



# Public Document Pack

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Committee Manager Carley Lavender (EXTN 37457)

15 July 2022

## ECONOMY COMMITTEE

A meeting of the Economy Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 26 July 2022 at 6.00pm** and you are requested to attend.

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

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or has registered a request 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, but of course can attend the meeting in person.
2. We request members of the public do not attend any face-to-face meeting if they 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](mailto:Committees@arun.gov.uk) **by 5.15 pm on Monday, 18 July 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

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

## **AGENDA**

### **1. APOLOGIES**

### **2. DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

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

### **3. MINUTES**

(Pages 1 - 16)

The Committee will be asked to approve as a correct record the Minutes of the Economic Committee held on 29 March 2022.

### **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. MEETING START TIMES**

The Committee is asked to consider its start time for meetings during 2022/23.

### **6. PUBLIC QUESTION TIME**

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

### **7. CHANGING PLACES TOILETS IN ARUN DISTRICT**

(Pages 17 - 26)

Following successful award of grant funding this report seeks to gain authority to proceed with procurement of the design and construction of changing places toilet (CPT) facilities in Arun District. Authority is further sought for placement of contract and works orders for the CPT projects with the most economically advantageous contractor on completion of procurement to permit project delivery.

8. LITTLEHAMPTON PUBLIC REALM IMPROVEMENTS:  
PHASE 2 & 3 HIGH STREET / BEACH ROAD / EAST  
STREET / CLIFTON ROAD (Pages 27 - 32)

This report provides an update to members as to the progress of the works at Littlehampton Town centre and also provides a financial update.

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

There are no updates for this meeting.

9. WORK PROGRAMME (Pages 33 - 34)

The work programme for 2022/23 is attached for the Committees review.

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

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

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# Agenda Item 3

Subject to approval at the next Economy Committee meeting

543

## ECONOMY COMMITTEE

29 March 2022 at 6.00 pm

Present: Councillors Cooper (Chair), Mrs Cooper (Substitute for Gunner), Dixon, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates.

Councillors Coster and Goodheart were also in attendance at the meeting.

Note: Councillor Seex was absent from the meeting during the final vote taken on Minute 790.

### 776. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Gunner.

### 777. DECLARATIONS OF INTEREST

Councillor Dixon declared a personal interest in Agenda Item 14 [Disposal of London Road Car Park and Lorry Park, Bognor Regis] as an employee for the Royal Mail that used the London Road car park and as a member of the Bognor Regis Civic Society. Councillor Dixon also requested that all votes this evening be recorded votes.

Councillors Walsh and Northeast both declared Personal Interests in Agenda Items 6 [Littlehampton Public Realm Improvements – Phase 1 (Terminus Road) Contractor Appointment], Item 7 [Tourism Marketing Campaign], Item 8 [Consideration of Options for Pier Road, Littlehampton], and 10 [Installation of Additional Beach Huts in Littlehampton, West Sussex] both as Members of Littlehampton Town Council. Councillor Walsh also declared an interest in these items as a Member of West Sussex County Council.

Councillor Stanley declared a Personal Interest in Agenda Item 14 [Disposal of London Road Car Park and Lorry Park, Bognor Regis] as a member of Bognor Regis Town Council as it had made representations on this issue.

The Director of Place declared a Personal Interest in Item 9 [Closure of Trisanto development Corporation Ltd] as he was currently the Council's Director of this company.

### 778. MINUTES

The minutes of the last meeting of the Committee held on 19 January 2022 were approved as a correct record and were signed by the Chair.

Economy Committee - 29.03.22

779. 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

The Chair confirmed that there were no urgent items for this meeting.

780. PUBLIC QUESTION TIME

The Chair advised members that there had been no public questions submitted for this meeting.

781. LITTLEHAMPTON PUBLIC REALM IMPROVEMENTS - PHASE 1 (TERMINUS ROAD) CONTRACTOR APPOINTMENT

The Director of Place provided Members with an overview of the report highlighting that it was pleasing to note that West Sussex County Council (WSSC) had agreed to provide funding for Phase 1 (Terminus Road) of the improvements works. The committee was now being asked to enter into a collaboration agreement to undertake this phase of the works and to appoint the construction contract for the delivery of the regeneration works to Edburton by way of a contract variation. Delegated authority was also sought to be given to the Director of Place to agree all approvals within the allocated budget of £1.25 m.

The Chair then invited questions from the Committee. Members agreed that this was long overdue good news in that the Council had achieved this funding from WSSC for the phase 1 works. These works had always featured in the original plans but due to a shortage in funding in the development of the scheme, had been paused. The position now reached had been achieved due to much collaborative funding from within WSSC and internal lobbying which was good news for businesses; residents of the town and the visitor economy too.

Various questions were then asked by the Committee which were responded to at the meeting with some questions being confirmed would be responded to outside of the meeting.

The Chair then read out the recommendations which were then proposed by the Chair, Councillor Cooper and then seconded by Councillor Walsh.

A recorded vote was firstly undertaken on Recommendation (1). Those voting for this recommendation were Councillors Cooper, Mrs Cooper, Dixon, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates [11]. This recommendation was declared as being approved.

A recorded vote was then undertaken on Recommendations (2), (3) and (4). Those voting for the recommendations were Councillors Cooper, Mrs Cooper, Dixon, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates [11]. Having been declared as approved,

The Committee

RESOLVED - That

- (1) Agreement be given to a variation to the existing construction contract with Edburton for the delivery of phase 1 (Terminus Road, Littlehampton) as recommended by a procurement report (appendix 1); subject to Full Council approval of recommendation 2.

The Committee also

RECOMMEND TO FULL COUNCIL - That

- (2) It accepts and draws down £1.253m from WSCC to complete the phase 1 (Terminus Road, Littlehampton) works and add the expenditure and funding to the 2022/23 Capital Programme;
- (3) It approves authority to enter into a collaboration agreement with WSCC that sets out the billing regime for the funds in (1) above and approves the drawdown and expenditure of external funding, and that the terms and conditions are agreed by Legal Services and in consultation with the Monitoring Officer;
- (4) As per Part 4 – Officers Scheme of delegation (4.3 to 4.7 refers) and under Part 7 of the Council’s Constitution, delegated authority be given to the Director of Place to plan, draw down and make budgetary decisions on the expenditure on this phase in accordance with the terms and conditions and in consultation with the Chair of the Economy Committee.

