use an agent, and the terms of sale will be as before, with no end use defined.
- 4) Officers are given authority to exceed their £100,000 delegated authority in respect of a fee which could become payable to an agent.

1.2 Since the resolution of the Economic Committee on 26 July the Council's Property and Estates team have obtained procurement advice regarding the appointment of an agent. The team also undertook some soft market testing with a number of agents about how to best structure the marketing of the site, in the context of the previous approach to ensure

purchasers have confidence. All agents approached were in agreement that in our marketing we should cover all potential uses including student, residential, care, hotel, housing associations, private rented sector as well as joint venture.

1.3 The procurement advice received is that it is possible to procure agent services on the basis of inviting at least three quotes.

1.4 Having taken account of advice from a number of agents, and with the agreement of the Chair, the Property & Estates team have invited quotations from three agents based on the parameters below.

- A. The contracted Agent is to go back to the parties that showed interest previously in order to let them know that the Council are going to be re-marketing the site, and that it has to go back to the open market. The Agent is to explain to them clearly the reason why it couldn't be sold before. This would take place at prior to/ at commencement of the open marketing exercise.
- B. At the same time the contracted Agent would use their network to approach other potential purchasers who they think would be interested, affording potential bidders time to carry out their due diligence. This would include operators with track records in joint venture projects.
- C. The Agent to complete a full marketing campaign during the month of October and an anticipated call for bids in the early part of November 2021. The Agent to then complete an assessment of bids in order to make a recommendation in terms of best offer(s) received.
- D. As part of the process the Council would expect the Agent to complete due diligence check on the bidders in order to ensure that they are of suitable financial standing to support all submitted bids.
- E. In terms of site this will be the whole site area of London Road Car park including the car park, lorry park, WC etc to our title boundary. In terms of what the Council expect bidders to deliver to it included in the deal must include public car parking of 100 spaces, re-provision of public toilets (four unisex cubicles and one accessible cubicle) and to facilitate a quality entrance route to Hotham Park through from London Road.

1.5 At the time of writing two of the three agents had provided a response showing interest in the opportunity to market the site on behalf of the Council. Further information was needed from the agents prior to an officer decision on procuring their services. The third agent declined the opportunity due to leave commitments.

1.6 At the time of writing it is considered realistic to have appointed an agent within the next two weeks. Following appointment, an agent will require a period of a few weeks to prepare a marketing campaign and materials. The initial timescales set out in the draft brief above will therefore be adjusted by at least a month.

1.7 Following the market exercise, and receipt of offers, after the agent has completed due diligence checks and made a recommendation on the best offer(s), a report will be presented to the Economic Committee for decision, which is likely to be in the new year.

2. PROPOSAL(S): N/A		
3. OPTIONS: N/A		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		N
Relevant District Ward Councillors		N
Other groups/persons (please specify) Procurement service and agents as detailed in paragraphs 1.2-1.4.	Y	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	Y	
Legal	Y	
Human Rights/Equality Impact Assessment	Y	
Community Safety including Section 17 of Crime & Disorder Act		N
Sustainability		N
Asset Management/Property/Land	Y	
Technology		N
Other (please explain)		N
6. IMPLICATIONS:		
<p>Financial:</p> <p>The appointment of an agent will result in the Council incurring costs regardless of whether a sale is concluded, in addition to fees on completion linked to the value of the transaction. Disposal of the site would result in either a substantial capital sum, or an alternative arrangement such as ongoing income if a joint venture is entered into.</p> <p>Legal:</p> <p>Where Legal Services have the capacity in the requisite area of expertise, their services will be used in the resulting conveyance or joint venture.</p> <p>Human rights:</p> <p>It has been proposed that the accessible toilet be re-provided as part of the redevelopment of the site.</p>		

7. REASON FOR THE DECISION:

NA

8. BACKGROUND PAPERS:

Draft minutes of the Economic Committee meeting 26 July 2021

[Printed minutes 26th-Jul-2021 18.00 Economic Committee.pdf \(arun.gov.uk\)](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE ECONOMY COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: POP UP RETAIL IN ARUN

REPORT AUTHOR: Miriam Nicholls, Business Development Manager

DATE: August 2021

EXTN: 01903 737845

AREA: Economy Group

EXECUTIVE SUMMARY: In March 2020 Arun's Cabinet agreed a course of action to establish Pop-Up retail in Bognor Regis and Littlehampton. Since then much has changed and this report looks again at how Pop-Up retail might be provided in Arun.

RECOMMENDATIONS:

It is recommended that the Committee agree:

- i. Officers work with our Partner to provide Pop-Up Retail in Unit 10, The Arcade, Bognor Regis.
- ii. Officers are instructed to investigate the options to provide Pop-Up retail premises in Littlehampton and return to the Economy Committee with a report.

