



Public Document Pack

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2 June 2023

ECONOMY COMMITTEE

A meeting of the Economy Committee will be held in **Council Chamber at Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 13 June 2023 at 6.00pm** and you are requested to attend.

Members: Councillors Nash (Chair), Dr Walsh (Vice-Chair), Cooper, Edwards, Gunner, Lawrence, Lloyd, Needs, Northeast, Penycate and Stanley

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 by 5.15 pm on Monday, 5 June 2023 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.

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 - 10)

The Committee will be asked to approve as a correct record the Minutes of the Economy Committee held on 2 February 2023.

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 2023/24

The Committee are required to agree their meeting start times for the remaining meetings of the municipal year 2023/24.

6. PUBLIC QUESTION TIME

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

7. PIER ROAD PROPOSED CLOSURE (Pages 11 - 20)

The report follows a meeting of the Economy Committee in November 2022 at which the following was agreed: The Committee:

- Supports the principle of permanently closing Pier Road to through-traffic.
- Authorises officers to engage with West Sussex County Council as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure.
- Authorises officers to explore the opportunity of increasing the length of the proposed closure area to include the area of highway as far north as the Gravy Boat restaurant; and
- Requests that officers provide a report to a future meeting of the Committee setting out officers' findings and conclusions in respect of recommendation 2.1.2 and 2.1.3.

Officers have now undertaken the required work and this report provides the Committee with details of that work and a recommended way forward.

8. PROGRESS REPORT ON LITTLEHAMPTON PUBLIC REALM - PHASES 2 & 3 (Pages 21 - 50)

This report provides an update to the Economy Committee on the completion of public realm works to Littlehampton Town Centre (phases 2&3).

9. BOGNOR REGIS ARCADE, UPPER FLOORS REFURBISHMENT (Pages 51 - 148)

The purpose of this report is to explain the current condition of the Bognor Regis Arcade upper floors, the barriers that are preventing its reuse, and seek members consent to refurbish the upper floors into private rented apartments using a potential grant from the Brown Field Land Release Fund and a £7,362,747 investment through the capital programme.

10. Q4 KEY PERFORMANCE INDICATORS REPORT (Pages 149 - 154)

The report sets out the performance of the Key Performance indicators at Quarter 4 and end of year for the period 1 April 2022 to 31 March 2023.

11. COUNCIL VISION 2022-2026 ANNUAL REPORT

(Pages 155 -
174)

The Council Vision 2022-2026 was approved at Full Council in March 2022.

To support the Vision, we have a comprehensive set of measurable performance indicators which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are the subject of this report, the 'Vision Indicators' and this is the first annual report on them. These annual indicators primarily update the progress against strategic milestones.

12. SEAFRONT CAFÉ OPTIONS AT BOGNOR REGIS

(Pages 175 -
182)

The report is seeking approval for undertaking business case appraisals to explore the options of developing cafes at Esplanade Theatre and Bognor Regis Promenade 'Stalls Zone'.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no update reports for this meeting. The Outside Bodies list has been attached with those bodies and representatives highlighted which feed into the Economy Committee for members to note.

13. WORK PROGRAMME 2023/24

(Pages 187 -
188)

The work programme for the municipal year 2023/24 is attached for members review and comment.

14. EXEMPT INFORMATION

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

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

15. WATERLOO SQUARE

(Pages 189 -
198)

The report provides a brief to the committee updating on the current position relating to three premises, as well as presenting options for consideration to the future tenure of the site.

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

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ECONOMY COMMITTEE

2 February 2023 at 6.00 pm

Present: Councillors Cooper (Chair), Gunner (Vice-Chair), Chace (Substitute for Edwards), Mrs Cooper (Substitute for Roberts), Dixon, Northeast, Pendleton, Stanley, Dr Walsh and Yeates

Councillors Coster and Goodheart were also in attendance for all or part of the meeting.

648. APOLOGIES

Apologies were received from Councillors Edwards (substituted by Councillor Chace) and Roberts (substituted by Councillor Mrs Cooper).

649. DECLARATIONS OF INTEREST

Councillor Gunner declared a Prejudicial Interest in agenda item 8 [Committee Revenue & Capital Budgets 2023/2024] Appendix B as he was a director of Coast to Capital. He confirmed that he would not take part in the debate or vote on this part of the item.

Councillor Dixon declared a Personal Interest for the urgent item [Urgent Item – Bognor Arcade Grant Application], item 6 [Tourism Hospitality & Visitor Economy Study] and item 10 [Disposal of London Road Car and Lorry Park, Bognor Regis] as a member of the Bognor Regis Civic Society.

650. MINUTES

The minutes of the previous meeting of the Committee held on 22 November 2022 were approved and signed by the Chair.

651. 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 was one item of urgent business for the Committee to deal with at the meeting, of which members would have received the supplement agenda pack containing the report and appendix on Wednesday 1 February 2023. He confirmed that this business would be completed after item 5 [Public Question Time].

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652. 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 Council's Constitution.

The Committee manager confirmed that the one question to be asked and answered at today's meeting had been submitted to Full Council on 18 January 2023 and that this question had been referred to this Committee for a response. She then read out the question on behalf of the member of the public and this was responded to by the Chair.

(A schedule of the full questions asked and the responses provided can be found on the meeting's webpage at: [Arun District Council](#))

The Chair then drew Public Question Time to a close.

653. URGENT ITEM - BOGNOR ARCADE GRANT APPLICATION

The Chair invited the Regeneration Consultant to provide members with an overview of his report.

The Regeneration Consultant thanked the committee for hearing this item. He advised that a lot of work has been completed on the Ground Floor of the arcade of which businesses were now thriving. However, the upper floors had fallen into disrepair. He explained that the potential options before you are private rental options which would bring in the required revenue. He confirmed that the outline business case had unfortunately not been ready for this meeting however, the headlines of the business case were detailed within the report. He highlighted that the gross rents versus the running costs of the building, however confirmed that the finances still showed that the scheme would struggle and therefore grant funding was needed to address this. In summing up he confirmed that the BLF grant funding if successful would support 28/29 properties and a full business case was required to be submitted as part of the application process. The business case would incorporate the costs that the council were currently spending on maintenance and void costs. He advised that should the application be successful a further report would be brought back to either this committee, Policy & Finance or Full Council to lay out the business case detail. This report was requesting that members provide the authority needed to submit a bid application.

The Chair then asked members to make comment or ask any questions they had. Clarity was first sought regarding the correct name of the fund that was being referred to through the report as one member had googled 'Brownfield Land Fund' and could not find information on the grant under this description. However, he could find it under 'Brownfield Land Release Fund' (BLRF). It was confirmed by the Regeneration Consultant that this the correct name for the grant. Secondly it was then questioned if it had been agreed by the government that this building did meet the criteria for 'Brownfield'. It was confirmed that it had a specialist consultant had been acquired by

the council to complete the submission and that the council was applying for the third round of the fund which had a submission deadline date of 31 March 2023. It was hoped that if the council was successful with its application that the allocation of funds would be given approximately in September. Upon further questioning it was confirmed by the Regeneration Consultant and the Group Head of Business & Economy that One Public Estate had approached the Council regarding putting in a bid for the BLRF, they had visited the Arcade along with other sites and were supportive of moving the council's application forward.

As discussion continued to challenge the requirement to bring the report as an urgent item to members at this meeting of the committee along with concerns that members were not being allowed to review the business case ahead of the applications submission it was re-emphasised by officers and the Chair that all that was being asked of members tonight was to provide authority to officers so that a bid application could be submitted before the application deadline. Due to the Elections in May 2023, there were no further scheduled opportunities for this committee to meet to review the application prior to the submission deadline. It was also reconfirmed that the business case that would be submitted with the application submission would be shared with members as soon as it was received and there would be an opportunity for members to comment on this when a future report was brought to the Committee in the next civic year,

There were questions raised regarding the specific plans for the roof terrace, the units on the ground floor next to no. 10 (currently the BID office) and the management plan in place to manage the properties that would be in place should the plans be executed as it. It was confirmed that the some of the roof terraces were already there and that the remaining flat roofs would be converted to roof terraces for the other planned flats that currently do not have outdoor space on the plan. Regarding the office space at no. 10, the plan was to add an additional 2 floors on top of this space, to potentially include a café, it was confirmed that the options were still being discussed regarding whether this would require a complete rebuild or not. In terms of managing the spaces created, again all option were still being considered, however one option would be for the council to consider a partnership with another person/body and this detail would be part of the next stages presented to the Committee.

It was asked if consideration had been given to these potential residential properties becoming part of the social housing stock. It was confirmed that this option had been explored with the Housing Team but was found to not be a suitable build for that purpose, this would also be detailed in the next report.

Discussion then returned to the opportunity to have a Special meeting of the committee to have a full report including the business case be reviewed by Members prior to the application submission deadline. Some members were uncomfortable that the business case formed part of the application process and not being able to comment or make changes to this was not something they wanted to do. The Chair reemphasised that although 7 weeks seemed like enough time for an additional meeting to be organised and held, this in terms of practicalities of the work that goes on behind this process it was not.

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It was then proposed by Councillor Walsh and seconded by Councillor Dixon that members do not take a decision on this tonight, and we wait for the business case to be reported to a special meeting of the committee before the grant application closed on 31 March 2023. It was confirmed by the Committee Manager that a date for a special meeting could not be provided at the meeting as this would need to be discussed with other officers, however she could confirm that there was very few options available in terms of dates for a special meeting, due to the amount of business the council is required to complete ahead of the Pre-Election period on 20 March 2023. One member then requested that it be clarified that the proposal on the table if agreed would mean that should a date for a special meeting not be possible ahead of the grant submission cut off date, that it would be the committee would miss the opportunity to apply for the grant. The Chair confirmed that this was correct and then requested that the proposal be put to the vote. Upon the vote being taken it fell to the Chair's casting vote in which he vote against the proposal and therefore the proposal fell.

Before the Chair invite non-committee members to make comment and ask questions it was asked if there were any additional costs involved with the application submission. It was confirmed that there were no additional costs as it was already fully funded. Non-committee members raised questions regarding the condition of the flat roof and that it was in a state that required repairs and would that be funded from the grant if the application was successful. It was confirmed that there were two roofing projects that were being progressed by the council currently and that these were being funded through the asset management fund. There was an additional question asked regarding the possibility of a glass roof being considered, however it was confirmed that there was no project at the current time that would encompass the glass roof. Confirmation was then requested that given the business case would not be seen by committee members ahead of the application being submitted, would this fact be made clear within the application. The Regeneration Consultant confirmed that it would be made very clear, he also confirmed that the amount of monies the council may be awarded if successful with its bid was not yet determined and that whatever was offered would need to ensure it was a large enough sum to be cost effective and if this was not the case, then the council made need to look for further grant funding to help.

In drawing the discussion to its conclusion, the Chair reemphasised that members would see the business plan and would be able to make comment via email to the Regeneration Consultant and that at a future meeting of the committee a report containing the business plan would be brought to members for their review, should the application be successful and before any further steps were taken. Some further additional comments were made by members of the committee and the Vice-Chair of which all supported the Chair's comments on the next steps for this item.

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

The Committee

RESOLVED

- 2.1. approved the submission of a grant funding application to the Brownfield Land Fund in respect of the Bognor Regis Arcade, and;
- 2.2. delegates to the Chief Executive in consultation with the Chair of the Economy Committee, the authority to prepare and submit the grant funding application.

654. TOURISM HOSPITALITY & VISITOR ECONOMY STUDY

The Chair invited the Group Head of Business and Economy to provide members with an overview of the report after which he then invited members to make comment or ask questions of the officer.

It was asked what level of input the team had regarding Planning Applications received by the council. Specifically, the recent applications for Pier Road relating to the Nelson Hotel and Riverbreeze Restaurant and the proposed change of use from Commercial to residential. It was confirmed that the teams opportunities to comment on Planning Applications were the same as everyone else, in that they are able to make comment on change of use. She went on to explain that the whole point of the study was that it would help to support and protect the districts tourism sector moving forward. It was also advised that the key issues were surrounded by Planning Policy, hence the consultation that took place with the Planning Policy Committee last year. The council had enquiries from hotels all the time and that it was the Group Head's role to direct those individuals to the right owners of the property or land.

It was asked when the strategy was last updated and how much would it cost for it to be updated? It was confirmed that the last Tourism Strategy was produced in 2011, however, costs could not be predicted at the moment as the council would go out to an external specialist for this work to be completed. It was hoped that the costs could be taken from this year's budget rather than next years, should it be able to quickly agree the work with an appointed specialist. Additionally, it was stated by one member that they were not persuaded that there was a demand of hotels given the number that were on the market currently. He believed that first there needed to be something to attract visitors to the area and he suggested that two plans were needed, a local plan (which was already in place) and a regeneration masterplan. The Council had one of these in 2004 and it was important to have to have a clear overarching strategy.

Discussion surrounding recommendation 2.3 was had, specifically regarding the sum of money the council received for artwork in the district. It was stated that there had been one meeting 4 years ago but nothing else had been heard on the matter. It was suggested that the council could invest in putting decent artwork on roundabouts, to make the roads more inviting to visitors of Littlehampton. It was believed that there was an up-hill struggle to market Arun as it was "just not on the map". The report

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showed that the district does have everything it needs to be inviting to tourists and that the council should be able to come up with something that encapsulates all of what was here, in a better way.

There was also discussion on Eco Lodges and the increasing popularity of these. It was felt that the council had missed a trick on this topic, especially given the sale of the Caravan site on Littlehampton Road a few years ago. It was felt that this could have been an opportunity to create revenue. A suggestion of an Officer and Member Working Group was made to look at this in more detail. The Group Head confirmed that there were ways in which stakeholder engagement could be improved and this could be one of them. The Chair and Councillor Northeast expressed their interest in being involved in the working group, should they be re-elected at the Election in May 2023.

A non-member of the committee was invited to speak where he raised a number of points and opportunities that he believed should be considered by the team and committee. The Group Head confirmed that she was familiar with a number of items mentioned by the member and that the consultation process for these would provide opportunities for these to be formally put forward.

Clarity was sought regarding the report completed in 2011 and was this the previous Arun Leisure and Culture report. It was confirmed no, and would not be found on the website now as it was out of date. Another member asked if a copy of the Blue Sail Strategy completed in 2020 could be shared with members.

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

The Committee

RESOLVED

- 2.1. To produce a refreshed 'Visitor Economy Strategy'
- 2.2. To investigate opportunities for active partnership in delivering visitor accommodation, and;
- 2.3. To continue to seek investment in public realm, the seafront, and in key infrastructure.

655. COMMITTEE REVENUE & CAPITAL BUDGETS 2023/2024

(Councillor Gunner redeclared his interest in Appendix B for this item. He requested that recommendation b was dealt with separately to the rest of the recommendations and that he would leave the room for this part of the meeting.)

The Group Head of Finance and Section 151 Officer was invited by the Chair to provide members with an overview of the report. She explained that this was the second time preparing the budget under the committee style governance system. The budget from this committee plus any growth bids would be considered at Policy and

Finance Committee as part of the overall budget on 9 February before going on to Full Council on 1 March for approval.

It should be noted that the budget has been prepared against a backdrop of a significant budget gap for 2023/24. Only essential growth bids for 2023/24 had been put forward for the committee to approve. The amended growth bids listed in appendix B totalling 113k are: Small Grants Fund to community organisations including Parish Councils that are unable to apply to the UK prosperity Fund, £100k and Contribution towards Coast to Capital Careers Hub and Apprentice Enterprise Adviser Network, £12.5k.

She confirmed that the main year on year changes were shown at paragraph 3.9: Fall out of 2022/23 Growth bids; and the committees capital programme totalling £539k for 2023/24 was contained in appendix C is for the asset management programme and is comprised of: Public Conveniences £449k and Hotham Park Carriage Yard £90k.

In summing up she explained that no detail questions were received in advance of the meeting, but she was happy to try and answer any questions that members may have with the help of the officers present.

The Chair then invited questions and comments from the committee where it was raised that;

- What was the location of Sheepwash Barn. It was confirmed Middleton.
- Public Conveniences, specifically the disused toilet block in Wick, what was the plan for this, it was confirmed that there was currently a piece of work being undertaken by officers to explore converting the disused toilet block into open space to enhance the area. The proposed Economy Committee budget did not contain provision for such a conversion as that would fall within the remit of the Environment Committee. The Vice-Chair and Leader of the Council confirmed that he had spoken with the Director, and he had been assured that the Parks and Open Spaces budget would accommodate this work.
- It was requested that a Regeneration Master Plan was put together by officers and was budgeted for, so the next administration could move forward with.
- There was concern raised that there was nothing budgeted for Bognor Regis Town Hall and was it realistic that the council would not spend anything in the building. It was confirmed that the Revenue Budget was where ongoing maintenance for buildings funds came from. So it wasn't that nothing would be spent on the building, it was that there were no expected larger capital projects in the coming financial year.
- Clarity was sought on the work budgeted for the Oyster Pond and what this was. It was explained that there were defects within the structure that required attention. It was suggested that the work to install fountains should be completed at the same time as the maintenance work is completed on the pond as it was felt this would be more cost effective.

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- Further clarity was sought regarding Bognor Regis Town Hall and what was the predicted spend in 2025 – 2027 for? It was explained that the specific details were not known to the officers present, however there were a number of elements that would have been expected to deteriorate over that timescale.

The Group Head of Finance and Section 151 Officer advised members that it was important for them to remember that the finances they are discussing were only indicative at this time and further additional detail would be brought to them over time.

The Chair then asked Members if they had any debate around recommendation (b) and if not, could the vote be taken on this item now.

The Vice Chair and Leader of the Council left the room.

As there was no discussion on recommendation (b) it was proposed by Councillor Cooper and seconded by Councillor Pendleton.

The Committee

RESOLVED that

- (b) the list of uncommitted growth items as illustrated in Appendix B of this report be agreed;

The Vice Chair and Leader of the Council returned to the room for the vote on the remaining recommendations. These were proposed by Councillor Cooper and seconded by Councillor Mrs Cooper.

The Committee

RESOLVED to

- (a) Agree the 2023/24 Revenue Budget as illustrated in Appendix A of this report; and
- (c) Agree the 2023/24 Capital Programme as illustrated in Appendix C of this report; and

RECOMMENDS TO THE POLICY AND FINANCE COMMITTEE that;

- (d) the Revenue Budget, list of growth items and capital programme for this Committee be included in the overall General Fund Budget when Policy and Finance Committee considers the overall budgets at its meeting on 9 February 2023.

656. WORK PROGRAMME

The Committee noted its work programme for 2022-23.

657. EXEMPT INFORMATION

The recommendation was proposed by Councillor Pendleton and seconded by Councillor Dixon.

The Committee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that 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.

658. DISPOSAL OF LONDON ROAD CAR AND LORRY PARK, BOGNOR REGIS

The Chair invited the Group Head of Technical Services to provide members with an overview of the report. He outlined that investment conditions had deteriorated over the last 12 months. He reminded members that at the committee meeting held in July 2021, members instructed officers to market the land for sale, with a preference for retaining 100 car parking spaces, WC and enhanced approach to Hotham Park. In March 2022 a further report was brought back to committee where officers were instructed to enter into a second and final round of bidding with the 4 bids that had been shortlisted to negotiate best and final offers, once this had been completed officers were to bring those results back to members, which was what was detailed in the report for them at today's meeting. He then ran through the 4 offers in detail including the councils recommended action for each bid.

During discussion it was clear that members were not agreeable to the offers as they were and that there were no options that members could fully support. The Group Head of Technical Services advised members that should they be inclined not to pursue the recommendations before them, there would be agent fees payable and maintenance costs for the area that would need to be undertaken by the council e.g., Toilet and Car Park maintenance. Further discussion was had around regeneration for the site versus options that would provide revenue for the Council and social value. There was a request for a member briefing to be held to review further options that could be achieved with the site. A suggestion from a non-member of the committee was that the council should explore potential commercial partnership options further. The resounding mood of the committee was that now, was not the right time to move forward with the offers as they were.