## 782. TOURISM MARKETING CAMPAIGN

The Group Head of Economy provided members with a report requesting the Committee to approve the commissioning of a tourism marketing ‘Destination Awareness Campaign’ to support and promote the Arun visitor economy.

The Chair invited questions. Comments made by Members were that they very much supported the progression of this work as it would promote the district’s three destination sites and other areas to a wider audience.

Economy Committee - 29.03.22

A range of questions were then asked which were responded to at the meeting by The Group Head of Economy. These have been summarised below:

- There was a lack of holiday accommodation and holiday parks in the district, could this be addressed? It was explained that an extensive accommodation study was being prepared which would be an item for a future meeting of the committee.
- Was the big wheel coming to Littlehampton this year as this was very positive PR for Arun? It was agreed that a written update would be provided to councillors.
- A big issue identified by numerous Councillors was that the name 'Arun' did not relate to a location or place, just a river and so it was difficult to market. It was explained that by supporting the proposal, the council would have a professionally delivered and targeted digital marketing campaign. The experts that would deliver the campaign would identify proposals about labelling destinations and what the offer was for the visitor sitting behind destinations. It would be necessary to come up with creative ways to work around this issue which would be addressed as part of the project.
- The cost of the campaign was discussed and explained.
- How would key stakeholders be involved and how would the campaign fit in terms of masterplans for each of the towns? It was explained that this would very much be left to the experts running the campaign to explore and that the council would be guided by their recommendations. In terms of stakeholder engagement, generally the council was working well with all town councils and other partnerships. The campaign would be seen as a major way to promote the towns in a positive and big way which would feed into master plans.
- The new web portal Sussex by the Sea was praised as it provided a simplified and easy to navigate platform to promote primary tourism destinations in the district. It was outlined that the campaigners might come up with other interesting options to direct visitors to locations and sites.
- Would visitors be able to access the sites through any other entry points – a similar response to that provided above was given.
- Could the Bognor Regis beach webcams be included into this package as they attracted high hit numbers? It was explained that all options would be considered by the campaigners
- It was vital to market the entire area to entice visitors to stay in the area for more than just a one or two days providing information to other attraction areas and their offers

The recommendation was then proposed by Councillor Mrs Cooper and seconded by Councillor Dixon.



As a recorded vote had been requested, those voting for it were Councillors Cooper, Mrs Cooper, Dixon, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates.

The Committee

**RESOLVED**

That the proposal to commission a tourism marketing 'Destination Awareness Campaign' to encourage the development of the district as a key tourist destination be approved.

**783. CONSIDERATION OF OPTIONS FOR PIER ROAD, LITTLEHAMPTON**

The Business Development Manager presented this report reminding members that Pier Road had been closed to traffic for the past two summers using emergency powers relating to Covid-19. The closure had been generally welcomed by the public but had not been as popular with some of the local businesses in Pier Road.

Members had suggested that Pier Road again be closed for this summer season and in response the report outlined the reasons why officers felt that this was not a feasible proposal. The report was asking the committee to consider undertaking wider consultation during summer 2022 regarding future options for the road closure, and if agreed, whether these should be partial, full, permanent or seasonal.

A variety of questions were asked by members all stating that this was an extremely important report. Members felt that a real opportunity had been missed in terms of the pending 2022 summer season. Reference was made to when the first road closure had taken place in the summer of 2020 during the pandemic. Initially this had seen to be very much welcomed by businesses and residents and had been a real opportunity to test the closure out. The response had seen overwhelming public support. The businesses that had wished to make something from the closure had and this had been the case for the second closure. It was accepted that there were one or two business who did not like the change and preferred to continue with no closure sitting that they liked the opportunity for cars to be able to park down the road allowing customers to pop in and out of shops and cafes, despite the double yellow lines prohibiting this. It had been felt that the closure had brought great advantages such as increased road safety and that it really had showcased the public investment in the riverside walkway and other attractions near the river. All of these positives would now be missed with no closure possible for 2022. Residents and visitors to the locality had come to expect it and would be visiting expecting it to be in place and would be very disappointed. Although what was now being proposed was welcome, it was felt to be too little too late missing the momentum of a whole season's closure.

Members confirmed that they were very much in favour of a seasonal closure only and that this should be from Easter to September and were openminded about what happened outside of the summer season. It was agreed that the council, the town council and individual councillors should promote and encourage a positive uptake of

Economy Committee - 29.03.22

the closure and so they welcomed the proposals for the consultation but did not accept including as an option 'to do nothing'. The need to encourage a favourable uptake and to promote the advantages of a seasonal closure with those businesses that had not supported it in the past was vital and it was felt that more engaging dialogue should be undertaken using the Traders Partnership to positively sell the benefit that the closure had brought in previous years. It was hoped that this would encourage further support.

Looking ahead, and reflecting on the past, traffic signage and barriers needed to be improved using quality fitments. It was hoped that the drawings could be commissioned as quickly as possible to avoid any further delay.

The chair summarised the debate stating that it was hoped that all businesses, following the consultation and extended dialogue would respond positively to the consultation.

Following some further discussion, Councillor Walsh then proposed the recommendations which were then seconded by Councillor Edwards.

As a recorded vote had been requested, those voting for it were Councillors Mrs Cooper, Cooper, Dixon, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates.

The Committee

RESOLVED - That

- (1) Drawings for the 3 options at 2.2 in this report be commissioned;
- (2) Public consultation on these options as well as the option to 'do nothing' be consulted upon during summer 2022; and
- (3) A report containing the details and outcome of the consultation be brought to this Committee later in the year for further decisions to be made.

#### 784. CLOSURE OF TRISANTO DEVELOPMENT CORPORATION LTD

The Director of Place presented this item advising members that this report followed a previous report presented to the committee on 8 June 2021 when it had been resolved that the business case and risk register should be updated to confirm whether the council wished to invest in the growth of the company or whether the company should be formally closed.

Since that meeting, the council had commissioned Savills to undertake an outline business case. The business case undertaken had been attached to the report as Appendix A and had focused on some key themes and had suggested three options in terms of how a company might be used by the council. It was highlighted that given the way the market in Arun was at the current time, there were significant risks in the

council trying to insert itself in a very competitive housing market. The most logical step to take was the closure of the Company, however, this did not prevent the council from opening another company in the future, if there was the need to do so.