1. BACKGROUND:

1.1. In March 2020 Arun's Cabinet agreed a way forward to providing Pop Up retail in both Bognor Regis and Littlehampton. Since then much has changed and it has not been possible to take forward those recommendations since both premises have been let and the retail landscape in both towns has altered due, primarily, to the ongoing pandemic.

1.2. According to a report from the British Retail Consortium (BRC) and Local Data Company, the vacancy rate across high streets, retail parks and shopping centres rose to 14.5% in the second quarter of 2021. It was up from 14.1% in the first quarter and 12.4% in the second quarter a year ago.

1.3 Since the Economy Committee is newly formed it would be an appropriate time to explain Pop-Up Retail as a concept as well as considering how this might still be delivered across the Arun district should the Committee agree that course of action.

2. WHAT IS POP UP RETAIL?

2.1. Pop-up retail is a temporary shop, stall or brand experience used to sell goods and services for a limited period of time. It includes everything from market stalls and street food vendors, to fashion shops, galleries, cafes and bars. Pop-up shops are seen more regularly as features in high streets in the UK, as pressures such as on-line shopping, out-of-town shopping centres and the closing of bank branches are having an impact on shopper numbers in town centres. Landlords have therefore been searching for alternative ways of filling their vacant premises.

2.2. Some Pop-Up Shops are based on one business leasing a whole retail unit for a short and specific period of time. Locally, Chichester District Council has allocated two premises in the city centre which are under their ownership as pop up shops. Businesses can apply to rent these for different periods.

<https://www.chichester.gov.uk/businesssupportandadvice>

However, sharing a larger unit between a number of businesses in a more “Emporium” style is also popular. This brings the added benefit of greater collaboration and support amongst those businesses trading from that space. Several more permanent examples of this can be found in Arundel where antique and collectable retailers each have allotted space within one larger store.

3. PROVIDING POP UP RETAIL IN ARUN

3.1 Bognor Regis – it was agreed at the March 2020 meeting that Unit 10 in this Council’s ownership in the Arcade at Bognor Regis should be renovated and used for Pop-Up Retail. Because of the delay in this project, due to the pandemic, Unit 10 is now under offer.

3.2. The potential tenant has undertaken to renovate the Unit and use some of the space as a Pop Up Retail opportunity. It is proposed that an amount of the funding allocated for the Pop-Up Shop initiative should be used to contribute to the renovation. At present the cost of refurbishment is unknown and quotations are being sought for the works. A further update will be available at the meeting.

3.3. Utilising Unit 10 under the supervision of the new tenant will provide a start for the project in Bognor Regis. It is expected that this arrangement will provide up to five individual Pop-Up opportunities on a daily, weekly, monthly or quarterly basis and would only exclude catering businesses. This agreement would be for a minimum of twelve months and if successful, and demand exceeds supply, further opportunities could be considered for the partnership arrangement to continue in alternative premises. This option also deals with the issue of how such a project might be suitably managed on a day to day basis.

3.4 At present Bognor Regis has a low vacancy rate, 6% as at August 2021, and suitable alternative premises are not currently available.

3.5. Littlehampton – the March 2020 meeting further agreed that suitable premises should be sought within Littlehampton to undertake a Pop-Up Retail project. Again, due to the delay in the project the premises previously considered are now not available.

3.6. In the intervening year vacancy rates in Littlehampton have risen in line with national trends, although for the same period as nationally, as at 1.2 above, Littlehampton’s vacancy

rate was 8.4%. Since then a number of new independent businesses have taken on units and, although there are still vacancies, numbers are lower and not all are suitable for Pop Up uses. It is also interesting to note that the retail units at the western end of the High Street, which are notoriously difficult to let, are all currently filled by what appear to be new retail ventures and a longer term vacant unit in Anchor Springs has also been taken by a newly established veterinary practice.

3.7. Going forward suitable premises will need to be found in Littlehampton town centre to accommodate the Pop-Up shop proposal. In the absence of the Council owning an existing property, as in Bognor Regis, other options will need to be considered. This may include consideration to purchase or rent a larger unit, to run an Emporium style venue with space for 20 or so businesses or to take a smaller unit, as per the Chichester District Council model, and let to one or two business at a time for a short period. This will be fully explored in a report that will come to a future Committee.

3.8. As an example of current commercial values, two large and two smaller retail units are available to rent and/or purchase in Littlehampton. The table below provides brief details of these premises.