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There was a detailed conversation across the room in reaching agreement for the wording of the resolution where it was agreed and proposed by Councillor Cooper, seconded by Councillor Walsh that;

The Committee

RESOLVED

1. Committee reject the offers as they stand and requests that officers and members continue to explore options within a masterplan for the site

(The meeting concluded at 8.57 pm)

Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Pier Road, Littlehampton - Proposed Closure
LEAD OFFICER:	Miriam Nicholls, Business Development Manager
LEAD MEMBER:	Councillor Roger Nash
WARDS:	River Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>This recommendation supports:</p> <p>Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>Improving the social, economic, and environmental wellbeing of the District along with those who live, work and play within it.</p>	
FINANCIAL SUMMARY:	
<p>There are no costs arising directly and immediately from this report. It is expected that, if West Sussex County Council (WSCC) agree to place this project into their programme, it will also be funded by them. However, depending on which scheme Members prefer there may be costs over and above those WSCC are prepared to accept. There is no budget requirement this year or next (24/25) based on the length of time for the project to proceed through its formal stages. However, a bid for funding which is likely to under £10,000 will be put forward for consideration as part of the Medium-Term Financial Planning process.</p>	

1. PURPOSE OF REPORT

1.1. The report follows a meeting of the Economy Committee in November 2022 at which the following was agreed: The Committee:

- Supports the principle of permanently closing Pier Road to through-traffic.
- Authorises officers to engage with West Sussex County Council as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure.
- Authorises officers to explore the opportunity of increasing the length of the proposed closure area to include the area of highway as far north as the Gravy Boat restaurant; and
- Requests that officers provide a report to a future meeting of the Committee setting out officers’ findings and conclusions in respect of recommendation 2.1.2 and 2.1.3.

- 1.2 Officers have now undertaken the required work and this report provides the Committee with details of that work and a recommended way forward.

2. RECOMMENDATIONS

- 1.2. The Committee agrees for a bid to be submitted to WSCC Community Highway Scheme programme.
- 1.3. A further report be brought to the Committee detailing the full costs of the scheme to Arun District Council, should the bid be successful, and there be costs that WSCC are unable to meet.

2. EXECUTIVE SUMMARY

- 2.1. In November 2022 the Economy Committee asked Officer to engage with WSCC Highways Team to establish a way forward with a project to close Pier Road in Littlehampton to motorised traffic. This report advises Members of the outcome of that work and requests Members to agree which scheme should go forward to WSCC.

3. THE SCHEMES

- 3.1. As noted above, in November 2022 the Economy Committee “Authorises officers to engage with WSCC as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure”. The work has now been undertaken and two schemes have been worked to a basic design stage, costed and had a Road Safety Audit undertaken. Both schemes are a permanent closure to all motorised traffic. A third, basic scheme, has also been costed.
- 3.2. **Scheme A** removes the existing kerbs on both east and west sides, levels the carriageway and replace the current surfaces with a resin bound surface in a buff colour to match the existing footway on the western side of Pier Road. It also includes significant drainage works to incorporate a central drainage channel. A cycle path would be differentiated by a contrast-coloured resin surface. Cycle racks, timber faced concrete planters and bench style tables placed at suitable points. Disabled parking spaces would be provided at the southern end of the scheme. At the northern end the footway would be built out to reduce the carriageway width and dropped kerbs and tactile paving laid. The cost of this scheme is currently estimated at £625,000 including the current inflation rate. Members should note that this cost is at time of the report being written and is subject to change as the cost of materials fluctuates significantly. This cost excludes seating.
- 3.3. **Scheme B** leaves the existing footways, kerbs and surfaces in place and build up the existing carriageway deck to provide a uniform height surface kerb to kerb. The eastern footway currently has a tarmac surface whilst the western footway is a resin bound finish. A central drainage channel would be

incorporated and cycle racks, timber faced concrete planters and bench style tables placed at suitable points. Disabled parking spaces would be provided at the southern end of the scheme. At the northern end the footway would be built out to reduce the carriageway width and dropped kerbs and tactile paving laid. There would be no specifically designated cycle lane but the area would be signposted as a shared surface. The current estimated cost of Scheme B is £550,000 – including inflation.

- 3.4. **Scheme C** is the most basic and simply provides a closed road with a coloured finish to the carriageway surface. No kerbs would be removed, no drainage works would be required. The street furniture would be as Options A and B. This is costed at £175,000 – including inflation.
- 3.5. At the November 2022 meeting Members asked that the possibility of extending the scheme north to the 'Gravy Boat' was considered. This has been looked at but WSCC Highways has advised against this due to issues with traffic being able to turn if the road were closed that far north. With Schemes A and B, above, smaller vehicles can leave the area via Clifton Road without the need to perform a three-point turn. The possibility of purchasing some additional land to accommodate a turning circle has been considered but the landowners are reluctant to lose what is currently their car park.
- 3.6. Attached as Appendix A & B are drawings of both schemes. The decision was taken, at this stage, not to obtain 3D drawings due to the significant costs of doing so. These were quoted at £1600 per drawing. There is no drawing for Scheme C as it would be the same as both A & B in terms of area and closure but with no alternations to layout.

5. TIMESCALES

- 5.1 Whichever scheme is decided by this Committee will be placed before WSCC Community Highways Panel as a Local Transport Improvement Project. The Panel sits in July. Advice from WSCC Officers is that for the scheme to be taken forward there needs to be a compelling case with robust evidence the scheme is required. If the scheme passes that point the following timelines are expected.

Feasibility and detailed design – 2024/2025
Build - 2025/2026

It is possible that this timeline may slip by at least one year as the Pier Road closure project will be competing for funds with projects such as by-passes and equally large projects. This is due to the value of the project.

6. CONSULTATION

- 6.1. Public consultation was undertaken in summer 2022 and was reported to the Economy Committee in November 2022.

- 6.2 The banning of motorised traffic requires a Traffic Regulation Order and that process includes statutory consultation which may raise objections that will need resolving. If WSCC receives more than five objections it will be the Cabinet Member for Highways that makes the decision regarding the implementation.

7. OPTIONS / ALTERNATIVES CONSIDERED

- 7.1. No other options have been considered as this report is as a result of the Economy Committee requesting a further report and associated costs.

8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

- 8.1 There are no costs arising directly and immediately from this report. It is expected that, if West Sussex County Council (WSCC) agree to place this project into their programme, it will also be funded by them. However, depending on which scheme Members prefer there may be costs over and above those WSCC are prepared to accept. There is no budget requirement this year or next (24/25) based on the length of time for the project to proceed through its formal stages. However, a bid for funding which is likely to under £10,000 will be put forward for consideration as part of the Medium-Term Financial Planning process.

9. RISK ASSESSMENT CONSIDERATIONS

- 9.1. A Risk Register will be created if the project proceeds.

10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 10.1. This report is about making application to WSCC to close Pier Road in accordance with the *WSCC Community Highway Scheme* programme using its traffic regulation powers. WSCC is the Highway Authority and also the Local Traffic Authority. The relevant legislation relating to Traffic Regulation Orders is the Road Traffic Regulation Act 1984, as amended. If the ADC application does not meet the criteria set out in the Act, WSCC may not be able to grant the application or if granted it may be open to challenge. It is essential therefore that the application is able to address the statutory criteria as well as the WSCC scheme criteria. The WSCC scheme criteria is on their website.
- 10.2. Section 1(1) of the 1984 Act allows WSCC to make permanent orders for the following purposes only:
- a) To avoid danger to persons or other traffic using the road or any other road or to prevent the likelihood of any such danger arising;
 - b) To prevent damage to the road or to any building on or near the road;
 - c) To facilitate the passage on the road or any other road of any class of traffic (including pedestrians);

- d) To prevent the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property;
- e) To preserve the character of the road in a case where it is specially suitable for use by persons on horseback or on foot;
- f) To preserve or improve the amenities of the area through which the road runs; or
- g) To preserve or improve local air quality.

10.3. Section 2 of the 1984 Act states that Orders may be used for almost anything prohibiting, restricting or regulating the use of a road by traffic – which includes motor vehicles, bicycles and pedestrians:

10.4. Having regard to the earlier report to committee in November 2022, the statutory purposes which this application needs to meet appears to be purposes (a), (c), (f) and (g).

11. HUMAN RESOURCES IMPACT

11.1. There is no Human Resources impact.

12. HEALTH & SAFETY IMPACT

12.1. The project is subject to a Stage One Road Safety Audit. The outcome of which will be reported to the Committee verbally.

13. PROPERTY & ESTATES IMPACT

13.1. No Property & Estates implications have been identified at this time.

14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

14.1. The recommendations in this report do not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010

15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

15.1 The support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

16. CRIME AND DISORDER REDUCTION IMPACT

16.1 There are no direct impacts on the above areas arising from this report.

17. HUMAN RIGHTS IMPACT

17.1. There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

18.1. There are no specific FOI or data protection issues arising from the proposals in the report.

CONTACT OFFICER:

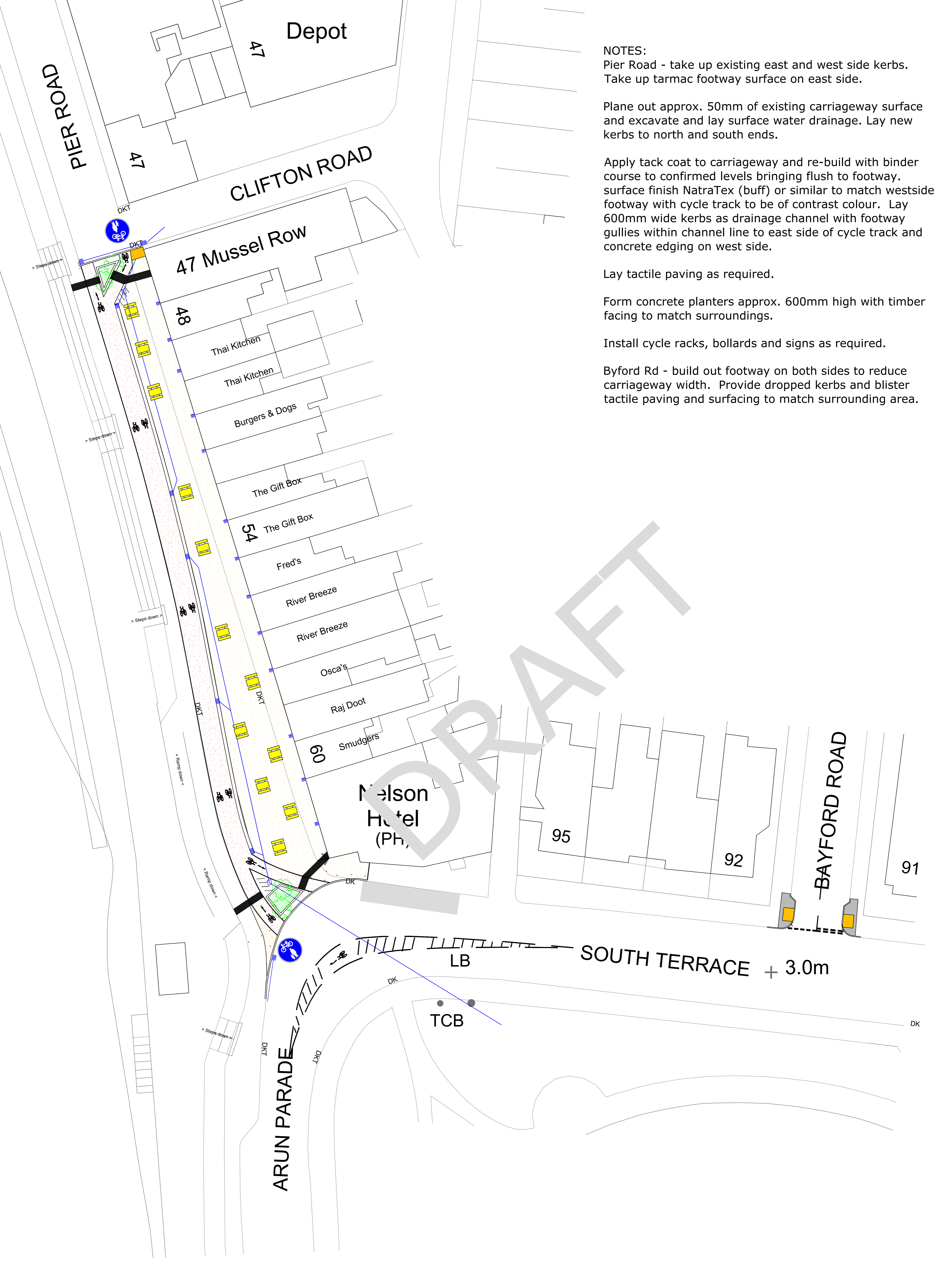
Name: Miriam Nicholls

Job Title: Business Development Manager

Contact Number: 01903 737845

BACKGROUND DOCUMENTS:

[Report to Economy Committee November 2022](#)



NOTES:

Pier Road - take up existing east and west side kerbs. Take up tarmac footway surface on east side.

Plane out approx. 50mm of existing carriageway surface and excavate and lay surface water drainage. Lay new kerbs to north and south ends.

Apply tack coat to carriageway and re-build with binder course to confirmed levels bringing flush to footway. surface finish NatraTex (buff) or similar to match westside footway with cycle track to be of contrast colour. Lay 600mm wide kerbs as drainage channel with footway gullies within channel line to east side of cycle track and concrete edging on west side.

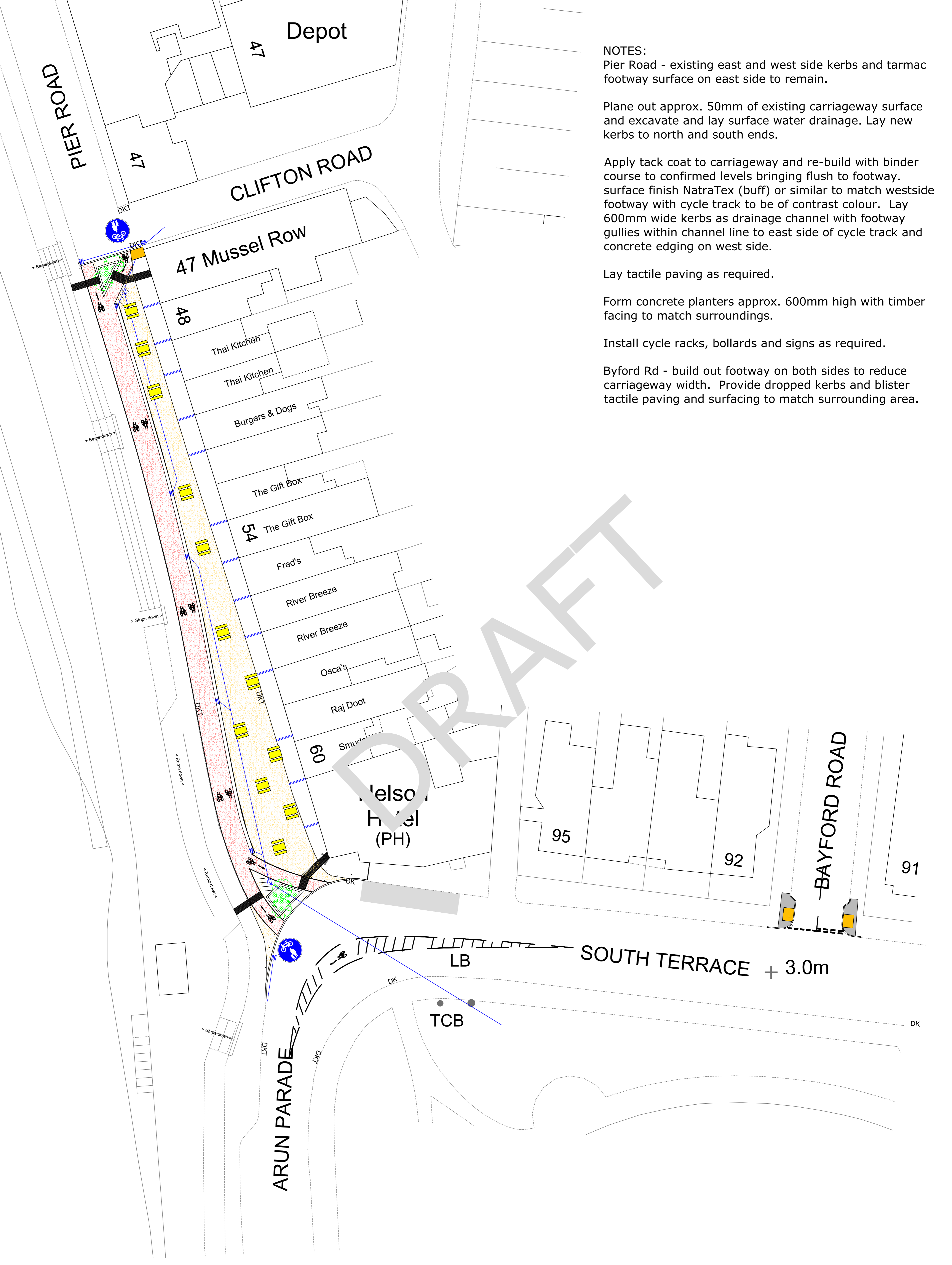
Lay tactile paving as required.

Form concrete planters approx. 600mm high with timber facing to match surroundings.

Install cycle racks, bollards and signs as required.

Byford Rd - build out footway on both sides to reduce carriageway width. Provide dropped kerbs and blister tactile paving and surfacing to match surrounding area.

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NOTES:
 Pier Road - existing east and west side kerbs and tarmac footway surface on east side to remain.

Plane out approx. 50mm of existing carriageway surface and excavate and lay surface water drainage. Lay new kerbs to north and south ends.

Apply tack coat to carriageway and re-build with binder course to confirmed levels bringing flush to footway. surface finish NatraTex (buff) or similar to match westside footway with cycle track to be of contrast colour. Lay 600mm wide kerbs as drainage channel with footway gullies within channel line to east side of cycle track and concrete edging on west side.

Lay tactile paving as required.

Form concrete planters approx. 600mm high with timber facing to match surroundings.

Install cycle racks, bollards and signs as required.

Byford Rd - build out footway on both sides to reduce carriageway width. Provide dropped kerbs and blister tactile paving and surfacing to match surrounding area.

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Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Littlehampton Public Realm Improvement: Phase 2 & 3 High Street, Beach Road / East Street / Clifton Road.
LEAD OFFICER:	Denise Vine, Group Head of Business and Economy
LEAD MEMBER:	Councillor Roger Nash
WARDS:	River Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres.</p> <p>Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>Improving the social, economic, and environmental wellbeing of the district along with those who live, work and play within it.</p>	
FINANCIAL SUMMARY:	
<p>Phases 2&3 of the project are now complete, and the scheme has been delivered within budget and to programme.</p>	

1. PURPOSE OF REPORT

1.1. This report seeks to update the Economy Committee on the completion of public realm works to Littlehampton Town Centre (phases 2&3).

2. RECOMMENDATIONS

2.1. The Committee is requested to note the contents of the report.

3. EXECUTIVE SUMMARY

3.1. The report summaries the works completed, budget and programme.

4. BACKGROUND

4.1. 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.

4.2. Funding

4.3. In April 2019, the Council was awarded a Coastal Communities Fund grant of

£2,452,295 (£2,307,057 capital and £145,238 revenue) for public realm enhancements for the High Street precinct and pavements/junctions to the railway station where a new gateway to the town was planned. These are Phases 1 and 2 of the five phase overall public realm scheme. However, due to rising material and construction costs, funding was only sufficient to deliver phase 2 of the works (the High Street, Duke Street, St Martins Lane and Clifton Rd). Phase 1 (Terminus Road) is now funded by WSCC and work is underway, with completion expected in October 2023 and this will be reported upon separately once complete.

4.4. 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.

4.5. Arun District Council and Littlehampton Town Council each contributed a further £200,000 to Phase 3 for its delivery.

4.6. This provided a total budget of £3,271,331.

4.7. In July 2021, the Economy Committee approved the scope of works and entered into a contract with Edburton to deliver the improvements.

4.8. In March 2022 the Policy & Finance Committee approved additional funding of £240,000 to 'dig once' and provide a fibre network serving the town centre, to be operated by City Fibre. City Fibre have since agreed to contribute £100k toward those works.

4.9. In July 2022, the Economy Committee agreed to extend the budget by a further £400k (£250k for the additional works and £150k contingency) for:

- Additional Fibre works
- 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
- Additional chambers required for services
- Sub-base construction to Clifton Road (no base installed when originally constructed).
- Subsequently the total budget allocated for phases 2&3 amounted to £3,911,331 (including contingencies and capital spend only).

4.10. In early 2022, ADC were successful in securing funding from WSCC, to deliver phase 1 of the improvement works. This work is being delivered by Edburton, the same contractor as phases 2&3 and thus keeping continuity of work and delivery. The total budget allocated for phase 1 is £1.253m, a report detailing the project and spend, will be submitted to the Economy Committee later this year.

5. DELIVERY

5.1. Edburton Contractors Limited completed the phase 2&3 works in March 2023 under a NEC 4 Option A contract to construct the Littlehampton Public Realm Improvement works. These works have undergone a Road Safety Audit and final sign off has been given by WSCC Highways.