Before inviting questions from members, the chair reminded the committee that the council had explored many options in the past and now was time to make a final decision on the options being presented to the committee.

As part of the debate, some Councillors felt to close the company was a premature step to take. This was partly as the council had a new Chief Executive who was developing new strategies for the council. It was felt that the council should be maximising its assets where it could. In view of this, the option to continue with the Company for a little longer with it lying in a dormant state could be the most appropriate action to take. Although there were other councillors who liked the idea of keeping all options open, members needed to be reminded that the company was now in its third administration and had not been utilised.

Questions were asked about the other items for discussion on this agenda and whether these might need a company like Trisanto in the future. It was confirmed that the council had sought advice on exactly that point. The company was not required to deliver the outcome that was being proposed for other items on the agenda.

Following further discussion, Councillor Cooper then proposed the recommendation which was seconded by Councillor Edwards.

As a recorded vote had been requested, those voting for the recommendation were Councillors Mrs Cooper, Cooper, Edwards, Seex, Staniforth (5). Those voting against were Councillors Dixon, Roberts, Stanley, Walsh and Yeates (4). Councillors Northeast and Yeates abstained from voting (2).

The Committee

RESOLVED

That the closure of the Trisanto Development be approved, and appropriate actions taken to give effect to this decision.

785. INSTALLATION OF ADDITIONAL BEACH HUTS IN LITTLEHAMPTON, WEST SUSSEX

The Committee received a report from the Property, Estates and Facilities Manager setting out a business case for the installation of additional beach huts within Littlehampton. Details surrounding the extensive consultation undertaken as part of this exercise were explained together with the financial details and implications.

Economy Committee - 29.03.22

The report set out the background to this project reminding members that at its meeting held on 12 October 2021, the Committee in considering the beach hut review had instructed officers to proceed to review and bring back to it proposals for the siting of additional beach huts at the earliest opportunity. This was that report. Prior to that, the Council had previously submitted a planning application for the siting of an additional 20 huts in March 2021, on the seafront in Littlehampton, but the Committee had voted against the planning officer's recommendation to approve that application on the grounds that the application contained a lack of accessibility detail and that the development would affect the visual amenities of the locality in conflict with planning policies.

To address the past planning application refusal the report recommended to reduce the number of planned beach huts to install from 20 down to 17. It was further proposed to relocate the bank of 10 beach huts proposed on the western end of the existing run of beach huts to the eastern end. Having consulted with the council's coastal engineers on this proposal it had been confirmed that the shingle in the eastern location was unstable and was not considered to be a viable option due to the risk of sea damage.

It was confirmed that a further report would be brought to the committee in the next twelve months outlining further beach hut provision options and how accessibility needs would be addressed.

The Committee was being asked to approve proceeding with the procurement and installation of 17 new composite beach huts in locations set out in Appendix 1 to the report. Consent was also sought to proceed to submission of a suitable planning application and to procure the manufacture and installation of beach huts on site. This would ensure that the council secured additional leaseholds and increased service revenue, working towards meeting the known customer demand for the area.

Having received the officer's presentation, a lengthy debate then took place and varied questions were asked by members.

Concerns were again raised on the location of the beach huts and why these additional huts could not be located elsewhere in the district. It was felt that the proposed location was already at full capacity with beach huts. Members confirmed that they were unhappy with the proposals for several reasons. Firstly, they had been told that it was impossible to have more beach huts towards the eastern end due to unstable shingle, however the western end of the beach which was stable had not been considered. To place 7-8 huts there would be preferable. Another major issue of concern was that the proposals did not include plans to make the huts wheelchair friendly and disabled access was vital as the council needed to be compliant with disability legislations. These views were agreed by the Committee.

Following further discussion, Councillor Walsh proposed an amendment that disabled access be included within the recommendation.

In response, the Property, Estates & Facilities Manager explained how turning the huts into huts with disabled access would cause countless other issues. Reassurance was provided in that work which was underway for all future huts to be installed in other locations would have disabled access included. In response, various Councillors spoke in support for these huts to have disabled access and that this was a need in great and continuing demand. The committee firmly insisted that all new huts should now in the future be built considering all accessibility and sustainability standards.

The Director of Place then drew Members' attention to the map on page 73 of the agenda, highlighting that if members wanted to see some of these units delivered as accessible, it would be easier to achieve this where there could be a block of new accessible huts. The sacrifice might be that instead of providing 7 huts at this location it may need to reduce to 5 due to changes in design and logistics. The costs as set out in the report, would also be expected to change. The Committee was asked if it wanted Officers to take this change away to work on prior to a planning application being submitted? It was added that the new location highlighted, was also in close proximity to the car park, public conveniences and another café, which were positives.

Following further discussion, Councillor Walsh then proposed an amendment to Recommendation 1 which was seconded by Councillor Staniforth. The amendment is set out below with additions shown in **bold** and deletions shown using ~~strike through~~:

- (1) Approves proceeding with the procurement and installation of **up to 17**, on the new composite beach huts including supporting bases in the locations set out at Appendix 1 of this report, **subject to the provision of all beach huts in the most western new block being of an accessible design.**

The Chair then invited debate on this amendment which saw widespread support but a keenness from members to ensure that there would be no further delay in moving this project forward. Having asked further questions on the likely design of accessible beach huts and costings it was explained that they were a bespoke design. This change would require a new design, and this would impact the lead in time with members having to accept that another planning application would also have to be submitted. This would impact the delivery of the project, but the full extent of delay would not be known until discussions had been had with the manufacturers.

A recorded vote had been requested. Those voting for the amendment were Councillors Mrs Cooper, Cooper, Dixon, Edwards, Northeast, Roberts, Staniforth, Stanley, Walsh and Yeates (10). Councillor Seex abstained from voting.

The amendment was therefore declared as CARRIED.

Economy Committee - 29.03.22

The Chair then returned to the substantive recommendations which were proposed by Councillor Cooper and were seconded by Councillor Staniforth.