Address	Size	Rent / Purchase Cost	Additional Information
48 High Street <i>formerly Cassino</i>	900 sq. feet	Rent £18,000 pa	Service charge and insurance costs £2500 pa.
57 High Street <i>formerly Bon Marche</i>	4381 sq. feet	Rent £35,000 pa	Freehold available – guided @ £450,000
59 High Street <i>currently Pound Xtra</i>	3345 sq. feet	Rent £40,000 pa	
55a High Street <i>Formerly Tui</i>	1280 sq. feet	Rent £15,000 pa	

3.9 The table provides a guide to the rental costs of some high street premises. Other costs such as business rates, insurances and utilities would vary depending on the building. How the premises were managed would also need to be considered and this would incur additional ongoing costs. There may be opportunities to work with a partner organisation to provide this service. Options regarding potential premises, type of offer i.e. Emporium style or the smaller option of letting to one or two businesses at a time, property terms and premises management arrangement would be fully considered in a future separate report to this committee.

4. FUNDING

4.1 £50,000 remains in the Pop-Up Retail budget following the decision made in March 2020. Due to the pandemic restrictions none of this funding has been used to date. It is recommended that the contribution to the refurbishment of Unit 10 The Arcade is taken from this budget.

4.2 The West Sussex Strategic Infrastructure Fund (SIF) has recently allocated £70,000 to Arun to be used to support the economic recovery of our town centres. It is proposed this funding is shared between Arun's three towns to support activities in our town centres including the pop-up shop provision.

4.3 In addition a Shopfront Enhancement Grant of £2,000 can be accessed as a further contribution towards refurbishment.

2. PROPOSAL(S):

2.1 In March 2020 Members requested that the Pop-Up Retail project in both Bognor Regis and Littlehampton was moved forward. For reasons outlined above this has not happened.

2.2 It is proposed that the Bognor Regis project is now moved forward with our Partner, in the same premises. Whilst this is on a smaller scale it will provide a platform from which future requirements can be ascertained and a future, larger project scoped.

2.3 A separate report with options for Pop-Up shop venues in Littlehampton will be presented to a future committee.

3. OPTIONS:

3.1 To provide, in partnership, Pop Up Retail in Bognor Regis at Unit 10, The Arcade.

3.2 Officers to investigate options for Pop-Up shop venues in Littlehampton

3.3 To do neither of the above and no longer pursue the provision of Pop Up Retail.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (for previous decisions)		X
Relevant District Ward Councillors (for previous decisions)		X
Other groups/persons (please specify)		X
Some Ward Cllrs have changed since decisions were made		

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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) Officer resources	X	

6. IMPLICATIONS:

Financial: Some of the proposed projects either require capital funding, and/or will provide and bring income for the Council

Legal: Legal agreements such as leases and licenses will be required for some proposed projects

Land: One proposed project is located on Council-owned land

7. REASON FOR THE DECISION:

To facilitate Pop Up retail projects in both Bognor Regis and Littlehampton.

8. BACKGROUND PAPERS:

Report to Cabinet – March 2020 - [Arun District Council](#)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE ECONOMY COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: DISCRETIONARY GRANTS – WIDER BUSINESS SUPPORT FUND

REPORT AUTHOR: Miriam Nicholls, Business Development Manager

DATE: 19th August 2021

EXTN: 01903 737845

PORTFOLIO AREA: Economy Group

EXECUTIVE SUMMARY: In June 2021 this Committee agreed to allocate funding from the Government Additional Restrictions Grants to a wider business support fund. This was in line with guidance and was to be used for a variety of different grants. This report advises the Economy Committee on the progress of those grants and requests that further funds be allocated.

RECOMMENDATIONS:

It is recommended that the Committee agree:

i. to allocate £140,000 additional funding to two grant streams as set out in this report. Get Online and Upgrade Grant - £80,000 and New Business Start Up Grant £60,000.

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. Local Authorities were encouraged to use part of this funding for wider business support initiatives and in June 2021 this Committee agreed to allocate £500,000 to a grants fund to provide four different grants.

- i. Get Online & Upgrade Grants - £100,000
- ii. Business Start Up grants - £100,000
- iii. Greener Business Grants - £200,000
- iv. LEAP Grants - £100,000

1.3. When these sums were allocated it was not expected that the Council would receive any additional funding. However, because lockdown measures were not fully lifted in May, the deadline for spending the first two allocations of funding was extended from 30th June 2021 to 31st July 2021. That additional time allowed conditions to be met and the Council was allocated an additional £977,562.00.

1.4 The additional funding allowed Discretionary Grants Round 6 to be run and funding remains.

1.5. The table below shows the current position with the existing grants. The LEAP Grant and the Get Online and Upgrade Grants have both now been withdrawn as applications exceed the amount of funding that remains.