5.2. The works delivered are summarised as follows:

- 14 New trees (increase of 14 number)
- 10 New Benches
- 7 Pairs of New Bins (14no. in total recycling and general waste bins)
- 3000 Sq M of upgraded roads
- 5800 Sq M of upgraded footways
- 45no. New bicycle stands
- 1 New CCTV Column
- 3 pop-up power points in the high-street
- New lighting to clock tower
- 2 additional dedicated disabled bays in Sparks Court
- New directional signage and upgraded tourist maps
- Installation of fibre network
- 83 sq M of New flower beds
- Upgraded lighting
- Improved pedestrian crossings
- Pedestrian priority at junctions
- New paving with colour mixes as discussed and agreed
- Extended paving to Duke Street and Clifton Road
- Different colour asphalt to distinguish pedestrian / parking / loading & highway
- New tree pit for Christmas Tree
- Wider pavements (where applicable)

6. Project Management

6.1. ADC appointed an internal project manager to ensure that the council managed the project closely, on a daily basis and managed the internal processes required by the council including reporting; invoicing; public relationship management, specifically in relation to the local businesses and managing their expectations; liaising with other internal departments (including, but not limited to; waste management, parking services, Community Safety Team, Property & Estates, IT (Fibre delivery)).

6.2. Faithfull & Gould (F&G) were appointed as external project managers and quantity surveyors, managing and inspecting the works to ensure they were compliant and to standard, as well as providing H&S reports, they also supported on the following meetings:

Meeting	Attendees	Frequency
Board	ADC, F&G, WSCC, LTC	Monthly

<u>Project Team</u>	<u>ADC, F&G, Edburton, Project Centre</u>	<u>Monthly</u>
<u>Team meeting</u>	<u>ADC, F&G, Edburton</u>	<u>Weekly</u>
<u>Community Engagement</u>	<u>ADC, Edburton</u>	<u>As required (dealing with complaints, issues, concerns and addressing and resolving)</u>
<u>ADC Boards</u>	<u>ADC with reporting from all stakeholders</u>	<u>Monthly CMT updates, Boards as required.</u>

7. Lessons Learned

- 7.1. Early engagement of Project Management and QS services is essential to mitigate delays and manage expectations. Early appointment also ensures that costs are managed, as base build costs need to be elaborated upon and additional fees and costs incorporated to ensure sufficient budget is available to realise the scheme. It is vitally important that the PM is engaged at commencement of any project, this is for managing relationships, public engagement, budgets, risk, contractor relationships and they also know the importance of building such costs into the overall project costs. They can also manage the risk and contingency that is allocated to the project well in advance, again ensuring that the project is delivered within the parameters set and mitigating the need for value engineering and thus potentially loss of quality.
- 7.2. Placing orders well in advance to secure price and delivery. We established that costs were volatile and subject to varying pricing at port to ship the goods to site. The lead in time for delivery was also subject to change, with 20-26 week lead in on some items. We were able to secure the order well in advance of commencing works and therefore ensuring the project was not delayed or over budget.
- 7.3. Dig Once approach. Consultation with WSCC suggested we should be adopting the 'Dig Once' policy, whereby, if at all possible, any likely future known works should be incorporated into our design to ensure the new paving is then not dug up again in the near future. To this end it was agreed we would deliver the City Fibre Ducting network as part of the improvement works.
- 7.4. Ensure sufficient risk is attributed to below ground, unidentified services. Given the sensitive location of the works, we were aware of a considerable number of services within the high street and adjoining roads, however, once works commenced, more services, drains, sewers and ducts were discovered, none of which were identified previously. (These have now been mapped and will be shared with the relevant parties and statutory undertakers). This resulted in additional unforeseen costs as well as the inability to plant some of the new trees intended for the area. Savings were made elsewhere to ensure we delivered within budget.
- 7.5. New tree numbers to be always indicative until pits for all of them can be excavated.
- 7.6. The need for paving sealant should be reviewed and confirmed as part of the design.

7.7. Whether there is a way to implement TRO's sooner, the period between the construction of new surfacing and the lining and signing leading to TRO execution, is a period where there can be a long period of delay.

7.8. The topographical survey was inaccurate which caused issues with design levels at the western end of the scheme, Surrey St/High St/Peacocks and additional drainage/downpipes on Beach Rd.

7.9. Inaccuracies with the GPRS survey caused issues with tree pit and drainage proposals.

8. Additional funding secured – UKSPF

8.1. In early 2023, 2 separate funding bids were submitted to the UK Shared Prosperity Fund (UKSPF) that secured an additional c£45k. This enabled us to deliver 22 more bicycle stands; up lights to the Clock Tower; improved planting in new beds (previously destroyed or stollen); 3 large tree pots (to be installed in June in the High Street & Beach Rd), to replace trees that could not be planted due to underground services; an extra bench, extra bins, and upgraded signage. All this has been delivered as an extension to the existing contract.

9. Completing Phases 4 & 5

9.1. It is intended to complete Phases 4 (Surrey Street to the Harbour Lights Café and the links with Pier Road and New Road) & 5 (The War Memorial roundabout in Beach Road) of the scheme as funding becomes available. The council will continue to seek and bid for external grants to deliver these phases.

10. BUDGET

10.1. The budget is summarised as follows:

Financing	Phase 2 & 3		Total
	Revenue*	Capital	
CCF	£145,238.00	£2,307,057.00	£2,452,295.00
LGF		£564,274.80	£564,274.80
ADC contribution (£200k) + agreed funding for city fibre (£240k)		£440,000.00	£440,000.00
ADC additional contribution up to		£400,000.00	£400,000.00
LTC		£200,000.00	£200,000.00
Total Financing	£145,238.00	£3,911,331.80	£4,056,569.80
Expenditure to date	-£71,774.00	-£3,547,205.57	-£3,618,979.57
CE's & retentions (to be released)		-£60,034.00	-£60,034.00
Total Financing	-£71,774.00	-£3,607,239.57	-£3,679,013.57
Balance	£73,464.00	£304,092.23	£377,556.23

Figures exclude £100k from City Fibre toward the

costs.

*final surveys including trader surveys to be completed and a provisional £10k should be allowed for these.

Therefore the remaining, unspent budget:

Capital = £132,318*

11. THANK YOU!

11.1 We would like to take the opportunity to formally thank the following:

- Edburton Contractors – who have delivered the works to budget and programme and have gone the extra mile in terms of engagement with the public and supporting the council in ensuring a smooth delivery of the project.
- F&G who have managed the cost management and PM with excellence.
- Richard Carden – for his project management of the scheme on behalf of the council. Successfully delivering the improvements on time and on budget.
- The businesses and traders within Littlehampton; for their patience and who have broadly supported and encouraged the scheme and have endured some noisy days, but worked with ADC & the contractors to mitigate issues.
- Littlehampton Town Council & WSCC who have both offered financial assistance and advice throughout the project.

12. CONSULTATION

12.1. Stakeholder engagement as well as public updates have taken place throughout the duration of the project. Monthly updates have been sent via email to those subscribed and the Council web page dedicated to the improvements has been updated monthly.

13. OPTIONS / ALTERNATIVES CONSIDERED

13.1 N/A

14. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

14.1 The total costs of phases 2 to 3 of this project are set out in the table above. Members will see that the project has been delivered within budget, with a capital underspend of £132,318 and a 22/23 revenue underspend of £73,464.

14.2 Phases 4 and 5 will not commence until funding has been identified. This will be reported to Members in due course.

15. RISK ASSESSMENT CONSIDERATIONS

15.1. Throughout the project a comprehensive risk register was reviewed and updated. Risks were managed and mitigated wherever possible. This was reviewed weekly and acted upon where necessary.

16.COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

16.1. This report is for noting and there are no legal or governance implications.

17.HUMAN RESOURCES IMPACT

17.1. None – the project officers were funded as part of the project.

18.HEALTH & SAFETY IMPACT

18.1. H&S reports were included as part of the project delivery and provided by F&G. Some minor incidents occurred and were logged on the Arun H&S system.

19.PROPERTY & ESTATES IMPACT

19.1. Taking on of new assets and storage of materials has been fully discussed with the property team.

20.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

20.1. The recommendations in this report do not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010

21.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

21.1. The support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

22.CRIME AND DISORDER REDUCTION IMPACT

22.1. New CCTV system and clearer lines of sight have improved the monitoring and thus helping to reduce crime and disorder.

23.HUMAN RIGHTS IMPACT

23.1. There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

24.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

24.1. There are no specific FOI or data protection issues arising from this report.

CONTACT OFFICER:

Name: Richard Carden
Job Title: Snr Economic Regeneration Officer
Contact Number: 01903 737522

BACKGROUND DOCUMENTS:

Appendix A – Cost Report Template - Detailed



LITTLEHAMPTON TOWN CENTRE IMPROVEMENTS COST REPORT NO.9

Arun District Council

May 2023

Document Status



Document status					
Revision	Date	Status	Prepared by	Checked by	Authorised by
0	05/04/2023	First Issue	JR	AW	HM

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1. Project Overview

Project Details		
Client	Arun District Council	
Main Contractor	Edburton Construction Limited	
Type of Contract	NEC4 Engineering and Construction Contract June 2019 (with amendments January 2019) and Option A	
Contract Dated	04/01/2022	
Contract Sum	£ 2,829,616	
Anticipated Final Account	£ 2,907,463	(Construction costs including City Fibre Works)
Liquidated Damages	0 to 4 weeks Delay - £0 4 to 8 weeks Delay - £2,000 per week More than 8 weeks (Not to exceed 14 weeks) weeks, Delay - £5,000 per week	
Programme	Actual	Anticipated
Date of Possession	04 January 2022	04 January 2022
Date for Completion	19 December 2022	19 December 2022
Programme Duration	49.9 Wks	49.9 Wks
Requests for Extension of Time	12.3 Wks	12.3 Wks
Extension of Time granted	12.3 Wks	12.3 Wks
Revised Date for Completion	15 March 2023	15 March 2023
Revised Programme Duration	62.1 Wks	62.1 Wks
Outturn Programme %	125%	125%
This Report	23 February 2023	23 February 2023
Programme Weeks Completed	59.3 Wks	49.4 Wks
Percentage of Programme Complete	95%	80%
Valuations		
Previous Interim Valuation Number	15	
Previous Valuation Dated	20 March 2023	
Gross Valuation to date	£ 3,305,935	
Retention Held	£ 99,178	
Nett Valuation to date	£ 3,206,757	
Next Application Due	09 May 2023	
Next Payment Certificate Due	30 May 2023	
<i>NB Refer to Interim Valuation Overview for a detailed commentary on applications and payments.</i>		
Change Control		
	CE	Anticipated Change
Issued to date	35 Nr	0 Nr
Issued since previous report	0 Nr	0 Nr
Cashflow Reconciliation		
<i>Valuation Nr 015</i>		
Forecast Cumulative Value	2,985,465	N.B. This cashflow is for indicative purposes only
Actual Cumulative Value	3,033,680	
Difference	48,214	2%

2. Executive Summary

Current Position

The Anticipated Overall Project Cost is £3,679,014. The Approved Budget is £3,816,295, equating to an approximate **£137,281** projected underspend. One of the main attributes towards the underspend is the omission of tree pits in phases 2&3.

Description	Current Forecast (£)	Change this Report (£)	Performance Against Contract Sum		Performance Against Budget	
			Contract Sum (£)	Variance (£)	Budget (£)	Budget Variance (£)
<u>Contractor's Total</u>						
Construction Cost	2,829,616	-	2,829,616	-	2,829,616	-
<u>Variations</u>						
Contract Instructions	(83,995)	(67,806)	-	(83,995)	-	(83,995)
City Fibre works	234,699	-	-	234,699	-	234,699
City Fibre Payment	(100,000)	-	-	-	-	-
Anticipated Instructions	-	(6,033)	-	-	-	-
<u>Other Costs</u>						
Contingency Remaining	27,143	(12,342)	177,847	(150,704)	-	27,143
Additional Funding					400,000	
Total Contractor Costs	2,907,463	(86,181)	3,007,463	0	3,229,616	(322,153)
<u>Client Costs</u>						
Client Direct Costs	411,344	(89,227)	411,344	-	586,679	(175,335)
Professional Fees & Surveys	360,207	-	360,207	-	-	360,207
Total Client Costs	771,551	(89,227)	771,551	-	586,679	184,872
Total Project Cost	3,679,014	(175,407)	3,779,014	0	3,816,295	(137,281)

Contingency

Currently there is £ 27,143 remaining of the £177,847 client construction contingency, a break down of this is in the project contingency section of this report.

Programme

The report is showing the amount certified this month is below the predicted cashflow, Ed Burton are reporting project delay in some areas.

Upcoming Period

Interim Valuation Nr 15 was carried out on Monday 20th March 2023

All works to phases 2&3 are complete

Commencement of Phase 1 Works.

Final Account for phases 2&3

Assumptions

It is assumed that all of the Anticipated Instructions in this report will proceed. Where Edburton have not provided a cost for anticipated change we have included an estimated of cost.

Exclusions

Please note all costs stated are exclusive of Value Added Tax.

Disclaimer

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3. Interim Valuation Overview

Valuation Number	Month	Contractor's Application (£)	Certified Payment (£)	Difference (£)	Reason for Difference
01	January	322,882	312,419	(10,462)	Considerate Constructors Scheme fee
02	February	602,409	539,409	(63,000)	Material on site not delivered
03	March	882,581	882,581	-	
04	April	1,108,939	1,108,939	-	
05	May	1,294,613	1,294,613	-	
06	June	1,573,627	1,573,627	-	
07	July	1,792,803	1,792,803	-	
08	August	1,950,148	1,950,148	-	
09	September	2,322,871	2,322,871	-	
10	October	2,503,358	2,503,358	-	
11	November	2,657,909	2,657,909	-	
12	December	2,800,098	2,800,098	-	
13	January	3,069,640	3,069,640	-	Please note value includes phase 1 work
14	February	3,127,506	3,127,506	-	Please note value includes phase 1 work
15	March	3,305,935	3,305,935	-	Please note value includes phase 1 work

4. Movement In Cost Since Last Report

Ref	Description	Change this Report (£)	Reason for change
	<u>Contract Instructions</u>		
	No movement		
	<u>Anticipated Change</u>		
	No movement		
	<u>Client Direct Costs</u>		
	No movement		
	<u>Professional Fees & Surveys</u>		
	No movement	-	
	<u>Other Costs</u>		
	Total Changes (£)	-	

5. Compensation events (CE)

Ref	EWN No.	NCE No.	Description	Contractor's Quotation (£)	Current Cost Forecast (£)	Variance (£)	Cost Status	Comments
01	01	01	City Fibre works	-	-	-	Withdrawn	Awaiting further cost from ED for materials (purple ducts) estimated at £2,440.62 refer to MB e-mail dated. Refer to summary page.
02	-	02	Omission of VE	(139,634)	(139,634)	-	Agreed	
03	02	03	Minor Drainage Repairs (CEQ 003) following CCTV survey	2,567	2,567	-	Agreed	
04	02	04	CEQ 002 High Street west end road and kerb realignment (emails 1st and 2nd Feb 2022)	1,225	1,225	-	Agreed	
05	-	05	CEQ 004 Paving Sealant	58,055	58,055	-	Agreed	
06	-	06	CEQ 005 East Street Bollards	3,312	3,312	-	Agreed	
07	-	07	CEQ 006 Learning Shop Downpipe	1,826	1,826	-	Agreed	
8 & 9	-	08	Scope change to accommodate phase 1 works. Updated programme for phases 1, 2 and 3 required.				Withdrawn	Not included in this Report
10	04	10	Brick sewer whilst excavating for the tree CEQ09	4,257	4,257	-	Agreed	
11	05	11	Existing inspection chamber outside Lloyds Bank not deep enough for required two gully connections. Construct addition IC. CEQ16	1,040	1,040	-	Agreed	
12	-	12	Scope change - close of Manor House car park entrance at Beach Road CEQ07	(4,917)	(4,917)	-	Agreed	
13	-	13	Aborted tree pit works o/s Church (High St), due to services CEQ10	941	941	-	Agreed	
14	-	14	Buy chamber sections for City Fibre chamber o/s Lloyds Bank CEQ11	467	467	-	Agreed	
15	-	15	Install demarcation studs to 3nr locations CEQ13	438	438	-	Agreed	
16	-	16	Install 14m knee high timber fencing rail in planted area o/s Church, High St. CEQ14	2,774	2,774	-	Agreed	
17	08	17	No road base to upper Clifton Road, where paving is required. Install new road sub-base etc. CEQ15	10,215	10,215	-	Agreed	
18	-	18	Provision of bank guarantees Phases 2&3 and phase 1	12,528	12,528	-	Agreed	
19	10	19	Pipe blockage at GL04 requires replacement of 7.5m drain run to falls.	3,694	3,694	-	Agreed	
20	11	20	To avoid parking on the built out pavement at the western end of the High Street (out side Little Hair Angles and the Pop In off licence) ECL are to erect 2 no. additional cycle racks, which should prevent this. Also temporary placing of traffic barriers to prevent parking.	871	871	-	Agreed	
21	-	21	CEQ019 - Information board, double sided with openable glass doors (Provis Sum £2k)	1,949	1,949	-	Agreed	
22	-	22	CEQ020 - Clifton Road revised TRO	766	766	-	Agreed	

Ref	WN No.	CE No.	Description	Contractor's Quotation	Current Cost Forecast	Variance	Cost Status	Comments
23	-	23	CEQ 12 CCTV ducting extension	10,780	10,780		Agreed	
24	-	24	CEQ028 - Phase 1 City Fibre work	-	-		Agreed	Refer to summary page
25	-	25	Two week phase 1 start delay and addition of CityFibre work EOT from 03/08/23 to 06/09/2	-	-		Agreed	
26	-	26	CEQ025 - Beach Rd Traffic Marshals	12,006	12,006		Agreed	
27	-	27	CEQ026 - Street Lighting (replace £50K prov. Sum)	(21,673)	(21,673)		Agreed	
28	-	28	CEQ021 - Additional Bin o/s Lloyds Bank	1,899	1,899		Agreed	
29	-	29	CEQ023 - Additional 4 Cycle Racks on East St	2,236	2,236		Agreed	
30	-	-	Christmas Tree Socket	6,290	6,290		Agreed	
31	-	-	Beach Rd Downpipe Channel Drains	5,597	5,597		Agreed	
32	-	-	Move Parking Signs in Beach Rd	2,967	2,967		Agreed	
33	-	-	Additional Fencing in Surrey St	8,804	8,804		Agreed	
34	-	-	Beach Rd Car Park Bollards	1,075	1,075		Agreed	
35	-	-	Reduced number of trees	(76,351)	(76,351)		Agreed	
Total Agreed (£)				(83,995)	(83,995)	-		
Total to Agree (£)				-	-	-		
To Cost Report Summary (£)				(83,995)	(83,995)	-		
Total Rejected or Withdrawn (£)				-	-	-		

6. Anticipated Change

Ref		Description	Contractor's Quotation (£)	Current Cost Forecast (£)	Variance (£)	Cost Status	Comment
Item	EWN No NCE No.						
<u>Compensation Event Enquiry (VE)</u>							
<u>Change to Scope</u>							
01	- -	Procurement Performance bond	-	-	-	Withdrawn	Refer to Contract Instruction section
02	- 03	Minor Drainage Repairs	-	-	-	Withdrawn	Refer to Contract Instruction section
03	03 -	278 Phase 1	-	-	-	Withdrawn	Not Included in this report
04	04 -	Brick sewer whilst excavating for the tree	-	-	-	Withdrawn	Refer to Contract Instruction section
05	02 04	High Street west end road and kerb realignment (emails 1st and 2nd Feb 2022)	-	-	-	Withdrawn	Refer to Contract Instruction section
06	05 -	Existing inspection chamber not deep enough for required two gully connections. Construct addition IC.	-	-	-	Withdrawn	Refer to Contract Instruction section
07	06 -	The kerb/channel design outside the Littlehampton Church, western end of the High St, had to be altered due to differences between the topo information provided and actual site levels, topo approx. 90mm lower than existing, channels to the perimeter of the new planter had to be removed and re-laid.	-	-	-	Withdrawn	Included in tree omission
08	07 -	ECL uncovered a twin BT clay duct whilst excavating for the tree pits outside Café 72 in Clifton Rd. TD exploring the proposed solution of altering the tree pit design and replace the root cells with a structural soil design, Amsterdam Tree soil has been proposed by PCL and accepted by ADC 01/03/22.	-	-	-	Withdrawn	
09	08	Scope change - close of Manor House car park entrance at Beach Road CEQ07	-	-	-	Withdrawn	Refer to Contract Instruction section
10	09	Power supply to clock tower CEQ08	-	-	-	Withdrawn	Not required
11	10 10	Aborted tree pit works o/s Church (High St), due to services CEQ10	-	-	-	Withdrawn	Refer to Contract Instruction section
12	11 14	Buy chamber sections for City Fibre chamber o/s Lloyds Bank CEQ11	-	-	-	Withdrawn	Refer to Contract Instruction section
13	12 15	Install demarcation studs to 3nr locations CEQ13	-	-	-	Withdrawn	Refer to Contract Instruction section
14	13 16	Install 14m knee high timber fencing rail in planted area o/s Church, High St	-	-	-	Withdrawn	Refer to Contract Instruction section
15	14 17	No road base to upper Clifton Road, where paving is required. Install new road sub-base etc.	-	-	-	Withdrawn	Refer to Contract Instruction section
16	- -	Omission of 3 Nr tree pits and trees	-	-	-	Withdrawn	
17	- -	Christmas Tree Socket	-	-	-	Withdrawn	
18	- 03	High St Drainage Repair	-	-	-	Withdrawn	Refer to Contract Instruction section
19	- 21	Information Board (replace £2K prov. Sum)	-	-	-	Withdrawn	Refer to Contract Instruction section
20	- 22	TRO Loading Route	-	-	-	Withdrawn	Refer to Contract Instruction section
21	- 28	Additional Bin o/s Lloyds Bank	-	-	-	Withdrawn	Refer to Contract Instruction section