A recorded vote had been requested. This applied to all three recommendations which were taken on block. Those voting for all three recommendations were Mrs Cooper, Cooper, Dixon, Edwards, Northeast, Roberts, Staniforth, Stanley, Walsh. (9). Councillor Seex voted against the recommendations.

The Committee, therefore

RESOLVED - That

- (1) It approves proceeding with the procurement and installation of up to 17 new composite beach huts including supporting bases in the locations set out at Appendix 1 of this report subject to the provision of all beach huts in the most western new block being of an accessible design;
- (2) Delegated authority be given to the Group Head of Technical Services, to enter into contract for the supply and installation of composite beach huts with the most economically advantageous contractor following the procurement exercise; and
- (3) Delegated authority be given to the Group Head of Technical Services to submit any necessary planning application(s) for the purpose of installing additional beach huts in Littlehampton.

786. RIVER ROAD GARAGE SITE, ARUNDEL, WEST SUSSEX

The Property, Estates and Facilities Manager presented a report setting out options available to the council in terms of how to proceed in respect of the future use of the council's freehold site in River Road, Arundel. A range of recommendations were being presented to the Committee to consider which were explained in detail. It was confirmed that full consultation had been undertaken with Arundel Town Council, ward members and the council's finance, planning and legal teams. All responses received had been set out in the appendices to the report.

The recommendations were requesting the committee to give approval for the council to proceed with Option 5, as set out in the Options Viability Appraisal at Appendix 1, which was to demolish the existing garages; reconstruct a single four bedroom dwelling for use as a holiday let, managed via a hosting company. The remaining recommendations were then read out to the Committee.

Members were reminded that a report on this proposal had been considered by the Committee on 12 October 2021 which had been deferred with a request that the matter be brought back to the committee considering further unspecified residential development in consultation with both local ward members and Arundel Town Council. In accordance with the committee's instructions, residential options had been explored and had been detailed as options 6 and 6a as part of the report [Appendix 2] and both had been disregarded as being non-viable for the reasons explained in the report.

Consultation with Residential Services to ascertain their interest in the site for potential social housing had been undertaken. Due to the restricted size of the site this option had been ruled out with the full detail of this being set out in the body of the report.

The resubmitted report and the viability appraisals incorporated revised costings ensuring the conclusions allowed for the considerable price increases taking place throughout the construction supply chain. Prices had been further revised to include for infrastructure the site was prepared to receive future electric charging points. Option 5 was considered the best option for the council as it supported the council's vision in respect of fulfilling Arun's economic potential and in respect of encouraging the development of the district as a key tourist destination.

A range of statements were made and questions asked. The proposal to proceed with Option 5 was seen as an interesting and exciting proposal which would boost the tourist economy in Arun and was seen as the best use of the site bringing in valuable revenue.

Looking at finances, had the council considered borrowing the money for this scheme instead of taking it out of valuable reserves? It was explained that the advice received from the Section 151 Officer was that it was preferable for a borrowing requirement of this scale to use reserves rather than borrow and incur interest charges. Questions were then asked as to whether underground parking had been considered and concern was expressed that a number of residents would now be losing something they had had use of for a while and so perhaps a gesture of goodwill should be extended to them such as 12 months free parking?

Debate then focused upon the projected annual letting and if this was achievable? It was confirmed that this was achievable and the accommodation would be of very high quality with the accommodation allowing a number of households to rent the accommodation. Some of the other options such as 5 were then debated and discussed.

The recommendations were then proposed by Councillor Cooper and seconded by Mrs Cooper.

Economy Committee - 29.03.22

A recorded vote had been requested. The Chair confirmed that he would take an on block vote covering Recommendations (1), (2), (3), (4) and (6). Those voting for these recommendations were Councillors Mrs Cooper, Cooper, Dixon, Edwards, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates (10). Councillor Northeast voted against the recommendations.

The Committee

RESOLVED - That

(1) Approval be given for the Council to proceed with Option 5 as set out in the Options Viability Appraisal at appendix 1, namely, to demolish existing garages, reconstruct a single four bedroom dwelling for use as holiday let, managed via hosting company;

(2) It delegates to the Group Head of Technical Services, in consultation with the Chair of the Economy Committee, authority to enter into a hosting agreement with a suitable identified company following procurement in accordance with contract standing orders;

(3) It delegates to the Group Head of Technical Services, in consultation with the Chair of the Economy Committee, authority to commence procurement of construction management, planning services and construction main contractor to deliver the recommended development on site, including entering contracts as required in accordance with contract standing orders; and

(4) It approves for the Council to serve notice on the remaining licensees of the existing garages to gain vacant possession of the site.

6 it delegates to the Group Head of Technical Services, in consultation with the Chair of the Economy Committee, authority to submit any necessary planning applications for the purpose of achieving recommendation 1 above.

A recorded vote was then undertaken on Recommendation (5). Those voting for this recommendation were Councillors Mrs Cooper, Cooper, Edwards, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates (9). Councillors Dixon and Northeast voted against the recommendations.

The Committee then

RECOMMENDS TO FULL COUNCIL

That a supplementary estimate of £485,625 be included within the capital programme to carry out the demolition and replacement of the garages at River Road, Arundel with a holiday let property (option 5).



787. OUTSIDE BODIES

The Chair confirmed that there were no updates for this meeting.

788. WORK PROGRAMME

The Director of Place presented the draft work programme for 2022/23 to the committee.

The following suggestions were put forward for the new year's work programme:

- The creation of a section of a sandy beach [300 years] for Bognor Regis to boost the town's visitor market. Could a feasibility study be undertaken and reported back to the Committee? In response, Councillor Edwards, as Chair of the Environment Committee confirmed that this would be a matter for the Environment Committee to consider in terms of the many environmental impacts this would have in terms of tidal flows. The terms of reference of the Environment Committee included Foreshores and so this was an item for that committee to review and assess not the Economy Committee.

The Director of Place outlined to members that if they had new items for the work programme, could suggestions firstly be made to the Chair of the committee to allow discussions to take place with key officers to assess the implications of such work against resources available; the costs associated with that work and what consultation may be required. Such items would then be brought to the attention of the committee to debate and vote upon as to whether they would like officers to investigate further by supplying a report outlining the implications of the item.

- A request was made for a report on LUF progress at a future meeting. It was confirmed that the Levelling-Up Fund was the responsibility of the Policy & Finance Committee.