Grant Stream	Budget	Notes	Currently Allocated	Businesses Supported
Get Online & Upgrade	£100,000	Maximum £2,500 grant – at least 40 businesses supported	£96,323	52
Start Up Grants	£100,000	Maximum £2,000 grant – at least 50 businesses supported	£65,486	36
Greener Business Grants	£200,000	Maximum £10,000 grant – at least 20 businesses supported	£71,731	12
LEAP Grants	£100,000	Maximum £2,500 grant – at least 40 businesses supported.	£98,235	51

2. PROPOSAL(S):

2.1. As reported at 1.3 above the Council received an additional sum of £977,562.00.

2.2. This allowed further grants to be provided for businesses affected but the Covid pandemic and the opportunity to apply for that Round 6 Discretionary Grant closed on 31st July.

2.3 There remains the sum of £140,253.00 which is currently unallocated.

2.4. This funding is required to be spent by 31st March 2022.

2.4 It is proposed that additional funding of £80,000 be allocated to the Get Online and Upgrade stream and £60,000 to the Business Start Up stream.

2.5. This will support a greater number of businesses that wish to upgrade their IT and web site as well as supporting additional new start businesses. The LEAP fund has not been chosen because LEAP funds have been available previously and a further round of this type of funding is currently being bid for from a different source to provide such grants from April 2022.

2.6. It is important to note that this funding cannot be spent on anything other than support to businesses. This can be direct or indirect – guidance advises that direct grants are preferred.

3. OPTIONS:

3.1 To allocate additional funding to the two grant funds outlined in 2.5. above

3.2 To not allocate additional funding and return the remainder of the allocation to the government at the end of March 2022.

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (for previous decisions)		X
Relevant District Ward Councillors (for previous decisions)		X
Other groups/persons (please specify) Some Ward Cllrs have changed since decisions were made		X
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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
6. IMPLICATIONS:		

7. REASON FOR THE DECISION:
To provide additional grants to support local businesses with their growth.

8. BACKGROUND PAPERS: Report to Economy Committee June 2021.
<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=352&MId=1473&Ver=4>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 12 OCTOBER 2021

SUBJECT: Proposed Sussex by the Sea Festival, Littlehampton

REPORT AUTHOR: Denise Vine – Group Head of Economy
DATE: August 2021
EXTN: 01903 737846
AREA: Directorate of Place

EXECUTIVE SUMMARY:

The Council would like to invite expressions of interest from a suitably experienced festival operator to deliver an annual public event on the Greens and / or surrounding areas at Littlehampton seafront.

It is proposed that the Council contributes to the operation of the event in the first three years to enable it to be established.

This report is asking the Committee to support this proposal in principal and for officers to tender this opportunity for an external provider.

RECOMMENDATIONS:

It is recommended that:

1. The Committee supports the proposal to invite expressions of interest and tenders to deliver an annual festival event on the Greens and / or surrounding areas at Littlehampton seafront.
2. Funding is identified in the annual budget for three consecutive years to establish the festival.
3. Officers prepare and issue a tender specification for the event.

1. BACKGROUND:

As the Arun economy starts to recover from the economic impacts of the pandemic, the Council wishes to facilitate and support initiatives that will aid this economic recovery and grow its potential as a tourism destination.

Events and festivals are a proven way of boosting the economy. They attract visitors to a place who spend money which boosts the local economy both on and off the festival site. Events bring more people to a town, provide attractions/ interest for the local community, and also raise the profile of a place.

Events can include a range of themes such as sport events, cultural festivals, enthusiast events such as classic cars, or food festivals etc. They bring economic benefits to the places they are hosted. There are a number of locations in Arun that have the potential to hold reasonably sized events.

The Council would like to invite expressions of interest from suitably experienced festival operators to deliver an annual event on the Greens and / or surrounding areas of the seafront at Littlehampton. The event is likely to be over two or three days and would run for three years initially. As such an event is new to Littlehampton the Council may make a contribution to the running costs of the event to enable it to become established, with the expectation of it becoming financially self-sustainable in future years. The scale of any contribution by the Council is uncertain, prior to the proposed procurement exercise. However, Officers will identify a sum in the 2022/23 budget.

The Council is open to the type of event that could be provided and would be guided by the responses to the expression of interest as to what may be deemed feasible and viable in this location and that clearly supported the councils aspiration to support the local economy and develop Littlehampton as a visitor destination.

Planning for such events can take up to 18 months and the procurement exercise would precede this. The Council does not have Officers who run events. Therefore, if Council support is required, following the procurement exercise, some of the identified budget may be required for additional Officer support, depending on the experience of the Organiser of the proposed event. If the Council were to embark on a smaller scale, simpler event, then the pre-planning period can be reduced to nearer 12 months.