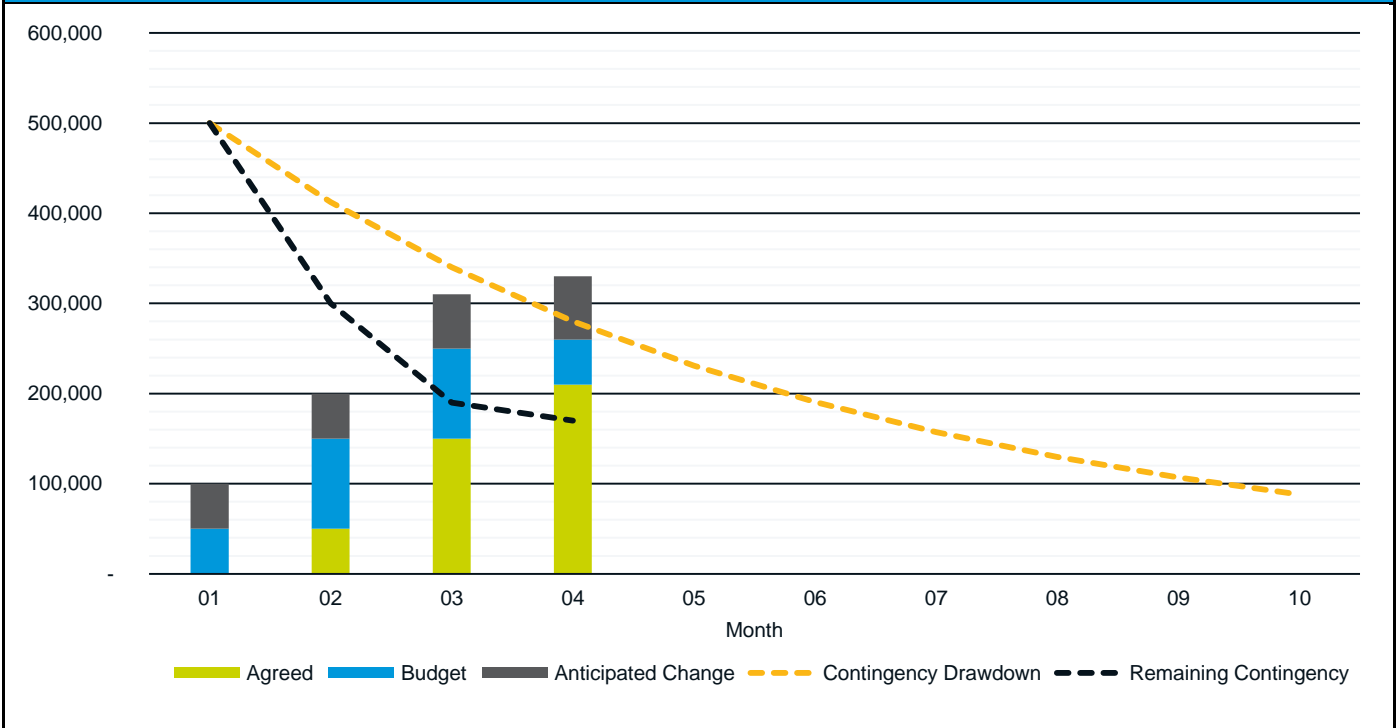
6. Anticipated Change

Ref		Description	Contractor's Quotation (£)	Current Cost Forecast (£)	Variance (£)	Cost Status	Comment
Item	EWN No. NCE No.						
22	- 20	Additional 2 Cycle Racks on High St	-	-	-	Withdrawn	Refer to Contract Instruction section
23	- 29	Additional 4 Cycle Racks on East St	-	-	-	Withdrawn	Refer to Contract Instruction section
24	- 27	Street Lighting (replace £50K prov. Sum)	-	-	-	Withdrawn	Refer to Contract Instruction section
25	- -	Beach Rd Downpipe Channel Drains	-	-	-	Budget	
26	- -	Move Parking Signs in Beach Rd	-	-	-	Budget	
27	- -	Additional Fencing in Surrey St	-	-	-	Budget	
28	- -	Beach Rd Car Park Bollards	-	-	-	Budget	
29	- -	Reduced number of trees	-	-	-	Budget	
		Total Agreed (£)	-	-	-		
		Total to Agree (£)	-	-	-		
		To Cost Report Summary (£)	-	-	-		
		Total Rejected or Withdrawn (£)	-				

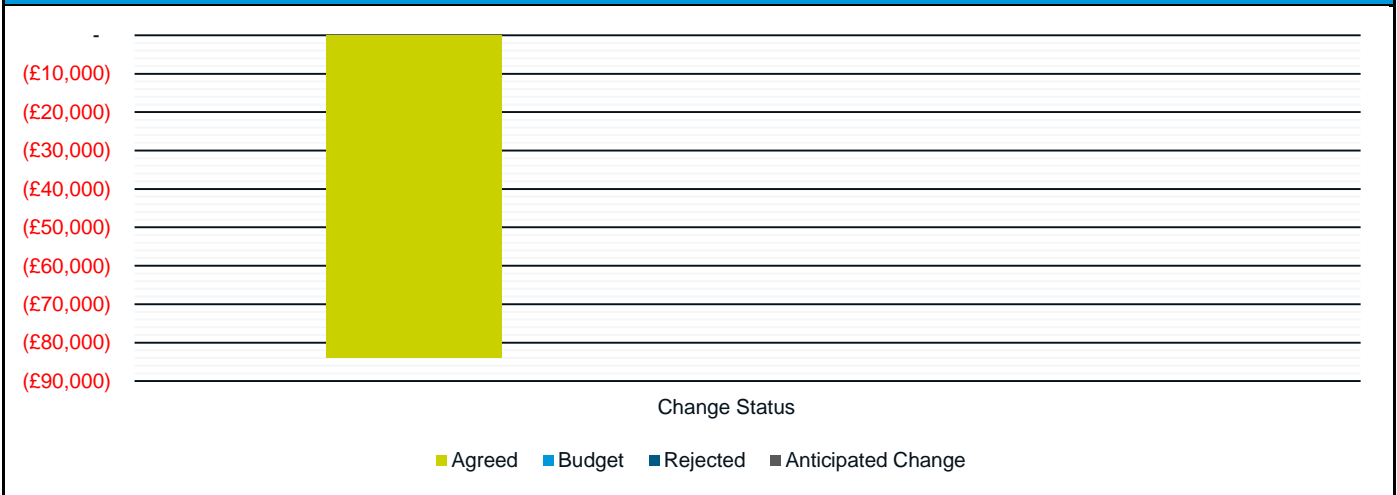
7. Change Profile

Changes	Number of Changes	Contractor's Quote (£)	Current Cost Forecast (£)	Variance (£)
Contract Instructions				
Agreed	32	(£83,995)	(83,995)	-
Budget	-	-	-	-
Rejected	-	-	-	-
Anticipated Change	29	-	-	-

Cumulative Change vs. Contingency Drawdown



Status of Change



8. Client Direct Costs

Ref	Description	Current Cost Forecast (£)	Change this Report (£)	Cost Status
01	s278 payments for Littlehampton TCI	75,805	25,005	Agreed
08	Commuted Sums included above		(40,000)	Agreed
02	s278 Legal fees payment	1,500	1,500	Agreed
03	s278 ADC Legal fees	2,000	2,000	Agreed
04	LPR TM Phase 1 & 2	425	425	Agreed
05	LPR TM Phase 3	425	425	Agreed
06	Clocktower Revised Version	1,215	1,215	Agreed
07	Pop up power, L'ton Town Centre Improvem	3,165	3,165	Agreed
09	Pre-Construction Services and Design fees	236,539	9,506	Agreed
10	Phase 2&3 RSA	895	895	Agreed
11	RSA stage2 - site visit fee	299	299	Agreed
12	Recovery costs for design checking	668	668	Agreed
13	CCTV LTCI	3,987	3,987	Agreed
14	L'ton PR Legal Services for s278 agree't	17,168	17,168	Agreed
15	L'ton TCI s278 commuted sum payment	2,811	2,811	Agreed
16	Surveys Allowance post project	6,500	(13,500)	Budget
17	Local Authority Fees (Planning and Building Control)	-	-	Agreed
18	Site Surveys and Investigations	-	-	Agreed
	<u>Other Client Costs:</u>			
19	Revenue CCF	0	(42,238)	Agreed
20	Public survey	3,970		Agreed
21	Trader survey	2,494		Agreed
22	Tree survey	160		Agreed
23	PR Comms Support Public Realm	28,925		Agreed
24	LGF Legal fees	9,500		Agreed
25	LGF Monitoring fees	12,000		Agreed
26	Road Safety Audit 2	895		Agreed
	Total Agreed (£)	404,844	(13,171)	
	Total to Agree (£)	6,500	(13,500)	
	To Cost Report Summary (£)	411,344	(26,671)	

9. Professional Fees and Surveys

Ref	Description	Current Cost Forecast (£)	Change this Report (£)	Cost Status
	<u>Agreed fees</u>			
01	ADC PM and supervisor	100,000	-	Budget
02	PM/QS F+G Fees	260,207	-	Agreed
	Total Agreed (£)	260,207	-	
	Total to Agree (£)	100,000	-	
	To Cost Report Summary (£)	360,207	-	

10. Project Contingency

Ref	Description	NET ADJUSTMENT		Comments
		Project Contingency Allowances	Remaining Project Contingency	
		(£)	(£)	
01	Client Contingency	177,847	177,847	
02	Compensation Events	-		
01	City Fibre works	-		
02	Omission of VE		139,634	
03	Minor Drainage Repairs (CEQ 003) following CCTV survey		(2,567)	
04	CEQ 002 High Street west end road and kerb realignment (emails 1st and 2nd Feb 2022)		(1,225)	
05	CEQ 004 Paving Sealant		(58,055)	
06	CEQ 005 East Street Bollards		(3,312)	
07	CEQ 006 Learning Shop Downpipe		(1,826)	
08	Scope change to accommodate phase 1 works. Updated programme for phases 1, 2 and 3 required.			
10	Brick sewer whilst excavating for the tree CEQ09		(4,257)	
11	Existing inspection chamber outside Lloyds Bank not deep enough for required two gully connections. Construct addition IC. CEQ16		(1,040)	
12	Scope change - close of Manor House car park entrance at Beach Road CEQ07		4,917	
13	Aborted tree pit works o/s Church (High St), due to services CEQ10		(941)	
14	Buy chamber sections for City Fibre chamber o/s Lloyds Bank CEQ11		(467)	
15	Install demarcation studs to 3nr locations CEQ13		(438)	
16	Install 14m knee high timber fencing rail in planted area o/s Church, High St. CEQ14		(2,774)	
17	No road base to upper Clifton Road, where paving is required. Install new road sub-base etc. CEQ15		(10,215)	
18	Provision of bank guarantees Phases 2&3 and phase 1		(12,528)	
19	Pipe blockage at GL04 requires replacement of 7.5m drain run to falls.		(3,694)	
20	To avoid parking on the built out pavement at the western end of the High Street (out side Little Hair Angles and the Pop In off licence) ECL are to erect 2 no. additional cycle racks, which should prevent this. Also temporary placing of traffic barriers to prevent parking.		(871)	
21	CEQ019 - Information board, double sided with openable glass doors (Provis Sum £2k)		(1,949)	



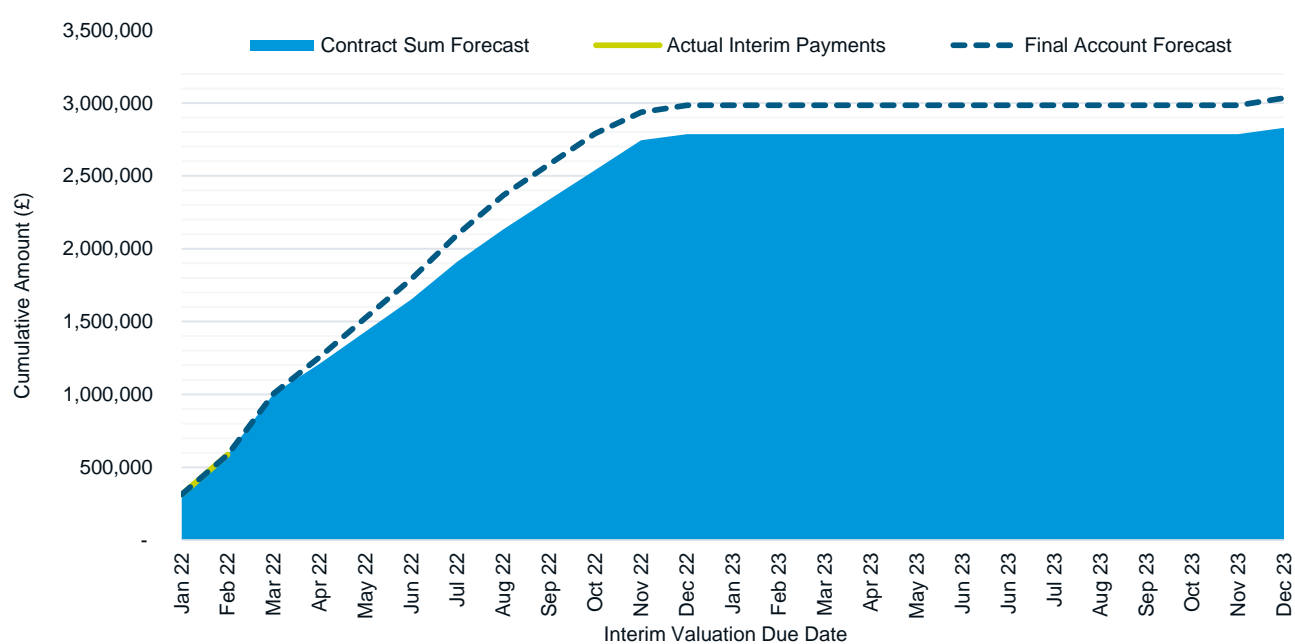
10. Project Contingency

Ref	Description	NET ADJUSTMENT		Comments
		Project Contingency Allowances	Remaining Project Contingency	
		(£)	(£)	
22	CEQ020 - Clifton Road revised TRO		(766)	
23	CEQ 12 CCTV ducting extension		(10,780)	
24	CEQ028 - Phase 1 City Fibre work		-	
25	Two week phase 1 start delay and addition of CityFibre work EOT from 03/08/23 to 06/09/2		-	
26	CEQ025 - Beach Rd Traffic Marshals		(12,006)	
27	CEQ026 - Street Lighting (replace £50K prov. Sum)		21,673	
28	CEQ021 - Additional Bin o/s Lloyds Bank		(1,899)	
29	CEQ023 - Additional 4 Cycle Racks on East St		(2,236)	
30	Christmas Tree Socket		(6,290)	
31	Beach Rd Downpipe Channel Drains		(5,597)	
32	Move Parking Signs in Beach Rd		(2,967)	
33	Additional Fencing in Surrey St		(8,804)	
34	Beach Rd Car Park Bollards		(1,075)	
35	Reduced number of trees		76,351	
36	278 Works		(234,699)	
		Total:	27,143	



Appendix A - Cashflow Forecast

Valuation Number	Due Date	Payment Date	Contract Sum Forecast		Final Account Forecast		Actual Interim Payments	
			Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
01	Jan 22	Feb 22	313,195	313,195	313,195	313,195	312,419	312,419
02	Feb 22	Mar 22	274,107	587,302	274,107	587,302	210,807	523,226
03	Mar 22	Apr 22	419,751	1,007,053	419,751	1,007,053	332,876	856,103
04	Apr 22	May 22	203,814	1,210,867	250,457	1,257,510	252,836	1,108,939
05	May 22	Jun 22	221,389	1,432,256	268,032	1,525,541	185,674	1,294,613
06	Jun 22	Jul 22	221,389	1,653,646	268,032	1,793,573	231,804	1,526,417
07	Jul 22	Jul 22	258,250	1,911,896	304,893	2,098,466	212,602	1,739,019
08	Aug 22	Aug 22	221,389	2,133,285	268,032	2,366,498	152,624	1,891,643
09	Sep 22	Sep 22	203,814	2,337,099	213,484	2,579,982	361,541	2,253,184
10	Oct 22	Oct 22	203,814	2,540,914	210,162	2,790,143	175,073	2,428,257
11	Nov 22	Nov 22	203,814	2,744,728	147,107	2,937,251	149,914	2,578,171
12	Dec 22	Dec 22	42,444	2,787,172	48,214	2,985,465	137,924	2,716,094
13	Jan 23	Jan 23		2,787,172		2,985,465	261,456	2,977,550
14	Feb 23	Feb 23		2,787,172		2,985,465	56,129	3,033,680
15	Mar 23	Mar 23		2,787,172		2,985,465	272,256	3,305,935
16	Apr 23	Apr 23		2,787,172		2,985,465	-	3,305,935
17	May 23	May 23		2,787,172		2,985,465	-	3,305,935
18	Jun 23	Jun 23		2,787,172		2,985,465	-	3,305,935
19	Jun 23	Jul 23		2,787,172		2,985,465	-	3,305,935
20	Jul 23	Aug 23		2,787,172		2,985,465	-	3,305,935
21	Aug 23	Sep 23		2,787,172		2,985,465	-	3,305,935
22	Sep 23	Oct 23		2,787,172		2,985,465	-	3,305,935
23	Oct 23	Nov 23		2,787,172		2,985,465	-	3,305,935
24	Nov 23	Dec 23		2,787,172		2,985,465	-	3,305,935
25	Dec 23	Jan 24	42,444	2,829,616	48,214	3,033,680	-	3,305,935
Total			2,829,616		3,033,680		3,305,935	



N.B. This cashflow is for indicative purposes only

Valuation 12 includes first part retention release for Practical Completion

Valuation 25 includes second part retention release for Making Good Defects

Appendix B - Schedule of Assessment & Payment Dates

Month	PM assess Amount Due at each Assessment Date	Project Manager Certifies payment to be made (Due Date)	Deadline for Notice of intention to pay less	Certified Payment Made Within 30 Days
January	21 January 2022	28 January 2022	20 February 2022	27 February 2022
February	21 February 2022	28 February 2022	16 March 2022	23 March 2022
March	21 March 2022	28 March 2022	13 April 2022	20 April 2022
April	21 April 2022	28 April 2022	14 May 2022	21 May 2022
May	21 May 2022	28 May 2022	13 June 2022	20 June 2022
June	21 June 2022	28 June 2022	14 July 2022	21 July 2022
July	21 July 2022	28 July 2022	13 August 2022	20 August 2022
August	21 August 2022	28 August 2022	13 September 2022	20 September 2022
September	21 September 2022	28 September 2022	14 October 2022	21 October 2022
October	21 October 2022	28 October 2022	13 November 2022	20 November 2022
November	21 November 2022	28 November 2022	14 December 2022	21 December 2022
December	21 December 2022	28 December 2022	13 January 2023	20 January 2023
January	21 January 2023	28 January 2023	13 February 2023	20 February 2023
February	21 February 2023	28 February 2023	16 March 2023	23 March 2023
March	21 March 2023	28 March 2023	13 April 2023	20 April 2023
April	21 April 2023	28 April 2023	14 May 2023	21 May 2023
May	21 May 2023	28 May 2023	13 June 2023	20 June 2023