Following some further discussion around committee meeting date, the Committee then noted its Work Programme for 2022/23.

789. EXEMPT INFORMATION

Having been proposed by Councillor Edwards and seconded by Councillor Cooper,

The Committee

Economy Committee - 29.03.22

RESOLVED

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

790. DISPOSAL OF LONDON ROAD CAR PARK AND LORRY PARK, BOGNOR REGIS [EXEMPT - PARAGRAPH 3 - THE SUPPLY OF GOODS AND SERVICES]

*(At the commencement of this item, Councillor Dixon redeclared his personal interest made at the start of the meeting).*

The Property, Estates and Facilities Manager presented this item outlining that the report sought to set out the expressions of interest/offers received for the council's freehold site following a recent public marketing exercise. The background to this item was also explained in detail.

As the report summarised all bids received, the Property, Estates and Facilities Manager worked through each of the options for consideration as set out in the report. He confirmed that further authority was sought to proceed with the disposal of this council freehold land in accordance with the recommendations received from the council's appointed commercial agent.

The committee then asked questions on the bids received which were responded to at the meeting.

Having drawn members' attention to the two recommendations proposed in the report, an amendment was put forward and explained by Councillor Dixon. This was to ask officers to assess Option 3.7 in more detail and three options forming this request were explained. This amendment was not seconded but a further amendment was immediately proposed by Councillor Stanley and seconded by Councillor Walsh. This amendment was broadly in line with Recommendation (1) in the report but asked the Group Head of Technical Services to enter a second and final bidding round with Option 3.1, 3.2 and 3.6 but that option 3.7 be added to this list and instead of the Group Head of Technical Services being given delegated authority to conclude all matters and enter into a contract to complete disposal of the site, that the matter be brought back to the committee for decision.

Lengthy discussion then took place on this amendment. A recorded vote was then undertaken. Those voting for the amendment were Councillors Cooper, Mrs Cooper, Edwards, Northeast, Roberts, Seex, Staniforth, Stanley, Walsh and Yeates (10). Councillor Dixon voted against this amendment.

The Chair then returned to the substantive recommendation. A recorded vote was undertaken. Those voting for the recommendation were Councillors Cooper, Mrs Cooper, Edwards, Northeast, Roberts, Staniforth, Stanley, Walsh and Yeates (9). Councillor Dixon voted against the recommendation.

The Committee

**RESOLVED**

That it delegates to the Group Head of Technical Services authority to enter into a second and final bidding round with bidder 1 (option 3.1), bidder 2 (option 3.2), bidder 6 (option 3.6) and bidder 7 (option 3.7) to explore and finalise the detail of their respective bid proposals, to further negotiate best and final position and to report back to this committee.

(The meeting concluded at 10.23 pm)

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMY COMMITTEE ON 26 JULY 2022

**SUBJECT:** Changing Places Toilets in Arun District

**REPORT AUTHOR:** Paul Broggi – Property, Estates & Facilities Manager  
**DATE:** 25 April 2022  
**EXTN:** 01903 737506  
**AREA:** Property, Estates & Facilities - Technical Services Group

#### **EXECUTIVE SUMMARY:**

Following successful award of grant funding this report seeks to gain authority to proceed with procurement of the design and construction of changing places toilet (CPT) facilities in Arun District. Authority is further sought for placement of contract and works orders for the CPT projects with the most economically advantageous contractor on completion of procurement to permit project delivery.

#### **RECOMMENDATIONS:**

##### **That the Economy Committee agrees to:**

- 1** - Approve the budget of £389.8k for the delivery of Changing Places Toilet (CPT) facilities including where relevant procurement and all associated works at 1 – Crown Yard Public Conveniences, Arundel, 2 – Wildfowl & Wetlands Centre, Arundel, 3 – Hotham Park, Bognor Regis, 4 – The Street, Rustington (Rustington Parish Council)
- 2** - Delegate Authority to the Group Head of Technical Services, to authorise, place orders for and enter into contract for the tendered CPT facilities with the most economically advantageous contractor(s) following the procurement exercise.
- 3** - Delegate authority to the Group Head of Technical Services to negotiate and enter into legal agreements with Wildlife and Wetland Trust (WWT) and Rustington Parish Councils (RPC) regarding delivery of the Changing Places Toilets and transfer of the grant money on completion.

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

**1.1.** The Council has successfully secured £227,000 in grant funding to be put towards the provision of six Changing Places Toilet facilities within the Arun District. These facilities are to be located as follows:

- 1 – Crown Yard Public Conveniences, Arundel
- 2 – Wildfowl & Wetlands Centre, Arundel
- 3 – Hotham Park, Bognor Regis
- 4 – The Street, Rustington (Rustington Parish Council)
- 5 - Regis Centre, Bognor Regis - Alexandra Theatre refurbishment project.
- 6 – Littlehampton Coastguard Public Conveniences - Littlehampton public realm enhancement project

This report covers the physical delivery of CPT facilities for locations 1,3 and 4 above management of which will be overseen in house by the Council's Property & Estates Team for delivery and completion in financial year 2022/23. Property & Estates have offered to act as Agent for Rustington Parish Council to assist them with the delivery of the CPT Facility in Rustington (Location 4), as part of a single procurement exercise. Location 2 will be delivered directly by the Wildfowl and Wetlands Trust on their land with a CP grant payment from ADC to the Trust of £27,000 paid via CPT grant received, for which budgetary approval is sought. Locations 5 and 6 will be delivered by the project group as part of the larger Alexandra Theatre refurbishment project and Littlehampton public realm enhancement projects which are within the remit of the Policy & Finance Committee.

**1.2** In terms of project progress, management, and timescales the intention is to obtain competitive fee quotations from suitable agents for the design, procurement and full contract management of all CPT facilities (locations 1,3 & 4) to completion of the project. Once formal appointment is made the appointed agent will complete the relevant designs at the three CPT facilities. Once the designs are agreed they will be signed off by the CPT grant authority and the design will be frozen to ensure it is compliant with grant all communicated requirements. Following procurement, in accordance with standing orders, the Council will instruct contractors to complete the specified works to deliver the CPT facility at each of the three locations included under this report. It is anticipated that agents will be appointed by the end of July 2022. Design will then progress and following agreement of the schemes they will be formally procured. We anticipate completion of all three facilities in the first half of 2023.