Use of the Greens would need to be with the agreement of the stakeholders regarding the restrictive covenants.

The Council's role will be to initially facilitate the event but not to lead on its delivery. The event organiser will be responsible for all liaison with stakeholders and relevant Council services.

Ideally the timing of the event will be to maximise summer visitor numbers but consideration will need to be given to other events being held in West Sussex to avoid a clash of dates and other localised regeneration activity such as the improvements to the town centre public realm in Littlehampton.

The Organisers must be able to evidence experience of larger events planning (including neighbours management, crowd management, traffic management, H&S etc) and operations.

The Council will also require to see the 'Green' credentials of the event and how this aligns with the Council's policy and vision.

2. PROPOSAL(S):

The Council would like to invite expressions of interest, from a suitably experienced festival operator, to deliver an annual public event on the Greens and / or surrounding

areas at Littlehampton seafront.

It is proposed that the Council contributes to the operation of the event in the first three years to enable it to be established.

This report is asking the Committee to support this proposal in principal and for officers to tender this opportunity for an external provider.

3. OPTIONS:

1. To support the proposal
2. To not support the proposal

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		No
Relevant District Ward Councillors		No
Other groups/persons (please specify) The Leader of the Council and the Chair of the Economic Committee	Yes	

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

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

6. IMPLICATIONS:

1. Officers will be required to develop the proposal brief ready for requesting expressions of interest and tender documents.
2. Officers will need to lead on the procurement exercise.
3. Officers will be required to commit a limited amount of time to assisting with the proposal during planning and delivery stages.
4. Grant funding may be required for up to 3 years to enable the festival to be established. This is a growth item and would need to be identified in the annual budget.
5. Stakeholders will need to be supportive of the proposals regarding the restrictive covenants.

7. REASON FOR THE DECISION:

A festival will support the economic recovery of Littlehampton. A quality and well-organised event could attract new visitors to the area. If this were to happen secondary spend is very likely and this would enhance the local economy. The Public Realm work in Littlehampton Town centre (that is taking place in 2022) will cause some disruption and an event near the beach/river could help to reduce some of this disruption.

8. BACKGROUND PAPERS:

None

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE ECONOMY COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: ECONOMIC RECOVERY FUND

REPORT AUTHOR: Denise Vine/Miriam Nicholls

DATE: August 2021

EXTN: 01903 737846

AREA: Economy Group

EXECUTIVE SUMMARY: In July this year the Leaders of the eight West Sussex Councils agreed that funding should be allocated from the Economic Recovery Fund, held by West Sussex County Council, to each of the seven District and Borough Councils in West Sussex. The report asks this Committee to accept the funding and delegate the future use of it, for High Street recovery initiatives which have yet to be considered and costed, to the Chair of the Economy Committee.

RECOMMENDATIONS:

It is recommended that the Committee agree:

- i. to accept the £70,000 from the Economic Recovery Fund
- ii. that the funds be used for economic recovery projects in the town centres of Bognor Regis, Littlehampton and Arundel, on projects yet to be decided.
- iii. that £10,000 be allocated, from the Economic Recovery Fund, to Arundel Town Council for the purchase of Market Stalls.
- iv. to prevent delay in taking forward projects, to delegate the agreement of those projects where the contribution is under £10,000 to the Chair of the Economy Committee.

1. BACKGROUND:

1.1. Across the county there is evidence of change in our high streets as retail features less – some of the biggest high street brands now only have an online presence and even ‘delivery kitchen’ developments are emerging on industrial estates which is impacting smaller food outlets in the town centres.

1.2. Insight into changes in our places (urban, coastal, rural) is needed, along with leadership and tactical ‘moves’ to reposition high streets for different business and enterprise uses, alongside community, cultural, and social purposes.

1.3. The Economic Recovery Fund is held by West Sussex County Council and an allocation has been made within that for supporting the repositioning of High Streets and Market Towns. Arun District Council has received £70,000 to be used for these purposes.

1.4. Officers are working with partners to identify suitable initiatives the funding could support.

1.5. Projects such as the Pop-Up Retail initiative, mentioned elsewhere on this agenda, are being worked on with our partners and would align with the priorities for this funding.

1.6. Partners also have projects that would be suitable. One such project is for the purchase of Market Stalls to enable the continuation and growth of Arundel Farmers Market. A £10,000 contribution is requested for this.

2. PROPOSAL(S):

2.1. It is proposed that the Economy Committee agree to allocate £10,000 to Arundel Town Council for the purchase of Market Stalls which will allow the highly successful Arundel Farmers Market to continue and grow. Grant funding has also been awarded via the Greener Business Grant fund and Arundel Town Council has committed to finding the remaining costs.