Littlehampton Town Centre Improvements NEC4 Change Control Register															Status	Count
EWN or PMI		EWN No.				NCE or PMI			Quotation			Acceptance			Actions	
Ref	Description	EWN No.	Date Raised	Date required 1 week	Date actioned	NCE, PMC or PMI No.	Date Raised	Date Quotation required 3 weeks	Date actioned	CEQ No.	Date required 2 weeks	Date actioned	Change in duration accepted	Quotation Accepted (£)	Action required by:	Status
001	EWN - CityFibre works	001	18/01/22	25/01/22	21/01/22	1	21/01/22	11/02/22	01/02/22		15/02/22			234,699.00	ADC	Closed
002	Omission of VE items	N/A				2	31/01/22	21/02/22				31/01/22		-139,634.20		Closed
003	Minor Drainage Repairs (CEQ 003) following CCTV survey Power supply to clock tower					3			02/02/22	003	16/02/22	01/03/22		2,567.33		Closed
004	278 Phase 1	003	21/01/22	28/01/22											ADC	Closed
005	Brick sewer whilst excavating for the tree CEQ09	004	02/02/22	09/02/22		10			10/03/22	009	24/03/22	16/06/22		4,257.39		Closed
006	CEQ 002 High Street west end road and kerb realignment (emails 1st and 2nd Feb 2022)	002	21/01/22			4			02/02/22	002	16/02/22	01/03/22		1,225.00		Closed
007	CEQ 004 Paving Sealant					5			17/02/22	004	03/03/22	17/02/22		58,054.75		Closed
008	CEQ 005 East Street Bollards					6			15/02/22	005	01/03/22	17/02/22		3,311.77		Closed
009	CEQ 006 Learning Shop Downpipe					7			17/02/22	006	03/03/22	17/02/22		1,825.93		Closed
010	Existing inspection chamber outside Lloyds Bank not deep enough for required two gully connections. Construct addition IC. CEQ16	005	28/02/22	07/03/22	01/03/22	11			22/04/22	016	06/05/22	16/06/22		1,040.17		Closed
011	The kerb/channel design outside the Littlehampton Church, western end of the High St, had to be altered due to differences between the topo information provided and actual site levels, topo approx 90mm lower than existing, channels to the perimeter of the new planter had to be removed and re-laid. Clifton Road tree pits - omit one tree. RC email 07/03/22	006	01/03/22	08/03/22	01/03/22										ECL	EWN Raised
012	ECL uncovered a twin BT clay duct whilst excavating for the tree pits outside Café 72 in Clifton Rd. ECL exploring the proposed solution of altering the tree pit design and replace the root cells with a structural soil design, Amsterdam Tree soil has been proposed by PCL and accepted by ADC 01/03/22.	007	01/03/22	08/03/22	01/03/22										ECL	EWN Raised
013	Scope change to accommodate phase 1 works. Updated programme for phases 1, 2 and 3 required. Revised programme issued 24/03/22, including phase 1 and CityFibre work. Paving sealing works added.					8 & 9	01/03/21	22/03/21	01/03/22		15/03/22	11/03/22	21/04/22	905,157.19	ECL	Closed
014	Ukraine conflict	xxx	14/03/22	21/03/22											ECL	EWN Raised
015	Scope change - close of Manor House car park entrance at Beach Road CEQ07					12	10/03/22	31/03/22	10/03/22	007	24/03/22	16/06/22		-4,916.72		Closed
016	Power supply to clock tower CEQ08						10/03/22	31/03/22	10/03/22	008	24/03/22					Closed

Ref	Description	EWN No.	Date Raised	Date required 1 week	Date actioned	NCE, PMC or PMI No.	Date Raised	Date Quotation required 3 weeks	Date actioned	CEQ No.	Date required 2 weeks	Date actioned	Change in duration accepted	Quotation Accepted (£)	Action required by:	Status
017	Aborted tree pit works o/s Church (High St), due to services CEQ10					13	10/03/22	31/03/22	10/03/22	010	24/03/22	16/06/22		941.34		Closed
018	Buy chamber sections for CityFibre chamber o/s Lloyds Bank CEQ11					14	10/03/22	31/03/22	10/03/22	011	24/03/22	16/06/22		467.22		Closed
019	Install demarcation studs to 3nr locations CEQ13					15	10/03/22	31/03/22	10/03/22	013	24/03/22	16/06/22		437.93		Closed
020	Install 14m knee high timber fencing rail in planted area o/s Church, High St. CEQ14					16			21/03/22	014	04/04/22	21/03/22		2,774.29		Closed
021	No road base to upper Clifton Road, where paving is required. Install new road sub-base etc. CEQ15	008	29/03/22	05/04/22	14/04/22	17			14/04/22	015	28/04/22	16/06/22		10,215.16		Closed
022	Tree pit outside of Martin & Co (westen end of High St) will need need adaption to accommodate existing clay ducts hat have been located following excavation	009	22/04/22	29/04/22	24/04/22										PM	EWN Raised
023	Christmas tree position altered								27/04/22		11/05/22					Closed
024	Plastic bird of prey to Arcade entrance						19/05/22	09/06/22							CO	PMI or RFQ
025	Ghost adverts / signage?															
026	CEQ 024 - Provision of bank gurantees Phases 2&3					18	29/06/22	20/07/22	11/08/22	024	25/08/22			12,527.86	PM	Closed
027	CEQ018 - Pipe blockage at GL04 requires replacement of 7.5m drain run to falls.	010	29/06/22	06/07/22		19	19/01/23	09/02/23	28/06/22	018	12/07/22			3,694.44		Closed
028	CEQ022 - To avoid parking on the built out pavement at the western end of the High Street (out side Little Hair Angles and the Pop In off licence) ECL are to erect 2 no. additional cycle racks, which should prevent this. Also temporary placing of traffic barriers to prevent parking.	011	05/07/22	12/07/22		20a	28/01/23	18/02/23	04/08/22	022	18/08/22			871.25		Closed
029	CEQ019 - Information board, double sided with openable glass doors (Provis Sum £2k)					21	19/01/23	09/02/23	25/07/22	019	08/08/22			1,949.13		Closed
030	CEQ020 - Clifton Road revised TRO					22	19/01/23	09/02/23	26/07/22	020	09/08/22			765.56		Closed
031	CEQ 12 CCTV ducting extension					23	19/01/23	09/02/23	02/09/22	012	16/09/22			10,779.68		Closed
32 (PH1)	CEQ028 - Phase 1 City Fibre work					24			07/11/22	028	21/11/22	03/11/22		24,091.05	PM	Closed

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Arun District Council

REPORT TO:	Economy Committee 13 June 2023
SUBJECT:	Bognor Regis Arcade, Upper floors refurbishment
LEAD OFFICER:	Neil Taylor, Regeneration Consultant
LEAD MEMBER:	Councillor Roger Nash
WARDS:	Hotham / Marine
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Bring the unused upper floors of the Arcade back into residential use will support the Council's Vision in respect of delivering the right homes in the right places. Using our expertise to influence the local housing market, working with the right partners from all sectors, to develop the housing and infrastructure that we need.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The Council has a responsibility to bring forward regeneration activity across the district where possible. Bringing the upper floors of the Bognor Regis Arcade back into use will improve the appearance of the arcade and provide 35 new homes. The scheme will bring wider regeneration benefits including increased footfall in the Arcade and High St area, increased perception of security due to there being more activity in the area and increased spend locally.</p> <p>An additional benefit for Arun District Council will be a reduction in maintenance liabilities associated with the Arcade currently and in the future.</p>	
FINANCIAL SUMMARY:	
<p>The project will require an addition to the capital programme of £7,991,069, of which £7,362,747 will need to be funded from borrowing, in addition to the value of the Brownfield Land Release Fund grant of £628,322. This will create an additional revenue cost of £420,553 per annum. The revenue cost will be partially offset by a net rental income, after management costs, from the scheme which is estimated at £362,160 and a saving in NNDR of £29,747. The net revenue deficit of £28,646 per annum will need to be funded through growth in the medium-term financial plan process for financial year 2024-25 onwards.</p>	

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to explain the current condition of the Bognor Regis Arcade upper floors, the barriers that are preventing its reuse, and seek members consent to refurbish the upper floors into private rented apartments using a potential grant from the Brown Field Land Release Fund and a £7,362,747 investment through the capital programme.

2. RECOMMENDATIONS

That the Economy Committee:

- i. Agrees to the refurbishment of the Bognor Regis Arcade upper floors to provide private rented apartments, at an overall project cost of £7,991,069, subject to the formal offer from One Public Estate of a Brown Field Land Release Fund grant and subject to the addition to the capital programme of that sum by the Policy and Finance Committee.
- ii. Recommends to the Policy and Finance Committee that the project cost of £7,991,069 (including the Brownfield Land Release Fund grant) be added to the capital programme.
- iii. Recommends to the Policy and Finance Committee that the Council accept the BLRF fund grant if it is offered.
- iv. Delegates authority to the Chief Executive in consultation with the Section 151 Officer to deliver the project including selection of the appropriate delivery vehicle, subject regular updates to the Economy Committee.

3. EXECUTIVE SUMMARY

- 3.1 Arun District Council (the Council) acquired the Arcade in Bognor Regis for investment and regeneration purposes in November 2017. The Council's initial focus was on improving the ground floor retail experience and some initial emergency repairs. Consideration then moved to how the upper floors, which have been derelict and largely unused since acquisition, could be brought back into use.
- 3.2 The Council's previous preference was residential accommodation and whilst feasibility studies were prepared in 2019, viability was a barrier to reuse at that time. However, an opportunity has now arisen to access grant funding from the One Public Estate (OPE) Brownfield Land Release Fund (BLRF) that would help with viability. An application was submitted in March 2023 and the outcome is expected to be known shortly.
- 3.3 During early 2023 extensive design, costing and appraisal work has been carried out to find the optimum solution for the upper floors. The team have considered office use, social housing, housing for market sale and private rented housing (see appendices for the detail) however it has become clear that there is little demand for office accommodation of this nature resulting in low returns. Social housing does not give rise to anything like the return needed to deliver the refurbishment and market sale apartments would need to be leasehold and would give rise to issues with the remainder of the building. The most appropriate solution is private rented apartments giving rise to an income stream capable of funding most of the financing cost with the opportunity to sell the whole investment package to another investor on completion.
- 3.4 Even with the private rented housing option, there is no commercial return on the development therefore a third-party developer would not be able make the scheme work financially. To minimise the overall cost, the Council will need to act as developer in this case. It is likely that the project will need to be delivered through one of the Council's existing trading companies or that special purpose

vehicle (trading company) would need to be established for delivery. The total scheme costs and returns are detail in appendix A and the sub appendices. The summary of which is as follows:

Capital Costs

Capital cost of delivery based on the work carried out.	£7,991,069
Grant application to BLRF	(£628,322)
Net cost of delivery	£7,362,747

Revenue Implications

Annual revenue provision of capital borrowing	£420,553
Net rental income after running costs	(£362,160)
Annual Empty property NNDR Currently paid	(£29,747)
Net revenue cost	£28,646

3.5 The net deficit in revenue income will need to budgeted for in the 2024/25 MTFS as an ongoing expenditure. It should be noted that the building currently requires annual repairs due to the nature of dilapidations and therefore in the 'do nothing' scenario, the Council will need to establish an annual maintenance budget. The value of repairs going forward cannot be quantified properly until the building is stopped from deteriorating, however there was a budget for roof repairs for £180,000 in 2022/23 and that level of annual repairs and maintenance could easily continue.

3.6 In summary, the proposal is to proceed with the refurbishment of the upper floors at a cost of £7,991,069 subject to ADC receiving a BLRF allocation of £628K. The capital would need to be borrowed at current interest rates. It should be noted that ADC has applied for the BLRF grant and, if offered, ADC have 3 weeks from the offer date to accept the grant and deliver the scheme.

3.7 See appendices for full details.

4. DETAIL

4.1 See appendix A for full detailed report and sub appendices 1-6 for full appraisal details.

5. CONSULTATION

5.1 Planning consent for change of use will be required and a public consultation will be needed.

6. OPTIONS / ALTERNATIVES CONSIDERED

The options considered were:

- **Leaving the upper floors derelict.** This would be likely to result in high one-off maintenance costs in addition to the reputational damage to the Council of owning the arcade in that condition. The ongoing revenue costs are £31,012 per annum in addition to repair and maintenance cost.
- **Social Housing development.** We are advised by our housing team that the scheme would not provide the housing types they need and therefore would not help the Council's portfolio. In addition, the much greater gap funding requirement cause by the lower rental values would increase the revenue requirement.
- **Sale of the whole Arcade.** We are looking at potential sales values of the building as it is and the completed scheme as an investment however this work is still ongoing. It is however unlikely that ADC would recoup its initial investment plus its investment in the ground floor retail units, buy selling the building in its current condition.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1 The costs of the proposals in this report equate to additional capital expenditure of £7,362,747, (after the BLRF grant) and an unfunded revenue budget growth of £28,646 per annum. The latter will be addressed as part of the Council's budget planning process, but savings will need to be identified to fund it.
- 7.2 Whilst the proposals increase budgeted spend, Members should also note that a 'do nothing' option would in all probability be much more expensive for the Council. This is referenced in greater detail in the body of the report.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 See appendix 6 for details

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 The project will require the development and completion of appropriate legal agreements, to be prepared by the Legal Services team.

10. HUMAN RESOURCES IMPACT

- 10.1 There are no human resources implications that we are aware of.

11. HEALTH & SAFETY IMPACT

- 11.1 A full health and safety risk assessment will be carried out as part of the construction project.

12. PROPERTY & ESTATES IMPACT

- 12.1 The Arcade is currently managed by an external management company under contract. This contract is due to expire in December of this year. The renewal of this contract will take account of the recommendations of this report.
- 12.2 The recommendations of this report have potential to significantly benefit the ongoing management of the Arcade, resolving the Councils large Non Domestic Rates bill and Service Charge liabilities for the vacant upper floors, as well as bringing the dated structure into an acceptable state of repair and removing the ongoing high risk of large reactive repair bills.
- 12.3 The recommendations of this report will impact the ongoing trade of established commercial tenants on the ground floor. Works will need to be managed to minimise this impact and maintain footfall.
- 12.4 Existing ground floor commercial tenants have a right of access across the intended works compound area for deliveries, bin storage, and maintenance etc. The detail of site setup will need to address this by making alternative provision or establishing safe means for these activities to continue alongside each other.
- 12.5 Appendix A refers to ongoing access by neighbours across the service yard of the Arcade. This unconsented access is currently being contested by the Councils solicitors under instruction of the Property, Estates, and Facilities service.
- 12.6 A full title report and due diligence study will be required to inform the detail and logistics of the project.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 A full Equalities impact assessment will be carried out as part of the project design.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 Significant social value for regenerating a decaying, locally listed, building. The provision of rented homes for which there is high demand. Provision of warm insulated homes with lower energy usage and reduce energy costs.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 Reduction in vandalism and anti-social behaviour that will result from having the building occupied and active.

16. HUMAN RIGHTS IMPACT

16.1 None

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None

CONTACT OFFICER:

Name: Neil Taylor

Job Title: Regeneration Consultant

Contact Number: 01903 737707

BACKGROUND DOCUMENTS

Appendix A – Main Report

Appendix 1 Architects design pack

Appendix 2 Development appraisal

Appendix 3 Construction cost plan

Appendix 4 MP letter of support

Appendix 5 Programme

Appendix 6 Risks

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

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Appendix 3 - Costplan	See attached
Appendix 4 - Maintenance cost advice	See attached
Appendix 5 - Development appraisal (incl Programme & Risk Assessment)	See attached
Appendix 6 - Investment yield/revenue projection	See attached
Appendix 7 - Economic benefits	See attached

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

1. Executive Summary

[to be prepared]

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

2. Introduction

2.1. Background

Arun District Council (the Council) acquired the Arcade in Bognor Regis for investment and regeneration purposes in November 2017. The Council's initial focus was on improving the ground floor retail experience and some initial emergency repairs (see below). Consideration then moved to how the upper floors, which have been derelict and largely unused since acquisition, could be brought back into use.

The Council's preference is residential accommodation and whilst feasibility studies were prepared in 2019, viability was a barrier to reuse at that time. However, an opportunity has now arisen to access grant funding from the One Public Estate (OPE) Brownfield Land Release Fund (BLRF). An application was submitted in March 2023 and the outcome is expected to be known shortly.

2.2. Report scope and structure

The Council appointed Jon Sawyer Consultancy Limited in October 2022 to prepare a Feasibility Study and Investment Case and to submit a OPE BLRF grant funding application.

The remainder of this report considers the:

- Context and potential of the Arcade's upper floors (see Section 3);
- Proposed scheme (see Section 4)
- Viability of the proposed scheme (see Section 5)
- Benefits of the proposed scheme (see Section 6)
- Approach to delivering the proposed scheme (see Section 7).

2.3. Clarifications to the report scope

This report only refers to the existing ground floor retail use for context and because demolition of part of it is proposed. It does not consider the Council's asset management of or investment return from the ground floor. We have not reviewed any retail leases.

Various inspections of the upper floors (see below) have been undertaken with a view to understanding the Arcade's constraints and potential in order to inform the recommendations made. This report or the appendices do not represent a formal condition or structural survey.

The residential layout options, cost estimate, development appraisal and revenue projection are based on the information currently available and various stated assumptions. Neither the development appraisal nor the revenue projection represent a formal Red Book valuation.

This Investment Case is not a 5-case HM Treasury Business Case.

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

2.4. Information sources

The preparation of this report has been informed by:

- Various meetings and discussions with Council officers responsible for business and economy, regeneration and technical services;
- Reviewing a variety of information supplied by the Council and sourced online (see Appendix 1);
- Inspecting the accessible areas of the Arcade's upper floors on 3rd November 2022, 1st December 2022, 15th February 2023 and 19th April 2023¹; and
- Reviewing OPE's BLRF grant funding guidance as well as informal discussions with OPE staff.

2.5. The team preparing this report

The team preparing this report has been led by Jon Sawyer, who has been a Chartered Planning and Development Surveyor for over 20 years. He has:

- Recently advised another local authority on improvements to a Victorian retail arcade, including releasing the potential of its upper floors;
- Advised a number of local authorities and other clients on the feasibility and successful delivery of a wide variety of high quality residential developments, including refurbishment schemes; and
- Secured OPE grants on three occasions for another local authority.

Jon has also subcontracted and been supported by a multi-disciplinary consultancy team:

- Nick Moss Architects, who has prepared an Architect's Design Pack including site context, residential layout options and a CGI created with Ambiente (see Appendix 2);
- We Are Sum cost consultants, who have prepared cost estimates for the abnormal enabling works and main refurbishment and new build works (see Appendix 3);
- Ridge surveyors and engineers, who have prepared advice on ground, structural and mechanical & electrical engineering and building maintenance (see Appendix 4);
- Savills property consultants, who have both advised on an appropriate investment yield for the development appraisal (see below) and prepared a long-term revenue projection (see Appendix 5).
- Darren Wisher, who has identified the economic benefits of bringing the Arcade's upper floors back into use, quantifying these benefits where possible (see Appendix 6).

Drawing on the above, a development appraisal has been prepared (see Appendix 7), which has also been informed by informal advice from Cubitt & West estate agents.

¹ At our suggestion, a significant area of the first and second floors above Howard's Coffee Shop was opened up for inspection that had not been accessible for some time.

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

2.6. Sharing of this report

This report is private and confidential and is only to be shared with the Council's Elected Members, officers and, if applicable, other advisors assisting the Council to bring the Arcade's upper floors back into use. It is not intended to be shared with OPE or other grant funders, though information has been drawn from it to prepare the BLRF grant funding application and similarly information could be drawn from it to prepare future applications.

2.7. Queries

We would be happy to answer any queries about this report, which can be directed to:

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Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

3. Context and potential of the Arcade's upper floors

3.1. Location of the Arcade

The Arcade lies in a central, prominent location in Bognor Regis town centre, with car parking, buses and trains all within walking distance². High Street forms the northern boundary and Belmont Street lies to the south. Part of the Arcade's western wing also extends across to York Road. A red line plan can be found in the Architect's Design Pack in Appendix 2.

The Arcade's distinctive northern facade (see below) forms the terminating view at the end of London Road. Immediately to the south of the Arcade are the recently improved Place Saint-Maur public square and the Regis Centre & Alexandra Theatre, for which improvements are planned³. Beyond these lie the seafront. Any proposals to bring the Arcade's upper floors back into use need to complement this wider context.

3.2. History and evolution of the Arcade

The Arcade's construction started in 1901 and it was completed and opened in July 1902. It is a handsome early Edwardian building, with distinctive three storey turrets either side of the High Street entrance, brick construction and a pitched glazed roof. It originally had 24 retail units in two eastern and western wings, with offices⁴ and a caretaker's flat above⁵.