**1.3.** The Council's 2022/23 Capital asset management budget for 2022/23 contains provision of £157,000 from the Council's resources specifically allocated for the provision of CPT facilities in support of the above listed and awarded grant funding.

**1.4.** To expedite prompt delivery of the CPT facilities in Arun it is the intention of the Council's Property & Estates team to commission the design and procurement of these essential facilities subject to the consent of the Economy Committee in accordance with the recommendations of this report. Working in this way it is expected that the initial agreed CPT projects are delivered in 2022/23 financial year.

**1.5.** The works would be publicly tendered in full compliance with Contract Standing Orders. The Council will look to procure the contract by the identification of the most economically advantageous contractor and will score the tender based on an agreed assessment matrix with scoring weighted to 60% quality and 40% price.

**1.6.** Provision of Changing Places Toilet facilities in Arun align with the Council's Vision (2022-2026) in that it they will provide services that help the most vulnerable in our community. These facilities will also assist Arun in fulfilling its economic potential by encouraging the development of the district as a key tourist destination, supporting, and

enabling improvements and activities to increase visitor spend.

## 2. PROPOSAL(S):

### That the Economy Committee:

**2.1** - Approve the budget of £389.8k for the delivery of Changing Places Toilet (CPT) facilities including where relevant procurement and all associated works at 1 – Crown Yard Public Conveniences, Arundel, 2 – Wildfowl & Wetlands Centre, Arundel, 3 – Hotham Park, Bognor Regis, 4 – The Street, Rustington (Rustington Parish Council)

**2.2** - Delegate Authority to the Group Head of Technical Services, to authorise, place orders for and enter into contract for the tendered CPT facilities with the most economically advantageous contractor(s) following the procurement exercise.

**2.3** - Delegate authority to the Group Head of Technical Services to negotiate and enter into legal agreements with Wildlife and Wetland Trust (WWT) and Rustington Parish Councils (RPC) regarding delivery of the Changing Places Toilets and transfer of the grant money on completion.

## 3. OPTIONS:

Alternatively:

**3.1** - That the Economy Committee ***do not approve*** the budget and delegations required to deliver the Changing Places toilets at locations 1-4. This would result in the non-delivery of Changing Places at these locations. and loss of 147K grant funding allocated.

## 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	X	
Relevant District Ward Councillors	X Arundel & Walberton, Hotham & Rustington	
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)	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 estimated budget costs for the Crown Yard, Arundel and Hotham Park, Bognor Regis CPT facilities for delivery in phase one 2022/23 is estimated at £322,800. £80,000 of this will come from the CPT grant funding awarded and the remaining £242,800 in funding is currently included in the Capital Asset Management budget for 2022/23, approved by Full Council on 23 February 2022. The delivery of the CPT facility at The Street in Rustington on behalf of Rustington PC will see funding of up to £40K from the CPT grant award and the remaining costs (including Property & Estates professional fee charges) will be met in full by Rustington Parish Council. The delivery of the CPT facility at The Arundel Wetland Centre will be undertaken by the Wildfowl and Wetland Trust using funding of £27K from the CPT grant award and the remaining costs will be met in full by WWT. The recommendations will leave £80K of CPT funding and £74K of the Council's funding available for the two remaining Changing Places Toilet schemes:

	Changing Places Grant £'000	Arun District Council £'000	Total £'000
Available Funding	227.0	317K (comprising 157.0 allocated for CPTs + 160K allocated for Crown Yard PC refurbishment	544.0
Schemes Funded 1, & 3	(80.0)	(242.8)	(322.8)
Wildfowl & Wetland Trust	(27.0)	0	(27.0)
Rustington Parish Council	(40.0)	0	(40.0)
Available Funding for Schemes 5 (Regis Centre & 6 (Littlehampton	80.0	74.2	154.2



Coastguard PCs)			
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Legal

This report is asking committee to approve the procurement of CPT facilities at

- 1 – Crown Yard Public Conveniences, Arundel
- 2 – Wildfowl & Wetlands Centre, Arundel (transfer of grant funding only)
- 3 – Hotham Park, Bognor Regis
- 4 – The Street, Rustington (Rustington Parish Council)

at an estimated cost of £230,000. Part 6 section 4 of the constitution requires that in a contract of this value committee approval of the budget is obtained prior to commencement of the procurement process and that no committee decision is required for an award unless the proposed contract value is more than the approved budget.

Sustainability

Energy efficient and sustainable technology will be incorporated and utilised where possible and within budget for the projects included in this report.

Asset Management / Property / Land.

Provision of the CPT Facilities at Crown Yard, Arundel, Hotham Park, Bognor Regis and The Street Rustington will be procured and contract management will be overseen by the Council's Property & Estates team.

## **7. REASON FOR THE DECISION:**

Providing Changing Places Toilet facilities in the Arun district aligns with the Council vision for 2022-2026 in that it they will provide services that help the most vulnerable in our community. These facilities will also assist Arun in fulfilling its economic potential by encouraging the development of the district as a key tourist destination, supporting, and enabling improvements and activities to increase visitor spend. Currently two CPT facilities exist within the Arun district. One is located at the Aldingbourne Country Centre and the other at The Wave, Leisure Centre in Littlehampton. Grant funding has been secured and internal budget provision made to deliver this project.

## **8. BACKGROUND PAPERS:**

[Report to and decision of Environment Committee 23 Sept 2021](#)

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## EQUALITY IMPACT ASSESSMENT

Name of activity:	Provision of Changing places toilet facilities.			Date Completed:	13/05/22			
Directorate / Division responsible for activity:	Place / Technical Services			Lead Officer:	Paul Broggi			
Existing Activity		no	New / Proposed Activity		yes	Changing / Updated Activity		no

### What are the aims / main purposes of the activity?

To permit the Council to proceed to design, procure and award contract to permit the construction of three changing place WC facilities within the Arun district (Hotham Park, Bognor Regis, Crown Yard, Arundel and The Street Rustington (on behalf of Rustington Parish Council).

### What are the main actions and processes involved?

Agents to be appointed to design the Changing Places toilet facilities in accordance with the awarded grant requirements. Public procurement exercise in accordance with standing orders to obtain competitive tenders for the required works. On successful identification of a preferred contractor(s), following procurement the Council would appoint Solicitors to draft, agree and complete the relevant contract(s) to allow the selected contractor(s) to proceed to completion of tendered works.