2.2 It is proposed that Officers work with our Partners in Arundel, Bognor Regis and Littlehampton to consider further projects that can be developed within a short timescale.

2.3. In order to prevent further delay once such projects are developed, it is proposed that the Chair of the Economy Committee is consulted to agree funding projects where the contribution required is less than £10,000. The Constitution states that funding in excess of £10,000 requires Committee approval.

3. OPTIONS:

3.1 To accept the funding and for it to be used on projects that align with the stated priorities.

3.2 To not accept the funding and return it to West Sussex County Council.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (for previous decisions)		X
Relevant District Ward Councillors (for previous decisions)		X
Other groups/persons (please specify) Some Ward Cllrs have changed since decisions were made		X

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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
6. IMPLICATIONS:		

7. REASON FOR THE DECISION:

To allow funding from the Economic Recovery Fund, allocated to this Council, to be used on economic interventions in the three main towns within Arun. Authority be delegated to the Chair of the Economy Committee to agree funding up to £10,000 in order that these can be Implemented without further delay.

8. BACKGROUND PAPERS: None

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ECONOMIC COMMITTEE ON 12 OCTOBER 2021

REPORT

SUBJECT: Avisford Park, Rose Green, Bognor Regis Public Toilet Refurbishment

REPORT AUTHOR: Lloyd Willson – Senior Property & Estates Surveyor

DATE: 14 July 2021

EXTN: 01903 737652

AREA: Technical Services

EXECUTIVE SUMMARY:

Request for Economic Committee approval for the Council to enter into formal contract to complete the refurbishment of the public toilets at Avisford Park, Rose Green, Bognor Regis.

RECOMMENDATIONS:

That the Economic Committee agree, subject to agreement by Aldwick Parish Council to make a suitable financial contribution, to proceed with the placement of the formal JCT Minor Works Building Contract (MW) 2016 for the tendered works with the preferred Contractor, Contractor B.

1. BACKGROUND:

Property, Estates and Facilities are responsible for the planned maintenance and repair of the public toilets across the Arun District. Refurbishment of the Avisford Park public toilets was included within the Council's five year planned maintenance programme in accordance with the Council's Strategic Vision for the future of public convenience services in Arun, approved by Cabinet in February 2018. That vision sets out that "the Council retain Avisford Park public conveniences, on the basis that the Parish Council are prepared to enter into an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase their current annual contribution towards public conveniences". To date Aldwick Parish Council have increased their annual contributions to Arun towards the cost of operating these toilets from £7,300 to £8,000. A request for a capital contribution is under consideration by Aldwick Parish Council.

These toilets have been closed to the public since February 2021 following serious anti-social behaviour issues and vandalism, therefore these works are considered essential to restore the facility in this location.

The proposed works include a redesign of the layout to provide unisex cubicles and full

refurbishment. A suitable disabled WC will also be provided. Similar designs are adopted across the District and these have been well accepted and show reduced anti-social behaviour issues.

Under advice from the Council's procurement team the project was publicly tendered in accordance with Council Contract Standing Orders. The Council received eight tender returns from suitable contractors. The tenders received are summarised below:

Contractor A = Tender price £119,327.01, Price Per Quality Point £4,773.08

Contractor B = Tender price £148,327.74, Price Per Quality Point £1,825.57

Contractor C = Tender price £174,427.89, Price Per Quality Point £6,201.88

Contractor D = Tender price £256,243.45, Failed to meet scoring criteria

Contractor E = Tender price £123,476.00, Price Per Quality Point £6,585.39

Contractor F = Tender price £162,002.63, Failed to meet scoring criteria

Contractor G = Tender price £121,083.68, Price Per Quality Point £5,502.34

Contractor H = Tender price £108,045.58, Price Per Quality Point £17,287.29

Following tender assessment and scoring in accordance with procurement advice Contractor B returned the best value in terms of price per quality point (PPQP).

Price per quality point works differently to "traditional" tender assessment methods where you generally have a percentage for quality and a percentage for price. Using PPQP, quality is always marked out of 100% with weightings suitably divided amongst the tender quality questions. Once you have a final quality score for a tenderer then their price is divided by this quality score. The result tells you how much you are paying for each point of quality awarded – hence price per quality point. This method essentially combines price and quality in such a way as to determine the best value for money thus making the conclusion the most economically advantageous tender for the project.

2. PROPOSAL(S):

That the Economic Committee agree, subject to agreement by Aldwick Parish Council to make a suitable financial contribution, to proceed with the placement of the formal JCT Minor Works Building Contract (MW) 2016 for the tendered works with the preferred Contractor, Contractor B.

3. OPTIONS:

Alternatively:

3.1 - To proceed and award the contract to the most economically advantageous tender (Contractor B) without the agreement of Aldwick Parish Council to make a suitable financial contribution.