Whilst not listed or located within a Conservation Area, the Arcade is locally listed and valued locally for its heritage character. There are also other locally listed buildings in the vicinity on York Road⁶. Any proposals to bring the Arcade's upper floors back into use need to be mindful of both its own heritage and the wider historic setting.

Two significant changes have occurred to the exterior of the Arcade since it was built:

- Between 1912 and 1934⁷, a single storey building was added to the Arcade's south east corner. This is now known as 10 Belmont Street, which is currently occupied on a short term flexible lease by Citizen's Advice. In the 1950s several retail units were combined within this newer building into a single unit. Post-dating the original Arcade, this large, prominent extension is incongruous with and does not complement the locally listed character of the original Arcade. Its demolition and replacement is proposed below; and

² The Arcade has postcodes PO21 1LH, PO21 1LW and PO21 1BJ.

³ The Council has secured grant funding towards the latter through the first round of the Government's Levelling Up Fund (LUF). Submission of a planning application is anticipated soon.

⁴ The former offices in the eastern wing were known as 'Arcade Chambers'.

⁵ There is also reference to a second former upstairs flat in one of the background documents supplied by the Council.

⁶ Both 6 and 8-10 York Road are locally listed buildings.

⁷ The exact date is not known, but it can be narrowed down to this range from historical maps included in the Architect's Design Pack (see Appendix 2). Links to historic photos and other information about the Arcade's background can be found in Appendix 1.

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

Feasibility Study and Investment Case for Arun District Council

- In 1930, a fire caused significant damage to shops and led to a large part of the second floor of the eastern wing being removed. However, fortunately the distinctive turret on High Street survived the fire. Subject to structural engineering advice, this presents the opportunity to replace accommodation on the second floor of the eastern wing to increase the scale and impact of the development.

3.3. Current use and condition of the Arcade

3.3.1. Ground floor

Over time a number of the ground floor retail units have been merged, particularly for cafe/restaurant uses, such that there are now 19 retail units. 15 of these were occupied on our last inspection, offering a typical mix of local independent retailers. This includes a strong and growing food and beverage (F&B) offer comprising:

- A Turkish restaurant;
- A Caribbean restaurant, which is potentially about to grow into a large corner unit on the corner of Belmont Street and York Road;
- A burger restaurant; and
- Howard's Coffee Shop.

Other retailers include⁸:

- Hair/beauty salon;
- Newsagent/vaping;
- Jewellers;
- Clothes;
- Gifts;
- Phone shop; and
- Charity shop.

In addition to the Caribbean restaurant, the Council is understood to be in dialogue with a number of parties about occupying the vacant retail units. As well as taking steps to improve the retail occupation and mix it has also improved the approach to asset management⁹.

Recent photos of the Arcade, including ground floor retail, can be found in the Architect's Design Pack in Appendix 2.

3.3.2. Upper floors

⁸ Citizen's Advice also occupies a unit on a short term, flexible basis.

⁹ The Council has appointed Stiles Harold Williams as property manager for the Arcade as well as a wider portfolio of assets. This includes managing all service contracts including security, fire, cleaning, waste services and pest control.

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The upper floors above the eastern and western wings are currently physically separate, touching at the southern end. The gross internal areas are:

- Eastern wing: c.760 sq m;
- Western wing: c. 790 sq m, including c.210 sq m above Howard's Coffee Shop, which had not been accessed for some time and is in particularly poor condition; and
- **Total: c.1,550 sq m**

The space comprises a warren of rooms off a central corridor in each wing, with numerous staircases connecting into the Arcade or externally.

The building interior is in poor condition, including:

- Roof damage - whilst most of the upper floors are weatherproof, following some emergency repairs completed by the Council after acquisition, some significant roof repairs are needed to prevent water ingress and further damage. This comprises an area of flat roof on the eastern wing, which has been planned for some time, and the pitched roof to the turret on the western wing¹⁰;
- Water damage/damp - arising from the current roof damage, particularly in the area above Howard's Coffee Shop where the western wing turret roof has been leaking for some time;
- An asbestos survey revealed the potential presence of asbestos;
- Outdated mechanical & electrical equipment, which would need removing and replacing to comply with modern health and safety / Building Regulation requirements; and
- Old and poor condition windows, which would need improving/replacing to meet the needs of the building's proposed new use and comply with its local listing.

The interior condition of the upper floors is very poor and this and planning and building control requirements (see below) prevent any comprehensive reuse of the upper floors without significant investment in refurbishment.

As a result most of the upper floor space is vacant with small areas currently used as:

- Toilets for some traders - it is understood that this use would need to remain somewhere within the Arcade, though it could be relocated and a ground floor location would be more practical and release space on the upper floors;
- Storage by¹¹:
 - The Council for a small number of old / unused Christmas decorations - it is assumed that, if required to be retained, these would no longer be stored in the Arcade; and

¹⁰ The lack of access to this area disguised its very poor condition.

¹¹ It is understood that an area temporarily used for storage by the Turkish restaurant when we were first commissioned has now been brought to an end by the Council.

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- The clothes shop - this is currently accessed from a staircase within the retail unit, with no access at the upper floor level. However, the potential to bring this space into the upper floor proposals is explored further below.

3.3.3. Building exterior and outdoor space

There is evidence of concrete spalling to the columns at the Arcade's southern facade. This appears to be as a result of water ingress leading to corroded and hence expanding steels. Initial structural investigation by Ridge indicates that this requires prompt repair to prevent further long term damage, but does not currently represent a structural risk to the building.

A service yard/bin store is located behind the eastern wing, which is essential for the Arcade's retailers and would need to be retained¹². This area is, however, both unsightly and not particularly clean, which has the potential to attract vermin. Reuse of the upper floors, which would both overlook and make use of these facilities, requires improvements to be made (see below).

There is no on site car parking currently or proposed as part of the development project¹³.

3.4. Potential future use of the Arcade's upper floors

3.4.1. Offices

Offices have the potential to create/retain jobs and the upper floors have previously been used for offices, which should simplify any approvals. However, to provide modern office accommodation, significant investment would be needed, which, given office values in the town, would be unviable on a commercial basis. Therefore, to reuse the upper floors for offices, the Council would realistically need to:

- Make a capital contribution - the Council is willing, in principle, to invest capital in preserving the Arcade asset;
- Take office space itself or take development risk / enter into a head lease with a developer - It is understood that the Council has no need itself for office space in the town. It also does not have the appetite to develop speculative office space or to take a head lease and lettings risk. Initial discussions with local agents have not identified any occupier interest for in excess of 1,500 sq m of space in a town centre location and have

¹² A gate on the eastern side of the service yard suggests that at least one adjacent retailer may have explicit or acquired rights and that such access may also need to be preserved for them. Background information supplied by the Council suggests that this has historically been used by both the adjacent Cubitt & West Estate Agents and Barclays (adjacent to Cubitt & West). Informal discussions with Cubitt & West indicate that the gate is for their fire egress only and Barclays has no access. Whilst further legal checking is needed in due course, the working assumption is the gate needs to stay.

¹³ Traders and visitors make use of existing town centre car parking / public transport. There is not space within the service yard to accommodate car parking for the upper floors, so future occupants would also need to make use of existing town centre car parking / public transport.

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indicated that there are better locations for businesses with more modern space and on-site car parking; and

- Secure grant - If a third LUF round or other funding targeting job creation/retention is launched, the Council is likely to have other strategic priorities.

On this basis, office reuse of the upper floors has been discounted as demand is unproven and it is unlikely to be commercially viable.

3.4.2. Retail

As has been the case previously with the Turkish restaurant and currently with the clothes shop, there are a small number of retailers that may value some upper floor back of house space (for storage etc). However, it is unlikely that this would either make full use of the in excess of 1,500 sq m upper floor space at the Arcade or that the cost of the works to create such space would generate an investment return given the limited additional retail rents created¹⁴. Whilst there are grant schemes that support office and residential uses, they don't typically support retail. Therefore, retail reuse of the upper floors has been discounted as it neither realises the full potential of the upper floors nor is it likely to be commercially viable.

3.4.3. Residential

Having discounted office and retail - and as demand for other potential uses, such as hotel or health, have not emerged during the course of this feasibility study - a residential use creates the most obvious and practical solution for the Arcade's upper floors. Potential tenure options include:

- Market sale - there is strong demand for new and second hand homes for sale in the town. The latter is demonstrated at Mountbatten Court adjacent to the Arcade and overlooking Place Saint-Maur and the seafront. However, a high developer's profit to reflect market sale risk contributes to the viability challenges faced by the project and makes this a challenging development to deliver for market sale, even with OPE BLRF grant. Sales are also one-off, limiting the scope to capitalise on value growth over time;
- Market rent - there is also strong demand for new and second hand homes for market rent in the town, with local estate agent Cubitt & West reporting a waiting list. Again a developer's profit contributes to the viability challenges faced by the project, although a developer's profit for market rent would be lower than market sale. If developed by the Council there is the opportunity to capitalise on rental value growth over time. We also believe that there is a potential opportunity for the Council to develop homes for market

¹⁴ Other considerations include how the retailer would access the upper floor space - installing stairs in their unit could affect their tradeable area and rent payable. On a Victorian arcade where we advised another local authority, all of the upper floors are vertically configured with the retail units below, making it sensible in that case to support retailers to make use of the upper floors (e.g. a florist has explored using the upper floor in its unit as a floristry training room). However, at the Arcade the upper floors are configured horizontally, with limited connections to the retail below, making it sensible to retain them as a single horizontal use.

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rent itself and act as a progressive landlord offering a variety of letting options to meet the full range of local demand, including 12 month+ leases and AirBnB style holiday lets, as well as standard 6 month tenancies;

- Student housing - the Arcade is some distance from the University of Chichester's Bognor Regis campus and from our own experience and discussions with Savills and local agents we don't believe this location would be of strong interest to student housing operators. The Council reached a similar conclusion itself in the previous feasibility work undertaken in 2019, initially considering student housing and then moving away from this to apartments for market sale/rent;
- Affordable housing - OPE BLRF grant funding can be blended with Homes England Affordable Homes Programme (AHP) grant or Right to Buy receipts. Whilst the Council manages its own existing Council housing, it is understood that it does not currently have the appetite to deliver new Council housing. We have not contacted local Registered Providers as our concern would be that, whilst meeting housing need, it would not maximise the wider economic benefits the project could generate when compared with market sale or rent. Also the Registered Provider would potentially benefit from any long-term value uplift;
- Older people's accommodation - whilst there is scope to add a lift to the new building proposed for the south east corner of the site (see below), the layout of the existing upper floors still contains some stairs between the first and second floors on the western wing and within the two turrets. Therefore, this development is not well suited to being a specialist older people's accommodation offering. However, there is still likely to be some demand from older people given the proximity to the High Street and seafront and therefore it would make sense to target older people within a scheme which is available to all age groups;
- Supported living - whilst we have not contacted them ourselves, it is understood from the Council that there has previously been interest from the adjacent Aldingbourne Trust in refurbishing the western wing of the Arcade for supported living. However, we do not believe that splitting the wings would realise the Arcade's full potential. In addition, along with the Trust's existing accommodation on York Road, a concern would be a concentration of supported living in a single location. As with affordable housing, our concern would be that, whilst meeting housing need, it would not maximise the wider economic benefits the project could generate when compared with market sale or rent. Also the Trust would potentially benefit from any long-term value uplift;
- Holiday accommodation - whilst the Borough/town have a wide tourism offer holiday accommodation is unlikely to guarantee full accommodation throughout the year. This need would better be met through a diverse market rent offer;
- Specialist accommodation, such as key worker or former military accommodation - no demand for these specialist uses have emerged through this study; and
- Self finish - whilst the Council does operate a register evidencing demand for self build and finish homes - and OPE does offer BLRF grant funding towards it - this would be much more complex to implement. It is unlikely that the Council would be able to prioritise the necessary staff capacity.

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In summary we believe bringing the Arcade's upper floors back into use as market rent accommodation, potentially developed by the Council to support viability (see below), is the strongest option.

4. Proposed scheme

4.1. Scheme brief

The proposed scheme to bring the Arcade's upper floors back into use needs to meet the following brief:

- Generally minimising adverse impact on the existing downstairs retail trade, including:
 - Retaining a trader toilet somewhere within the proposed scheme, preferably on the ground floor, which should be available throughout the works;
 - Preserving access for ground floor retailers in the Arcade (and Cubitt & West for fire egress) to the service yard/bin store behind the eastern wing;

However, it is acknowledged that:

- Some works may need to take place in the occupied and vacant retail units (see below); and
 - Citizen's Advice is occupying the ground floor retail unit in the south east corner of the site on a short term flexible lease and they will need to relocate prior to its demolition (see below);
- Any new ground floor accommodation created should be retail to animate the streetscene;
 - Upper floor accommodation should be high quality residential accommodation suitable for market rent;
 - The development needs to meet Planning requirements. This would particularly focus on the design quality and respecting the building's locally listed heritage and the wider context, including Place Saint-Maur and the Regis Centre & Alexandra Theatre¹⁵. It is assumed that the Nationally Described Space Standards (NDSS) would not apply, due to this primarily being a refurbishment project.
 - The development also needs to meet Building Regulations requirements. This would particularly focus on fire, acoustic separation and energy. From an access perspective, it is assumed that a lift would not be required, due to this being both a three storey building and primarily a refurbishment project;
 - Responding to local agent's advice adopting a mix of approximately 70% one bedroom apartments and 30% two bedroom apartments¹⁶. However it is acknowledged that the layout of the existing building (e.g. window locations) may impact the precise mix;
 - Improving the service yards/bin store for the benefit of retailers and new residents;
 - Creating rooftop outdoor amenity space for all apartments (including additional private amenity space for some apartments) as well as sea views for some apartments;

¹⁵ Having regard to both its existing offer and proposed improvements.

¹⁶ Studio and three bedroom apartments, which are in relatively less demand, should ideally be avoided unless the layout of the building necessitates it.

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- To score highly on innovation and maximise the potential to secure OPE BLRF grant funding, it is proposed to also potentially make use of Modern Methods of Construction (MMC) for the new build elements and include sustainable technology; and
- As with the current use of the site, it is expected that car parking would not be included within the proposals.

4.2. Potential scheme options

The previous feasibility studies commissioned by the Council in 2019 retained two separate wings at the upper floor level. However, we don't believe this realises the full potential of the Arcade's upper floors. We have, therefore, considered the following options:

- Option 1 - use of the eastern and western wings individually, to align with the previous feasibility studies;
- Option 2 - connect both wings at the first floor by punching through where they touch at the southern end of the Arcade;
- Option 3 - demolish the retail unit in the south east corner of the site and create a new three storey building that connects to the two existing wings; and
- Options 4 - as Option 3 plus potential light weight new build on the eastern wing flat roof where fire damage previously occurred.

The design layout options in the Architect's Design Pack in Appendix 2 result in the following number of potential new homes for each option:

	Studio apartment	1 bedroom apartment	2 bedroom apartment	Total
Option 1	1	16	6	23
Option 2	1	14	7	22
Option 3	0	21	7	28
Option 4	0	28	7	35

In Option 1¹⁷, two separate wings with their own entrances is likely to lead to management challenges and higher operating costs. This option could possibly work if there were two parties each seeking to develop/manage only the accommodation in a single wing. However, whilst it is understood that Aldingbourne Trust has expressed an interest in taking on the western wing, our concern would be that the smaller eastern wing would not be of a sufficient scale to be of interest to developers/operators or to be viable as a potential

¹⁷ Option 1 delivers fewer homes than the previous feasibility studies, which considered primarily one bedroom apartments in one case and studio apartments in another. The proposed scheme provides for a broader accommodation mix, including two bedroom apartments, to maximise the prospect of letting the new homes.

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development for the Council. We do not believe keeping the two wings physically or operationally separate would realise the Arcade's full potential.

Option 2 is a better scheme than Option 1 from a management / operational perspective, with improved connectivity between the two wings. However, it results in the loss of a home compared with Options 1 to enable the two wings to be connected at the southern end. Also the likely primary entrance on the eastern wing on High Street (the 'Arcade Chambers' entrance) would lead to a long walk to the western wing above Howard's Coffee Shop. This would potentially necessitate a further entrance(s) on Belmont Street and/or York Road for the western wing, which would again introduce management / operational challenges and negate some of the benefits of joining the two wings in the first place.

Option 3 delivers five additional homes compared with Option 1, with a single entrance where the wings join making access into and through the upper floors straightforward. This also delivers a more modern and appropriately sized commercial unit and a number of additional benefits (see below).

Option 4 further improves on Option 3 by introducing a further seven additional homes by adding back accommodation on the second floor of the eastern wing where this was previously lost due to fire damage. Additional homes are both more cost effective to manage, more attractive to the Council in terms of meeting housing need and more attractive to the OPE from a value for money perspective. Therefore, Option 4 is preferred over Option 3 subject to structural engineering advice (see below).

4.3. Design proposals

The design proposals contained in the Architect's Design Pack in Appendix 2 fully deliver the scheme brief outlined above.

Initial dialogue with the Council's planning team indicates support in principle for a high quality residential development of the nature and scale proposed. Discussions need to continue about a number of key points including the application of NDSS, overlooking distances and Section 106/CIL waiver on viability grounds (see below). Dialogue is also needed about the interface between the new build and existing building (particularly the southern facade) and materials selection.

The proposed demolition and new extension in the south east corner of the site:

- Moves the current building line back and complements and celebrates the southern facade of the Arcade.
- Creates a new second front for the Arcade to access new homes from on Belmont Street, where this currently feels like a back; and

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- Delivers a more modern and appropriately sized c.70 sq m¹⁸ ground floor retail unit in the new extension in place of the existing c.120 sq m space currently occupied by Citizen's Advice¹⁹. A potential F&B use in this location would complement the proposed improvements to the Regis Centre & Alexandra Theatre. The possibility of utilising the area created when the building line is moved back for outside seating should also be explored.

Preliminary engineering advice indicates:

- It should be possible to accommodate the new homes on the eastern wing roof. Any solid internal walls that are removed will reduce weight on the existing structure. To the extent that the new accommodation exceeds this weight, strengthening of the existing structure will be needed. This could take a number of forms, with one option involving strengthening the columns within the existing retail units (see below). Therefore, Option 4 is the preferred option and basis for the recent OPE BLRF grant funding application;
- Acoustic and fire separation works (i.e. introduction of insulation) will need to be undertaken between the existing retail units and apartments. It is more straightforward to undertake these works from below within the retail units, although the potential to do so from above is being explored to minimise disruption to the retail trade; and
- A communal air source heat pump would be an appropriate energy solution, delivering and exceeding Building Regulations requirements. This has the benefit of avoiding extracts for each apartment in the locally listed building facade. However, further consideration needs to be given to:
 - If and how this would interface with the energy infrastructure for the retail units; and
 - The location for the equipment.

¹⁸ On a gross internal area basis.

¹⁹ Whilst this unit is currently let temporarily to Citizen's Advice, this is on soft, flexible terms and it may otherwise be a challenging unit to let on a commercial basis. In its current configuration it is more suited to an office use, which would not animate the street in this important town centre location.

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5. Viability of the proposed scheme

Viability of the proposed scheme has been assessed using a development appraisal (see Appendix 5). This initially assumes delivery by a Developer with the associated assumptions in 5.1 & 5.2. Potential steps to overcome the associated viability gap are considered in 5.3.

5.1. Development income

The development appraisal makes the following income assumptions:

- Residential rental income - Local estate agent Cubitt & West, whose office is immediately adjacent to the Arcade, has been involved throughout the design process, identifying individual rents for each apartment based on their unique characteristics (see Accommodation & Rental Schedule within the Development Appraisal). If the properties were released for rent today, they would recommend a base rent of £995pcm for 1 bedroom apartments and £1,295pcm for 2 bedroom apartments, uplifted by £50pcm for a private terrace, £50pcm for sea views and £100pcm for furnished accommodation in two showhomes (see below)²⁰. They have taken account of the fact that car parking is not available as part of the scheme, but assume an enhanced level of fit out relative to market sale homes (carpets, white goods etc - see below).
- Residential operational expenses - This reflects the operational costs (such as management and rent collection) and any loss of income (from rent arrears / void units) for the apartments. A standard industry allowance is 25% of residential rental income.
- Retail rental income - The Council's existing retail lettings agent for the Arcade has been involved throughout the design process. The projected rent of £215psm & 6 month rent free period is based on recent Council lettings and current enquiries within the Arcade. This unit is particularly suited to F&B in terms of its size and location, with a small cafe/food takeaway envisaged. The rent is applied to 90% of the c.70 sq m area. This gross:net of 90% reflects the addition of a small toilet at the rear of the unit. No income is assumed from the estate management office on the ground floor of the eastern wing.
- Investment yield - Savills estimate that an appropriate investment yield for the residential accommodation only would be 6%²¹. This reflects potential residential rental income growth in this location. However, Savills also identify that the residential development has the potential to enhance the value of the retail below (e.g. by reducing the risk of weather damage and bringing 35 new people/families who will spend in the Arcade as well as wider town centre - see below). As a result the combined asset would have a 'marriage value' for the Council. This is assumed at this stage as a 0.25% improvement to the yield on the residential accommodation to 5.75%²²;

²⁰ There might be scope for additional income (e.g. for further furnished accommodation or permitting pets). However, this is excluded at this stage.