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

The beneficiaries of this project are the most vulnerable members of our community and visitors to our districts. This will permit those persons and their carers / families to access our towns and permit them to have longer stays in the knowledge that they have access to suitable toilet facilities where they are afforded dignity and have access to the specialist facilities they require.

Provision of Changing Places facilities in Arun align with the Councils Vision (2022-2026) in that it they will provide services that help the most vulnerable in our community. These facilities will also assist Arun in fulfilling its economic potential by encouraging the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.

**Have you already consulted on / researched the activity?**

The provision of changing places facilities are the subject of a grant award and in addition to the three changing places facilities included in this EIA a further 3 will also be delivered in the following financial year 2023/24.

**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
<b>Age</b> (older / younger people, children)	<b>Yes</b>	Any vulnerable person, regardless of age with relevant need will be able to access the changing place facilities and so this initiative will have a positive impact and outcome.
<b>Disability</b> (people with physical / sensory impairment or mental disability)	<b>Yes</b>	The changing place facilities are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	<b>Yes</b>	The changing place facilities irrespective of Gender are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	<b>Yes</b>	The changing place facilities irrespective of marriage or civil partnership status are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	<b>Yes</b>	The changing place facilities irrespective of pregnancy or maternity status are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	<b>Yes</b>	The changing place facilities irrespective of race are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.

<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	<b>Yes</b>	The changing place facilities irrespective of religion and belief status are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Sex</b> (male / female)	<b>Yes</b>	The changing place facilities irrespective of sex are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	<b>Yes</b>	The changing place facilities irrespective of sexual orientation are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	<b>Yes</b>	The changing place facilities irrespective of Socio-economic status are provided for the most vulnerable members or visitors to our communities. Consequently, delivery of these facilities will have a positive impact and outcome for persons with this protected characteristic along with their family / carers.

#### What evidence has been used to assess the likely impacts?

Changing place facilities are lacking in the Arun District and this is evidenced by public requests for such facilities to be built that the local authority has received. Vulnerable persons requiring use of these facilities presently must use standard public conveniences and these simply do not adequately provide for many of their specialist needs or afford the most vulnerable users and their families of carers dignity in use. Provision of the changing place facilities will therefore make a considerable difference to these persons and their families and carers permitting them to visit areas in the Arun District, allowing them to stay out longer in the knowledge that they may access a suitable changing places facility should the need arise.

#### Decision following initial assessment

<b>Continue with existing or introduce new / planned activity</b>	<b>Yes / No</b>	<b>Amend activity based on identified actions</b>	<b>Yes / No</b>
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#### Action Plan

Impact identified	Action required	Lead Officer	Deadline
none	none		

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:	13 <sup>th</sup> May 2022
Signed by Person Completing:	Paul Broggi – Property, Estates & Facilities Manager

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ECONOMY COMMITTEE ON 26 JULY 2022

**SUBJECT:**

Littlehampton Public Realm Improvements: Phase 2 & 3 High Street / Beach Road / East Street / Clifton Road.

**REPORT AUTHOR:** Richard Carden  
**DATE:** 26 June 2022  
**EXTN:** 01903 737525  
**AREA:** PLACE

**EXECUTIVE SUMMARY:**

This report seeks to update the Economy Committee as to progress of the works at Littlehampton Town Centre and provide an update on costs.

**RECOMMENDATIONS:**

The Committee is requested to:

1. Review the contents of the report regarding progress on the delivery of the public realm phases 2 & 3.
2. Approve the projected overspend on the project of £250k and £150k contingency sum (a total of £400k), to be funded from the creation of an earmarked reserve in 2021/22.

**1. BACKGROUND:**

- 1.1 In 2016, and after extensive public consultation, designs were drawn up and approved by the Council for a five-phase town centre-wide public realm improvement scheme including new paving, lighting, planting and public art. The landscape designer was LDA Design who also designed the award-winning riverside walkway.

Funding

- 1.2 In April 2019, the Council was awarded a Coastal Communities Fund grant of £2,452,295 for public realm enhancements for the High Street precinct and pavements/junctions to the railway station where a new gateway to the town is planned. These are Phases 1 and 2 of the five phase overall public realm scheme. The award included revenue funding of £145,238 so the total capital funding available is £2,307,057.
- 1.3 Coast to Capital Local Enterprise Partnership (LEP) Local Growth Fund awarded £564,274 for Phase 3 (Beach Road, East Street) of the scheme in October 2019.
- 1.4 Arun District Council and Littlehampton Town Council each contributed a further £200,000 to Phase 3 for its delivery.
- 1.5 This provided a total budget of £3,416,569.

	Capital £	Revenue £	Total £
Coastal Communities Fund	2,307,057	145,238	2,452,295
Local Growth Fund	564,274		564,274
Arun District Council	200,000		200,000
Littlehampton Town Council	200,000		200,000
	<b>3,271,331</b>	<b>145,238</b>	<b>3,416,569</b>

#### Procurement & Appointment

- 1.6 The first round of tendering for the pre-contract design and construction was advertised in June 2020. This did not produce a viable tender bid within the approved budget.
- 1.7 With the agreement of Members at this time, the project was rescoped to exclude the construction of Phase 1, from the railway station to High Street, to bring the cost of the project within the approved budget. A second round of tendering was advertised in October 2020 inviting bids for the pre-contract design for all three phases, plus the construction elements for Phases 2 & 3.
- 1.8 Funding from West Sussex County Council (WSCC) of £1,253,000 has now been secured for Phase 1 (Railway Station) and this will continue by way of contract variation to the existing NEC4 contract.
- 1.9 Edburton Contractors Ltd were appointed to undertake the pre-contract work for all phases and subsequently provided the most economically advantageous tender within the approved budget. Financial reporting continues to separate phases 2&3 from phase 1 and this report relates only to phases 2&3.



## Progress to Date:

### 1.10 General

#### **Gang 1 (High St between Smarts Corner and Clifton Road)**

- Paving works in this section are complete including sealant application and installation of street furniture.
- Minor remedial works are being undertaken near the Arcade entrance.
- Illuminated sign disconnections are complete.