3.2 - To not proceed with the award of the contract to the most economically advantageous tender (Contractor B).

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	X	
Relevant District Ward Councillors	X	
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	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
6. IMPLICATIONS:		
<p>Financial –The costs can be contained within the 2021/22 capital asset management budget.</p> <p>Legal – Formal JCT contract required.</p> <p>Human Rights/Equality Impact Assessment</p> <p>Community Safety – The new layout and design is intended to help deter anti-social behaviour that has been experienced at this site. Other projects with similar unisex cubicles have seen reduction in anti-social behaviour.</p> <p>Sustainability – The proposals should help reduce ongoing maintenance of the facility.</p> <p>Asset Management / Property / Land – The works proposed will improve the facilities owned by the Council and reduce on-going planned and reactive maintenance and anti-social behaviour. The new design allows for wheelchair users to use the facilities representing and improvement on the previous facility.</p>		

7. REASON FOR THE DECISION:

The redesign and refurbishment of this closed WC facility will assist with the reduction of anti-social behaviour and will allow the closed public WC's to be re-opened to the public.

For the above reasons the recommended decision within this report is considered to be in the best interests of the Council.

8. BACKGROUND PAPERS:

Quality evaluation criteria

Tender Scores

Equality Impact Assessment

Q No	Question	Criteria	Weight
1	Please provide TWO examples of similar works, preferably carried out on local authority properties in the last 3 years that are of a similar nature and complexity. Your response must include contact details (name, telephone and address) for the client organisation contact on the projects and the contract value of the project.	<ul style="list-style-type: none"> •The response demonstrates the organisation has recent experience in managing works carried out with local authorities •The response demonstrates the organisation has recent experience in managing work around public areas. •The response demonstrates the organisation has recent experience of structural alterations. •The response demonstrates the organisation has recent experience in carrying out or managing works to a high standard. 	12.5
		<ul style="list-style-type: none"> •In the context of these criteria “recent” means within the last 3 years. The Council reserves the right to contact the client organisation to verify the response. 	12.5
2	Please describe your supply chain process for obtaining bespoke items that are not of the shelf. How you manage delivery time scales and work scheduling.	<ul style="list-style-type: none"> •The response demonstrates the organisation has sound working and relationships with preferred supply chains. •The response demonstrates the organisation has means to plan, store off site or phase work scheduling around lead times. •The response demonstrates the organisation has understood site safety / the public and work tasks. •The response demonstrates the organisation has contacted the preferred supplier(s) for this project and supplied conformation of material availability. 	25
3	How will you ensure, specific to this project: not generic, compliance with site Health and Safety, safe methods of work (RAMS), compliance with CDM regulations, site security and programme of works.	<ul style="list-style-type: none"> •The response demonstrates the organisation has fully understood the entire project specifics. •The response demonstrates the organisation has understood the need for public access around the work site to carry out their daily functions. •The response demonstrates the organisation has understood site Health & Safety issues in full. Addressing public safety, public requirement and pavilion use. •The response demonstrates the organisation has allowed in their tender price all other factors. •The response demonstrates the organisation has the capacity and audit process to undertake these works. 	25
4	How do you ensure supply chain, specialist sub contract work (for aspects not with in your area of expertise) and project delivery quality controls and measures.	<ul style="list-style-type: none"> •The response demonstrates the organisation has procedures in place to manage sub contract specialist works that are not within the company area of expertise. •The response demonstrates the organisation can demonstrate good working process are in place to allow follow on trades to safely complete their task to a high standard. •The response demonstrates the organisation can safely bring the project to completion in as short time as possible. •The response demonstrates the organisation has considered alternative approach or proposed value engineering for this project. •Please include any unique quality measures you adopt as part of the final hand over to the client to ensure complete weathertightness. 	25

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	Contractor A	Contractor B	Contractor C	Contractor D	Contractor E	Contractor F	Contractor G	Contractor H
Total Quality Score:	25	81.25	28.125	0	18.75	0	21.875	6.25
Price:	£ 119,327.01	£ 148,327.74	£ 174,427.89		£ 123,476.00	£ 162,002.63	£ 120,363.68	£ 108,045.58
Price per Quality Point:	£ 4,773.08	£ 1,825.57	£ 6,201.88	N/A	£ 6,585.39	N/A	£ 5,502.34	£ 17,287.29
Rank:	2	1	4	N/A	5	N/A	3	6

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EQUALITY IMPACT ASSESSMENT

Name of activity:	Economic Committee Report regarding the refurbishment and reconfiguration of Avisford Public toilets	Date Completed:	15/7/21
Directorate / Division responsible for activity:	Place / Technical Services	Lead Officer:	Lloyd Willson
Existing Activity	<input type="checkbox"/>	New / Proposed Activity	<input type="checkbox"/>
		Changing / Updated Activity	<input checked="" type="checkbox"/>

What are the aims / main purposes of the activity?