²¹ This is an all risks yield, which includes both projected income growth and an allowance for possible rent arrears/void risk.

²² Longer term, there may be a further premium associated with the Council's planned refurbishment of the Regis Centre & Alexandra Theatre and wider area. However, this is not currently considered.

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- Purchaser's costs - 6.15% is deducted from the Gross Development Value to meet an investor's SDLT, legal and agent costs; and
- An assumed 6 month rent free for the retail unit is deducted to assist the first tenant with its fit out costs²³.

The appraisal excludes any modest rental loss from the Citizen's Advice unit during the construction period and assumes no disruption to retail trade during the construction works other than that identified below.

5.2. Development costs

The development appraisal makes the following income assumptions:

- Land acquisition cost - £180k is assumed based on the Existing Use Value for the upper floors prepared by Savills, which assumes limited storage given the current very poor condition. £35k for a Development Agreement is also assumed;
- Vacant possession cost - With the exception of the clothes shop (which has its own access from within the unit and is not currently proposed for refurbishment) there are no tenants within the upstairs space. The Citizen's Advice occupies the ground floor unit in the south east corner of the site planned for demolition on soft, flexible terms. As a result, no vacant possession costs are envisaged;
- Planning costs - These comprise £75k for additional surveys²⁴, £25k for a planning/heritage consultant (which includes allowance for support with any other grant application, particularly where this has a heritage focus, and a S106/CIL viability waiver, which will be led by the development manager), £7k for stakeholder engagement, £3k for additional CGIs, £1,630 for pre-application advice (based on the Council's rates, including conservation officer attendance) and £16,664 for the planning fee for the 35 apartments and commercial unit calculated through the Planning Portal;
- Construction cost - The cost consultant Wearesum has prepared an elemental costplan (see Appendix 3), which is informed by the Architect's Design Pack and engineer Ridge's advice. This includes an abnormal cost schedule and inflation, using BCIS, to start on site in line with the accompanying programme. The enabling works contract, for the OPE BLRF funded activity, is assumed to be 6 months and the main refurbishment/new build works contract to be 18 months on a traditional construction basis (although as MMC is confirmed as viable/deliverable a 3 month saving is anticipated). Both contracts include a 5% retention, with 2.5% released at practical completion and 2.5% when the 12 months defects liability period has passed;

²³ As the scheme is worked up and further agent's advice is obtained it may be that the scope of works to the unit is increased in lieu of a rent free.

²⁴ An asbestos survey and desktop site investigation have already been completed. Whilst there is no visual evidence of bird or bad occupation of the building these surveys will be completed prior to planning along with a transport study to demonstrate that there is adequate nearby on street parking to meet the needs of the development. An intrusive site investigation, which represents the majority of the cost, will also be required to inform the detailed structural engineering advice and detailed design.

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- Development contingency - 2.5% has been added to construction costs to allow for any unforeseen costs during the project (e.g. the scope and cost of works to accommodate new apartments on the eastern wing roof being higher than anticipated). £75k has also been allowed should access be needed and, therefore, compensation be due for works within ground floor retail units;
- Professional fees - 10% of construction cost (excluding inflation as fees will be fixed at the outset of the project) is assumed in total²⁵. This comprises budgets of 2% for development management, 3% for architect/landscape/principal designer, 2.5% for structural/groundwork, mechanical & electrical and any other engineering, 2.25% for employer's agent/cost consultant and 0.25% allowance for any other advice required (e.g. fire and transport consultant);
- Statutory costs - Whilst Arun Council has both Section 106 and CIL requirements for residential schemes, it is envisaged that an application would be submitted along with the planning application to waive these on viability grounds. No off-site Section 278 works are needed as aside from increased bin collections the proposed scheme should not give rise to additional transport movements due to the lack of on-site car parking;
- Legal costs - £60k is assumed for drafting the construction contract, initial lease (the cost of individual lettings are covered under the operational expenses budget) and management contract. £15k allowance is also made for any other legal advice needed²⁶;
- Other development costs - These comprise a NHBC or similar warranty²⁷ (£1,500 per home), Energy Performance Certificate (EPC) (£150 per home), a Building Control fee of £15k (based on an estimate from the Council's Building Control team), £30k for fixtures & fittings (mailbox, wifi, seating on communal terrace etc) and apartment fit out (carpets/white goods)(£1,750 per home). In addition £12,500 is budgeted for fitting out two showhomes²⁸ (£5,000 for a one bedroom and £7,500 for a two bedroom apartment) and a further £12.5k for marketing collateral (rightmove listing, a microsite, brochure etc). A retail letting fee of 12 months rent is also included;
- VAT - We are not VAT experts and the Council will need to satisfy itself on the VAT treatment of the project. Our assumption is that VAT will be incurred in full on the enabling and main works contracts as, whilst there are some new build elements, the project is primarily refurbishment. VAT would also be incurred on professional fees, surveys etc. It is anticipated that the Council should be able to plan to achieve full VAT recovery. However, this will require further discussion with the Council's finance team in due course;

²⁵ This is a higher level than a new build scheme, which might typically be around 7%, to reflect the additional work associated with refurbishment and heritage projects.

²⁶ For example, if any party wall agreements or other agreements need to be reached with the ground floor retailers and/or an agreement is needed with Cubitt & West to formalise its fire egress arrangements through the service yard/bin store.

²⁷ Whilst warranties are not strictly required for market rental homes, securing these preserves flexibility should the Council seek to sell the investment in the future, as an investor may require them.

²⁸ Local estate agent Cubitt & West recommend two showhomes (a one bedroom and a two bedroom apartment) are created to allow potential occupiers to fully visualise the benefits of letting at the Arcade whilst the works are completed. This should accelerate lettings and minimise any early void period. Once lettings are completed these two showhomes can then be let as furnished apartments.

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- Finance costs - an all-in rate of 8% per annum is assumed inclusive of arrangement fee and legal costs, which is reflective of current deals in the market. This is applied to the cashflow, which is informed by the cost consultant's advice on the likely length of the enabling and main works contracts; and
- Developer's return - 10% of cost is assumed based on forward funding for a market rent end use by an investor (along with the Developer receiving a 2% development management fee under the professional fee heading).

The appraisal excludes costs associated with scheme feasibility and preparing the OPE BLRF application.

5.3. Bridging the viability gap

At these levels of development income and costs, there is a considerable viability gap to bring the upper floors of the Arcade back into use of c.£4.3m. However, there are a number of steps the Council could take to bridge this viability gap²⁹:

- The Council acting as developer;
- Applying for OPE BLRF grant funding;
- Applying for additional grant funding;
- Value engineering; and
- The Council making a capital contribution.

5.3.1. Council acting as developer

The Council acting as developer improves scheme viability for various reasons, including:

- The Council is able to manage the asset more affordably locally than a more remote developer/investor, at an assumed 20% rather than 25% level of operating costs³⁰;
- The Council is not intending to sell the asset in the short-medium term so purchaser's costs don't need to be allowed for;
- The Council is not acquiring the asset as it is already owned, representing a saving of £215k for land payment and development agreement compared with the developer;
- The Council is able to access finance more affordably at c.5%³¹ compared with the c.8% available to a developer; and

²⁹ It is understood that the Council is also currently exploring the scope to recoup Stamp Duty Land Tax (SDLT) from the original 2017 acquisition.

³⁰ Initial discussions with adjacent estate agents Cubitt & West and nearby Falcon Homes, which both offer residential management services, has identified that 20% is an adequate assumption given the management could be bolted onto existing local management arrangements.

³¹ Public Works Loan Board rates vary daily and are currently around the 5% level for borrowing over a 30 year period. The exact level will need to be determined nearer the time the development is ready to proceed.

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- The Council does not require a short-term developer's return, with the preference to seek a long-term investment return instead after borrowing costs are repaid.

This reduces the viability gap considerably by c.£2.85m to c.£1.46m.

5.3.2. *Applying for OPE BLRF grant funding*

As part of its goal to support the public sector make better use of its assets, OPE has operated a brownfield housing fund under various names for a number of years. The BLRF is the latest iteration, for which £180m has been pledged over three funding rounds. £35m was awarded under the first round, for which allocations were announced in November 2022. There is up to £60m available in the second round under which an application was made by the Council in March 2023. A third round, for which £80m is expected to be available, will invite applications in March 2024 (see below).

In March 2023, the Council submitted a OPE BLRF grant funding application³² of c.£628k, which represents c.£17,950 per unit for the proposed 35 apartments³³. If secured, the grant is specifically to be spent on meeting the majority of abnormal costs³⁴ associated with the development.

The Council would receive the OPE BLRF grant funding shortly after entering into the Funding Agreement and it would then have two key delivery timescales to meet:

- To enter into an enabling contract for abnormal works for at least the amount of the grant by 31st March 2024; and
- To start on site with the main works contract by 31st March 2027.

Monitoring reports would then need to be submitted throughout the period of the Agreement³⁵.

³² The application contained OPE's Technical Annex (which ensures the application passes a minimum value for money level), the Architect's Design Pack, evidence of initial pre-application planning feedback, the initial cost estimate and development appraisal, a programme and risk assessment, title details and a letter of support from Nick Gibb MP.

³³ Although OPE generally encourages applications for £10-15k per home, it informally indicated that a higher level would be considered in this case given the proposed scheme's complexity and high abnormal costs. Therefore, the grant funding application included a greater proportion of the abnormal costs than was originally anticipated in the initial draft Feasibility Study in January 2023.

³⁴ OPE only funds the actual works and not contractor's overheads, profits and preliminaries or contingencies. Whilst abnormal, relocation of the trader toilet and refurbishment/replacements of windows to meet local listing planning requirements are not eligible for OPE BLRF grant funding. Any associated staff costs/professional fees and costs of securing vacant possession are also ineligible. These may represent opportunities to secure additional grant funding in due course (see below).

³⁵ Monitoring is required on a quarterly basis.

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The Council has a strong prospect of securing the full (or majority of³⁶) grant applied for as:

- It has a good place-based need (representing a score of up to 50%) with a score of 31³⁷.
- A positive strategic case (representing a score of up to 35%) has been demonstrated, outlining many of the benefits articulated below.
- A number of innovation ideas (representing a score of up to 10%) have been proposed, including:
 - Potentially making use of MMC for the new build elements³⁸;
 - Use of environmental technologies, such as a combined Air Source Heat Pump;
 - Working closely with local builders/supply chain, including offering apprenticeship opportunities; and
 - A hybrid approach to stakeholder engagement comprising both in person and online consultation.
- The Council commits to comply with its Equality Act obligations (representing a score of up to 5%), for example ensuring that lettings material and signage promote equality.

5.3.3. Applying for additional grant funding

To further enhance the proposed scheme's viability and minimise the level of value engineering / Council contribution (see below), the Council could also consider applying for additional grant funding.

The OPE BLRF Funding Agreement should not preclude applying for additional grant. However, it will be necessary to avoid:

- Other grant funding sources for which the primary output is housing delivery, as outputs cannot generally be claimed twice; and
- Applying for funding for the same works, e.g. asking two funders to meet the demolition costs.

For a project of this nature and scale there are likely to be three types of potential types of grant available:

- Town Centre Regeneration - such as future rounds of funding available through the Local Enterprise Partnership (LEP) Coast to Capital (e.g. Shared Prosperity Fund) and funding available to bid for directly (e.g. LUF, Towns Fund or Future High Street Fund). The Arcade project itself would probably be too small to bid alone for many of these funding sources so would need to become part of a programme bid for a wider package

³⁶ OPE sometimes awards a lower amount than applied for if it considers an aspect of the proposed works is not eligible for grant funding.

³⁷ This uses a metric developed by the Government to promote levelling up. In the previous OPE BLRF round, grants were awarded to a number of local authorities with lower place-based need.

³⁸ MMC involves elements of the new build construction being manufactured off-site in a factory and then erected on-site. This approach typically improves both the quality and speed of construction.

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of town centre regeneration projects, which has the potential to introduce delay (see below);

- Heritage - such as the Architectural Heritage Fund or Heritage Lottery Fund; and/or
- Sustainability - such as the Heat Networks Investment Project (HNIP).

From preliminary investigations and discussions (e.g. with the LEP) it is believed that there is a good possibility of securing at least £100k of additional grant within the timescales of the project being delivered.

Technically under the OPE BLRF Funding Agreement the Council has until March 2027 to start on site with the main works contract. However, it is important to identify, apply for and secure additional grant funding relatively swiftly to both:

- avoid undermining the proposed scheme's momentum; and
- delay realising the benefits outlined below (including leaving the Council exposed to maintenance and rates costs).

To maintain momentum, the Council should continue to apply for planning permission whilst in parallel applying for additional grant funding.

5.3.4. Value engineering

The development appraisal identifies a potential value engineering target of c.£278k.

The first opportunity for value engineering is through generating additional income. For example there is the possibility of seeking to vary the clothes shop lease to remove the upper floor, which could enable the adjacent apartment to switch from 1 bedroom to 2 bedroom³⁹. Provided that this does not alter the overall number of apartments which has been included in the OPE bid, there might be the potential to introduce one or more duplex apartments to add variety to the accommodation mix. Also whilst the construction costs have been inflated to start on site in line with OPE's requirements, the lettings will not take place for at least 2 years providing the possible opportunity for further income growth.

Secondly, drawing on the experience of the Council, design team and contractor, there should be the potential to generate construction cost savings (and knock on finance savings) from delivering the proposed scheme in a more efficient way and/or revising the specification. For example, through using MMC to create the new apartments it may be possible to realise c.3 months of time (and hence finance cost) saving and bringing lettings and associated income forwards. This would also deliver the benefits associated with the proposed scheme sooner (see below).

³⁹ This could generate c.£50k of additional development value net of any construction costs and fees negotiating the lease variation with the clothes shop tenant.

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

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The costplan identifies potential cost savings of over £300k. However it will be important in the next stage of design to assess potential savings with a number of factors in mind:

- The practical ability to deliver the change;
- The acceptability of the change from a planning perspective - particularly where it relates to the appearance of the locally listed building; and
- Whether the change would potentially affect the income generated from the scheme - if a change leads to the scheme being less attractive for potential occupiers this could negate the saving.

Hence it is believed that the target level at this stage is about right.

5.3.5. Council capital contribution

The Arcade asset is in poor condition and requires short-medium term remedial investment in repairs to two areas of the roof and the spalling concrete at the southern facade to mitigate further damage to the building. The costs of undertaking these items individually is significant, whereas by incorporating them into the scheme savings can be made (e.g. avoiding significant scaffolding costs on two separate occasions). At present a c.£450k allowance is made pending more detailed designs and costings.

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6. Benefits of the proposed scheme

The proposed scheme would deliver a range of important monetisable and non-monetisable benefits for the Council.

6.1. Monetisable benefits of the proposed scheme

Bringing the Arcade's upper floors back into use by delivering the proposed scheme would deliver a range of important monetisable benefits for the Council including:

- Delivering a return on the Council's investment in the Arcade after the 30-year borrowing period if the asset is retained longer-term [Savills to quantify]. The Council would also have the option to dispose of the Arcade once upper floor residential lettings have stabilised and the remainder of the benefits outlined here have been secured⁴⁰;
- Securing c.£628k of OPE BLRF investment into the District;
- Potentially also securing at least £100k of additional grant funding into the District; and
- Realising a saving of £xxk per annum [Ridge to confirm] on management and maintenance costs of the upper floors, which can be passed on to future residents rather than being borne by the Council;
- Realising a saving of £xxk per annum [ADC to confirm] on empty rates currently incurred on the upper floors by the Council;
- Generating c.£xxk per annum Council Tax revenue and £xxk of New Homes Bonus from 35 additional homes; and
- Securing a rent of c.£xxk pa from a potential F&B use in the purpose-built new retail unit⁴¹ [there may be a loss of rates - tbc].

6.2. Non-monetisable benefits of the proposed scheme

Bringing the Arcade's upper floors back into use by delivering the proposed scheme would also deliver a range of important non-monetisable benefits for the Council including:

- Meeting local housing need by delivering 35 new high quality homes for market rent;
- 35 new sets of residents should spend within the shops in the Arcade and the wider town centre in the day and evening, including the Regis Centre & Alexandra Theatre;
- Additional local spend should also help the Council to fill vacant units within the Arcade and, over time, raise rents, thereby increasing the rent roll and asset value. Filling more of the retail units should also allow greater recovery of ground floor management and maintenance costs that cannot be recovered from void retail units;

⁴⁰ The OPE BLRF Funding Agreement should not impose a restriction on the Council about sale of the building in the future following the upper floor refurbishment.

⁴¹ This represents the projected rent of c.£14k pa for the potential F&B use less the £xxk pa currently secured by the Council from Citizen's Advice.

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- Supporting the local construction industry by hiring enabling and main works contractors that will draw on a local supply chain and create local training and employment opportunities. This would in turn create further local spending power;
- Avoiding further deterioration of the building fabric which could otherwise lead to reduced ground floor retail rents. The Council could also face health & safety risks, e.g. if water came through one of the damaged roofs and got into the electrics. There is also a risk of anti-social behaviour, which is more common with vacant buildings⁴². Longer term, failure to treat the spalling concrete at the southern end of the Arcade could also impact the building's structural stability;
- By replacing the existing single storey building in the south east corner of the site with a new building, improving the appearance of the southern end of the Arcade, complementing and celebrating the building's locally listed heritage;
- Local people having greater confidence in the appearance and offer of the town centre (including an emerging F&B offer) should lead to a growing number visiting the town centre to shop, eat and drink, compared with other local alternatives such as Chichester;
- The success of the Arcade should encourage developers to invest in other local schemes, such as the planned mixed use redevelopment of the car park adjacent to the Regis Centre & Alexandra Theatre and wider regeneration planned for the town⁴³;
- If the Council is offered and accepts the OPE BLRF grant and is making positive progress with delivery, as evidenced through monitoring reports, it will be in a stronger position to apply for further grant funding in the next OPE BLRF round in March 2024⁴⁴;
- Climate change benefits arising from the sustainability features (such as the proposed communal Air Source Heat Pump); and
- Potentially making use of MMC for the new build elements, could provide useful experience that could be applied to other Council (both residential and non-residential) construction projects.

⁴² There is evidence within the building of this having taken place in the past. Such access could lead to people damaging the building and injuring themselves. The presence of asbestos in the building makes this risk more acute.

⁴³ The Bognor Regis Regeneration website outlines £1bn of planned investment.

⁴⁴ Up to £80m is expected to be available in the next round. OPE has already informally encouraged the Council to apply for BLRF grant funding towards the mixed use development on the car park site.

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7. Delivering the proposed scheme

This section focuses on the immediate next steps to move the proposed scheme forwards. A more detailed delivery strategy will be developed in parallel with these steps (see below).

7.1. Securing Council approvals

At this stage Council approval is needed to:

- Accept OPE BLRF grant funding;
- Prepare the enabling works specification;
- Prepare a planning application; and
- Apply for other suitable grant funding.

These will require a total commitment of £xxk as outlined further below. This can be funded through the OPE BLRF funding provided the Council recognises that if planning permission is not secured in due course, it would need to refund the grant to OPE and thereby meet these costs itself.

To maintain momentum and deliver the above benefits as soon as possible, it is then essential to undertake these activities in parallel.

7.2. Accepting OPE BLRF grant funding

Subject to an award being made for the full (or substantially) the amount requested, the Council needs to give approval to accept an award of OPE BLRF grant funding (see below). This requires the Council to progress with an enabling works contract - and in due course enter into it - by March 2024⁴⁵. As outlined above, accepting the OPE BLRF grant funding is essential to the strategy of overcoming the viability gap with the proposed scheme.

To prepare for OPE BLRF grant funding potentially being awarded, the Council should review the model OPE BLRF Funding Agreement⁴⁶. The Council can then ensure it is comfortable with the general terms before it is personalised for the proposed scheme.