#### **Gang 2 (High Street - southern side between Duke Street and Surrey Street)**

- New drainage works and channels continue to be installed to the southern side of High Street from Duke Street towards the clock tower.
- Double tree pit has been installed outside William Hill.
- Paving works are ongoing between new channels and shop frontages up to Littlehampton Tropical.
- Temporary tarmac reinstatement has been installed to allow areas to be re-opened ahead of next phase of works.
- Illuminated signs and disused feeder pillars have been disconnected.

#### **Gang 3 (Beach Road (W)-Arcade Road to Smarts Corner)**

- New kerbs and paving are being installed from Arcade Road towards Smarts Corner; this includes new build out on the north side of junction with Arcade Road.
- New signage has been installed on build-out to prevent HGV vehicles turning right into Arcade Road.
- Drainage works are ongoing with additional gully installation as part of proposed works.

#### **Gang 4 (Surrey Street/High Street)**

- Paving works are complete except to tree grilles, these will be complete after trees have been planted, and around the belisha beacon which is to be re-located.

#### **Gang 4 (High Street-Clifton Road to Duke Street)**

- Works have commenced, these include existing planter and street furniture removal. All street furniture and raised planter railings have been collected by LTC.
- Excavating trial hole for proposed Christmas Tree location and new Pop-Up power points, ducting and chambers. Once these have been installed paving works will continue.

#### **Planting**

Five trees are programmed for planting on Tuesday 21 June, three at Surrey Street and two near William Hill.

#### **Sealant**

Paving sealant is being applied as works progress. Cleaning is being undertaken to any areas that have been previously opened to the public prior to re-sanding/sealant.

#### **Street Furniture**

New benches and bins installation is ongoing and will continue after sealant has been applied to new paving.

Fibre broadband works are ongoing in all phases, this includes duct and chamber installations.

Budget:

- 1.11 The original budget allocated for the scheme was £3,271,331 capital and £145,238 revenue funding. In March 2022, Policy and Finance Committee authorised an additional £240,000 to undertake the works to provide Fibre Broadband within the town centre. The funding from WSCC of £1,253,000 gives the following updated budget for the whole scheme:

	Phase 1	Capital Phase 2	Phase 3	Revenue	Total
	£	£	£	£	£
Coastal Communities Fund		2,307,057		145,238	2,452,295
Local Growth Fund			564,274		564,274
WSCC	1,253,000				1,253,000
Arun District Council		120,000	320,000		440,000
Littlehampton Town Council			200,000		200,000
	<b>1,253,000</b>	<b>2,427,057</b>	<b>1,084,274</b>	<b>145,238</b>	<b>4,909,569</b>

- 1.12 This takes the allocated capital budget to £4,764,331 for the whole scheme, which includes a contingency of £177,847. A value engineering exercise was undertaken in January, which reduced the project cost by £140,000, however, additional works have been identified and instructed which has meant an increase in overall costs of £523,744:

- Additional Fibre works (now in scope and budget)
- Paving Sealing
- Additional bollards
- Additional fencing works
- Downpipes and connections
- Extra gully connections
- Changes to kerb lines to accommodate loading bays
- Unexpected ground conditions, including discovery of unknown brick sewer, unmapped services when digging tree pits.
- Relocating tree pits (to date this has resulted in the loss of one of the proposed new trees)
- Additional chambers required for services
- Sub-base construction to Clifton Road (no base installed when originally constructed).

1.13 This has resulted in an increase in the expected costs for phase 2&3 to £4,055,075, or £5,308,075 for the entire project.

	£
Expected Cost	5,308,075
Less: Approved Capital Budget	(4,764,331)
Less Phases 2 & 3 contingency	(177,847)
<b>Over budget</b>	<b>365,897</b>

1.14 The over budget figure above relates to the capital budget and does not take account of the revenue that we are paying professional fees against, as such the net over spend is circa £250k.

1.15 This increase in costs will be funded by the setting aside of £400k to an earmarked reserve at 31 March 2022. This will fund the anticipated cost overrun and provide a contingency sum of £150k once the revenue sums are taken into account. The Group Head of Corporate Support and Section 151 Officer has been consulted and approved the increase.

1.16 A full and final report will be provided toward the end of the project setting out the final financial position.

1.17 The spending against budget at 31 March 2022 is:

	Capital			Revenue	Total
	Phase 1	Phase 2	Phase 3		
	£	£	£	£	£
Budget	1,253,000	2,427,057	1,084,274	145,238	4,909,569
Spend to 31/3/22	4,233	455,117	1,003,603	36,444	1,499,397
Balance	1,248,767	1,971,940	80,671	108,794	3,410,172

## 2. PROPOSAL(S):

Officers will report further toward the end of Phase 2&3 once a more accurate estimation of final costs is known.

## 3. OPTIONS:

Economy Committee is requested to note the content of the report and approve the additional funding of £400k. Alternatively, if the Committee does not wish to support the recommendations, then officers will seek to amend the Scheme by deleting works to bring the Scheme back within the agreed budget.

## 4. CONSULTATION:

Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b> Financial – the financial implications are outlined in Section 1. Legal – There are no additional legal implications.		
<b>7. REASON FOR THE DECISION:</b> To ensure all works are completed within the revised scope of works.		
<b>8. BACKGROUND PAPERS:</b> None.		

<b>Economy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Nat Slade and Denise Vine			
<del>Outside Bodies Update</del>		<del>15 June 22</del> <b>MEETING CANCELLED</b>	<del>13 July</del>
Outside Bodies Update  Changing Places Toilets in Arun District  Littlehampton Public Realm Improvements: Phase 2 & 3 High Street / Beach Road / East Street / Clifton Road	P Broggi  R Carden	<b>26 July 22</b>	14 September 22
Outside Bodies Update  Bognor Regis Business Improvement District Term 2 Ballot  Disposal of London Road Car and Lorry Park, Bognor Regis	D Vine  P Broggi	<b>27 Sept 22</b>	9 November 22

Outside Bodies Update  Promotion Agreement in relation to Council land at Meadview Nursery, Lyminster, Littlehampton (Exempt)	P Broggi	<b>22 Nov 22</b>	18 January 22
Outside Bodies Update  Bognor Regis Arcade	P Broggi	<b>2 Feb 23</b>	15 March 23