Property & Estates are responsible for the repairs and maintenance of the public toilets in the district. Avisford Park toilets were identified for refurbishment in the 5 year strategic plan.

What are the main actions and processes involved?

The refurbishment offers unisex toilet cubicles against the previous communal Male & Female toilets. The refurbishment allows for fully accessible and ambient disabled toilet facilities.

Who is intended to benefit & who are the main stakeholders?

All potential users will benefit from the new revised design and layout. The young, old and less abled can use the facilities with out the fear of harm, prejudice or victimisation.

Have you already consulted on / researched the activity?

Other areas of the district that have had unisex cubicles have seen a significant reduction in anti-social behavior.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes / No	Single cubicles that are unisex benefit the younger person on a matter of safeguarding.
Disability (people with physical / sensory impairment or mental disability)	Yes / No	The new layout provides a fully accessible and ambient disabled person the opportunity to use these facilities where they could not before.
Gender reassignment (the process of transitioning from one gender to another.)	Yes / No	The introduction of unisex cubicles allows any gender to use the facility however they wish to identify.
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	Yes / No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Yes / No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Yes / No	
Religion & belief (religious faith or other group with a recognised belief system)	Yes / No	
Sex (male / female)	Yes / No	No single sex segregation
Sexual orientation (lesbian, gay, bisexual, heterosexual)	Yes / No	
Whilst Socio economic disadvantage	Yes / No	

that people may face is not a protected characteristic; the potential impact on this group should be also considered		
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What evidence has been used to assess the likely impacts?
Other areas in the district that have changed from communal male and female facilities to unisex cubicles have seen a marked decrease in anti-social behaviour. It is expected the same for Avisford Park.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes / No	Amend activity based on identified actions	Yes / No

Action Plan			
Impact identified	Action required	Lead Officer	Deadline
none	none		

Page 77

Monitoring & Review	
Date of last review or Impact Assessment:	n/a
Date of next 12 month review:	n/a
Date of next 3 year Impact Assessment (from the date of this EIA):	n/a

Date EIA completed:	15 th June 2021
Signed by Person Completing:	Lloyd Willson – Senior Surveyor (Property & Estates)

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Economic Committee	Report Author	Send to Gemma for CMT by 2pm Thurs	CMT Tues	Draft Reports to Committees	Agenda Prep Meeting	Final Reports to Committees	Agenda Publish Date	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade and Denise Vine									
Outside Bodies Update		6 May 21	11 May 21	13 May 21	28 May 21	27 May 21	27 May 21	8 June 21	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								
Leveling 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		17 June 21	22 June 21	29 June 21	5 July 21	13 July 21	15 July 21	26 July 21	15 September 21

Arun's Economic Development Strategy and Future Priorities	D Vine								
Strategic Review of Arun District Council's Tourism	D Vine								
Littlehampton Public Realm Improvements: Phase 2 & 3 High Street / Beach Road / East Street / Clifton Road	R Carden								
Café Leases	P Broggi/ S Horwill								
Page 8									
Outside Bodies Update		2 Sept 21	7 Sept 21	14 Sept 21	20 Sept 21	28 Sept 21	30 Sept 21	12 Oct 21	10 Nov 21
River Road Garages Terminations	P Broggi/ S Horwill								
Beach Hut Service Review	N Slade / P Broggi								
Avisford Park Public Toilet Refurbishment	P Broggi								
Budget 2022/23 Setting Report	C Martlew								
Lorry Park, London Road, Bognor Regis – Marketing Update	N Slade								
Pop Up Retail	Miriam Nicholls								

Discretionary Grants – Wider Business Support	M Nicholls								
Proposed Sussex by the Sea Festival, Littlehampton	D Vine								
Economic Recovery Fund	M Nicholls								
LUF Announcement	K Roberts	28 Oct 21	2 Nov 21	9 Nov 21	15 Nov 21	23 Nov 21	25 Nov 21	7 Dec 21	12 Jan 22
Outside Bodies Update									
Outside Bodies Update		2 Dec 21	7 Dec 21	9 Dec 21	13 Dec 21	4 Jan 22	6 Jan 22	19 Jan 22	9 March 22
Budget 2022/23 Timetable	C Martlew								
Outside Bodies Update		24 Feb 22	1 March 22	8 March 22	14 March 22	15 March 22	17 March 22	29 March 22	11 May 22
Sussex Visitor Economy Vision and Actions – 10 Year Plan	D Vine								

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