An offer will be made via the OPE Partnership (West Sussex Council). The first step is to establish if this is for the full amount or if any adjustment has been made. In the latter case, any impact on the scheme viability will need to be carefully considered. It is hard to pinpoint an exact time when an award will happen as announcements are usually timed by the Government for maximum Political impact. At this stage we are assuming the end of June. Around three weeks are usually given for accepting the offer.

⁴⁵ As outlined above, there is also an obligation to start on site with the main contract by March 2027.

⁴⁶ This can be accessed via the link in Appendix 1.

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Once an award has been made, OPE will supply a scheme-specific Funding Agreement, which should be checked to confirm it aligns with the expected dates. Once signed, funding should be received by the Council within a month.

7.3. Preparing the enabling works specification

The OPE BLRF grant funding is provided to deliver the enabling works. The scope of the enabling contract primarily relates to abnormal works within the building, in addition to the demolition of the building in the south east corner of the site, with details summarised in the costplan. It is assumed that internal works do not require demolition and the demolition would require demolition, although this will be clarified (see below)⁴⁷.

The specification needs working up in detail to prepare a final pre-tender cost estimate prior to tender. The Council can then determine the level of funding it will need to contribute to the enabling works alongside the grant. This is currently estimated as c.£107k, representing the associated contractor's preliminaries, overheads and profit, which are not eligible for OPE grant funding.

A key step is to determine whether any abnormal works themselves which are not eligible for OPE funding, such as relocating the trader toilet and replacing windows to an appropriate heritage standard, should be included within the enabling works contract. This would, in part, be informed by their eligibility for additional grant funding (see below).

At this stage the Council's approval is limited to meeting the costs of the surveys and detailed designs needed to prepare the enabling works specification, which are estimated at c.£xxk [elaborate on scope of works (incl engineering/building control advice)/add estimated cost]. Both sums are incorporated within the development appraisal.

Separate Council approval would be sought in due course to the Council's investment in these works, to go to tender and enter into the enabling works contract.

7.4. Preparing a planning application

Critical to preparing a planning application will be formal pre-application discussions with the planning team, including the conservation officer, and a programme of stakeholder engagement.

The planning/conservation discussions need to explore a variety of topics including:

- Application of NDSS. We have assumed that these do not apply;

⁴⁷ As identified in the Programme (contained within the Development Appraisal) it is assumed that the enabling works contract will be undertaken in parallel with the planning application, with the demolition completed once planning permission is in place.

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- Overlooking distances;
- What elements of the building are covered by the local listing;
- What elements of the enabling works require planning permission;
- How the design for the new build elements aligns with the existing building, particularly the southern facade;
- Materials choices;
- Confirmation that no car parking is needed. A transport survey will be commissioned to support this;
- The method for applying for Section 106/CIL waiver; and
- Confirmation that Section 278 works are not needed, aside from minor improvements to the pavement where the front building line is moved back in the site's south east corner.

A stakeholder engagement plan should be developed. The potential to adopt a hybrid (physical and online) approach was suggested in the OPE BLRF grant funding application.

In addition to responding to planning / stakeholder feedback, the design team also needs to:

- Establish the best strategy for structurally strengthening the building to accommodate the additional apartments on the eastern wing roof;
- Clarify the extent of any works within the retail units (both in relation to structural strengthening and fire/acoustic separation) and the best way to undertake this if required. Some certainty around this will be needed prior to discussions with retailers as part of the stakeholder engagement;
- Determine the location of the Air Source Heat Pump equipment and ascertain whether it represents value for money to renew the equipment servicing the retail at the same time;
- Confirm no rights to light / party wall agreements are needed;
- Continue to explore whether MMC is feasible and the benefits it would bring;
- Undertake a building control review of the emerging design proposals; and
- Continue to engage with local estate agents to ensure their expertise is captured.

[add further detail on design steps needed/estimated cost]

Separate Council approval would be sought in due course to submit the planning application, along with Section 106/CIL waiver.

7.5. Identifying and applying for additional grant funding

As outlined above, to help bridge the proposed scheme's viability gap it would be beneficial for the Council to secure additional grant funding. Further time now needs to be invested:

- Identifying potential suitable grant funding opportunities - in the areas of town centre regeneration, heritage and sustainability as outlined above;

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- Shortlisting the most appropriate sources - based on the strategic fit with the grant funder's criteria, level of funding available, timetable for application/award and any other considerations (e.g. whether an application needs to be part of a wider package of projects, which may increase the scale of grant potentially available but might delay the application);
- Working up a bid and applying for the most suitable grant funding source(s).

The level of time - and hence cost - required to apply for further grant funding is not clear at this time. However, up to £15k is assumed from the professional fee budget in the development appraisal.

7.6. Other steps

In addition to the above, the Council should:

- Develop a detailed delivery strategy through to scheme completion and occupation;
- Identify the preferred procurement approach for the enabling and main works contracts, ideally making use of frameworks in each case to simplify and accelerate procurement;
- Check the legal access rights of the adjacent retail unit(s) on High Street over the yard/bin store area;
- Ascertain whether the Clothes Shop is willing to vary its lease to release the upper floor for redevelopment. The associated costs also need to be identified to confirm that this represents value for money; and
- Whilst they will also be consulted as part of the stakeholder engagement outlined above, the Council will need to keep Citizen's Advice updated about the timetable for delivering the proposed scheme.

Bringing the upper floors of the Arcade in Bognor Regis back into use as new homes

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Appendix 1 - Information reviewed

Information supplied by the Council⁴⁸

- Sales particulars for the 2017 purchase of the Arcade;
- Floorplans;
- Title details;
- Drone photos of the exterior of the building and interior photos showing the condition of the property;
- Building survey and maintenance information, including a condition survey prior to the Council's acquisition and an asbestos survey commissioned after purchase; and
- Previous residential feasibility studies undertaken in 2019.

Arun planning information

- <https://www.arun.gov.uk/adopted-local-plan/>
- <https://www.arun.gov.uk/planning-application-search>
- https://arun.cloud.cadcorp.com/Webmap/Map.aspx?mapName=Public_Main&dataLayers=Arun%20District,Listed%20Buildings
- https://arun.cloud.cadcorp.com/Webmap/Map.aspx?mapName=Public_Main&dataLayers=Arun%20District,Conservation%20Areas
- <https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n1724.pdf&ver=1373>
- <https://www.arun.gov.uk/cil/>

Arun place based information

- <https://www.arun.gov.uk/place-st-maur>
- <https://alexandratheatre.co.uk/>
- <https://www.bognorregisregeneration.com/>
- <https://www.bruid.org/>

Historic information about the Arcade

- <https://www.pinterest.ch/pin/424886546097629641/>
- https://www.francisfrith.com/bognor-regis/bognor-regis-the-arcade-1903_50202
- <https://www.gravelroots.net/history/storebognor/247.html>
- <https://www.bognorregispost.co.uk/2018/09/changing-times-towns-arcade-has-reflected-changing-times/>
- <https://www.theargus.co.uk/news/15584833.council-to-give-the-arcade-a-big-boost/>
- <https://www.facebook.com/arcadebognor/>
- <https://www.sussexexpress.co.uk/news/the-arcade-thats-stood-test-of-time-in-bognor-regis-916122>

⁴⁸ Other information, including retail lease details, has also been useful for broader context.

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- <https://www.sussexexpress.co.uk/news/people/new-company-takes-over-management-of-bognor-regis-arcade-3624936>
- <https://www.v2radio.co.uk/news/west-sussex/new-company-takes-over-management-of-bognor-regis-arcade/>
- <https://bognorregistrails.co.uk/>

More recent photos/images of the Arcade

- <https://www.alamy.com/stock-photo-the-arcade-high-street-bognor-regis-west-sussex-england-united-kingdom-29183572.html>
- <https://www.alamy.com/stock-photo-the-arcade-high-street-bognor-regis-west-sussex-england-united-kingdom-29183406.html>
- https://www.tripadvisor.co.uk/Restaurant_Review-g504216-d14901608-Reviews-The_Mezze-Bognor_Regis_Arun_District_West_Sussex_England.html

Local property market information

- <https://www.rightmove.co.uk>
- Cubitt & West

Information about the OPE BLRF

- <https://www.gov.uk/government/news/derelict-land-to-be-transformed-into-new-homes-in-boost-for-local-regeneration>
- <https://www.gov.uk/government/news/thousands-of-new-homes-to-be-built-on-regenerated-brownfield-land>
- <https://www.local.gov.uk/topics/housing-and-planning/one-public-estate/one-public-estate-brownfield-land-release-fund-1>
- <https://www.local.gov.uk/topics/housing-and-planning/one-public-estate/one-public-estate-brownfield-land-release-fund-2>
- <https://www.local.gov.uk/topics/housing-and-planning/one-public-estate/one-public-estate-brownfield-land-release-fund-3>
- https://www.local.gov.uk/sites/default/files/documents/230118_BLRF2.2_Basic%20Details%20Form_Final.xlsx
- <https://www.local.gov.uk/sites/default/files/documents/BLRF2%20R2%20Application%20form.docx>
- https://www.local.gov.uk/sites/default/files/documents/230117-Brownfield%20Land%20Release%20Fund%20-%20Technical%20Annex_Final.xlsx
- <https://www.local.gov.uk/sites/default/files/documents/BLRF2%20R2%20Place%20Based%20Scores%20List.pdf>
- <https://www.local.gov.uk/sites/default/files/documents/BLRF2%20R2%20Draft%20Grant%20Funding%20Agreement.pdf>

Public Works Loan Board borrowing rates

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- <https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D7A.2>

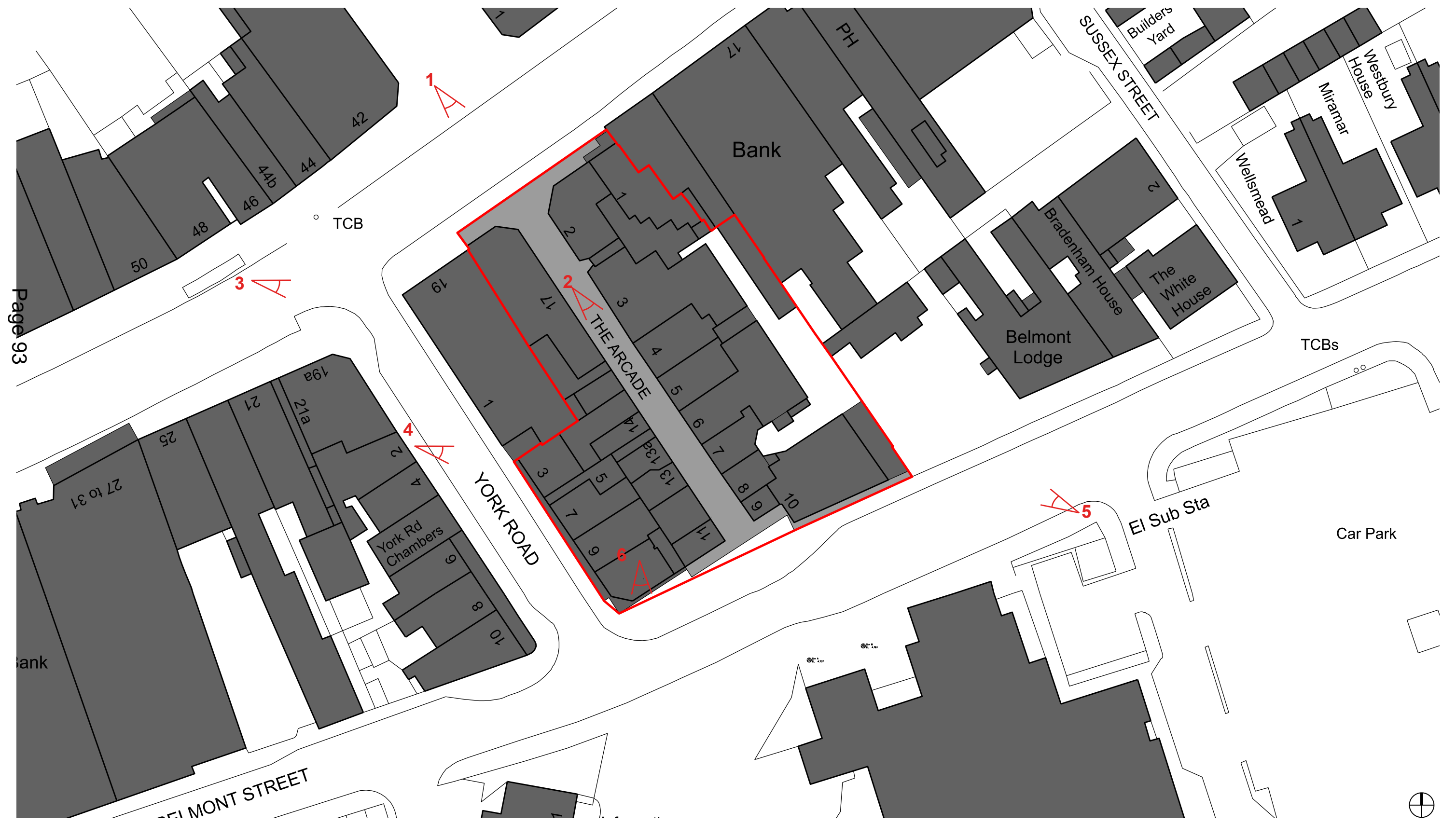
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THE ARCADE, BOGNOR REGIS

AERIAL VIEW



SITE PLAN



SITE PHOTOS



The Arcade, High Street entrance



2. The Arcade interior



3. View from north west, junction of High Street and York Road



4. York Road



5. View from south east



6. View from south west corner towards the sea



7. Overhead view of site from drone

CONDITION



1. Exterior, Belmont Street



2. Exterior, service yard



3. Exterior, roof over single storey unit on Belmont Street



4. Interior



5. Interior

The majority of the upper floors are in poor condition and some areas have not been occupied for a considerable period of time. There is water ingress in numerous areas which is causing damage to the building fabric. There is a significant amount of asbestos within the building, and best practice would be to entirely remove this in a safe manner during the course of refurbishment. The upper floors were previously in use as offices, and part of the second floor on the east side was used as a flat for the resident caretaker. The upper floors are currently accessed from ground floor doors on High Street, York Road, Belmont Street and from within the Arcade itself. There are parts of the upper floors that have had their access routes removed, rendering them inaccessible. The upper floors are in need of significant investment in order to bring them back to a lettable standard.

HISTORIC MAPS



1. Ordnance Survey map, Sussex LXXIV.6, 25" to 1 mile, revised 1896, published 1898



2. Ordnance Survey map, Sussex LXXIV.6, 25" to 1 mile, revised 1910, published 1912



3. Ordnance Survey map, Sussex LXXIV.6, 25" to 1 mile, revised 1932, published 1934



4. Ordnance Survey map, Sussex LXXIV.6, 25" to 1 mile, revised 1940, published 1947

SITE HISTORY



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1.



2.



3.

The Arcade runs from Belmont Street through to High Street and consists of a central shopping arcade with a glazed roof, three storey buildings to the east and west sides with distinctive turrets framing the arcade entrance, and a two storey link to the southern side. There are retail units and food outlets of varying sizes on both sides of the arcade. The site is strategically located between the heart of the town centre and the Regis Centre. The site has elevations onto three street frontages, High Street (north), Belmont Street (south) and York Road (west). The site is owned entirely by Arun District Council.

Prior to the construction of the Arcade, the gardens of York House occupied the site, which was an impressive doctor's residence at the junction of York Road and High Street. William Tate, a local builder, purchased the land and commenced construction work in 1901. It was officially opened on 26 July 1902, and comprised of 24 shops with a similar number of offices above known as Arcade Chambers. It was intended to be an approach to the Theatre Royal and the Kursaal (which Tate also built), both of which have since been replaced by the Regis Centre. There was a serious fire on 5 November 1930 which caused extensive damage to 14 shops and all the offices. A major restoration took place after this costing in the region of £25,000. The outward appearance of the building facing the High Street was not altered by the restoration. The site was purchased by Arun District Council in October 2017.

In Margaret McKeith's 1985 publication, "Shopping Arcades: A Gazetteer of Extant British Arcades, 1817-1939", the Bognor Arcade is described as of 'Edwardian seaside architecture, of single storey structure with glass gable ends'. The High Street entrance was noted as being 'between corner turrets of twin three storey blocks, built of brick and timber with tiled spires and finials'.

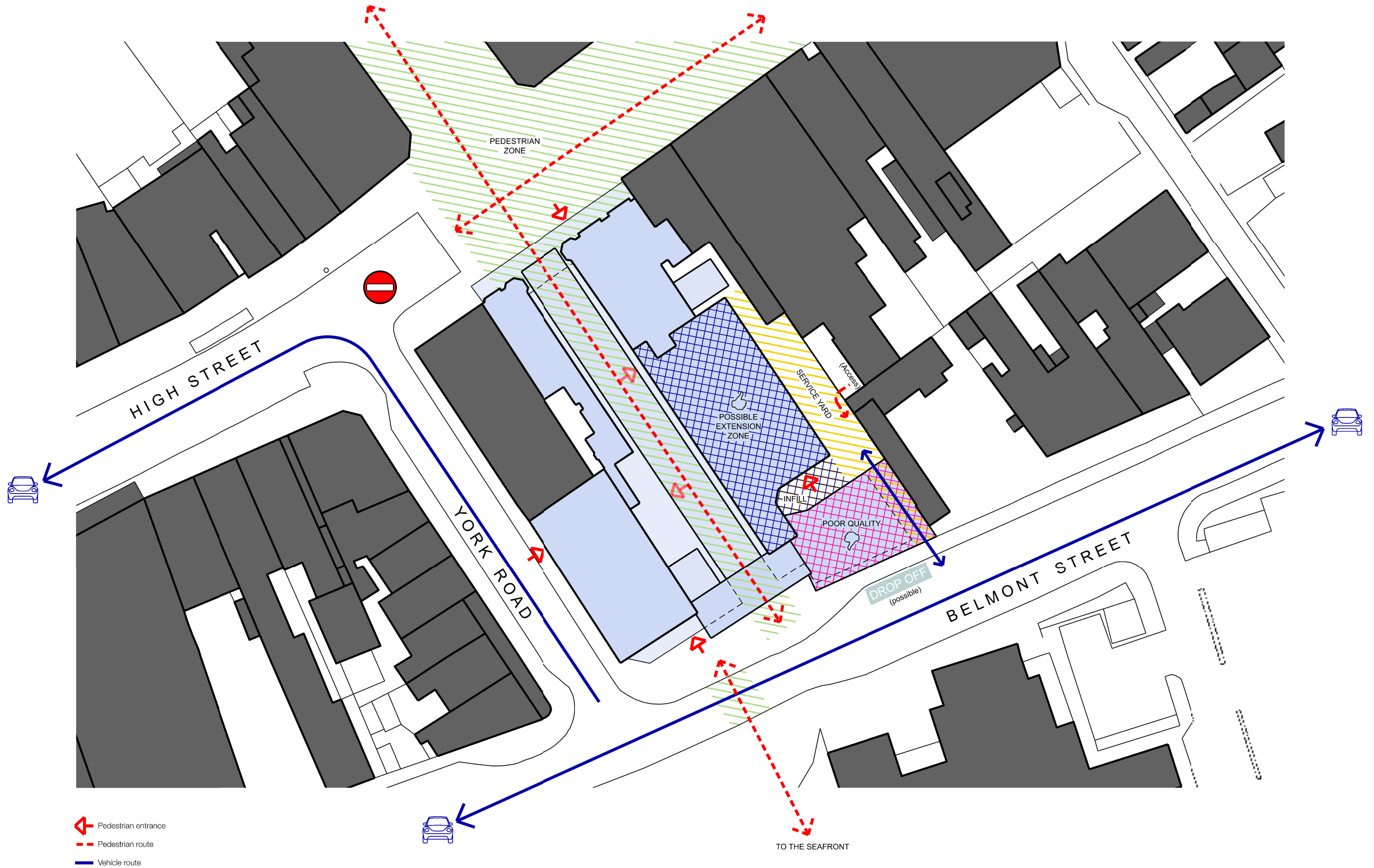
The Arcade is not a nationally listed building however, 'the Arcade and associated buildings' are included on the local list of 'buildings or structures of character', having being deemed to fit Arun District Council's local listing criteria, which include:

- Buildings which are extremely good examples of traditional or established style, or unusual type;
- In special cases, buildings or structures which contribute towards the local townscape or have important historical associations;
- Largely intact and not adversely affected by later extensions or alterations;
- Make a positive contribution to their surrounding or the street scene.

The Arcade is not in a conservation area and does not materially impact any of the conservation areas nearby, the closest of which are 200m to the west, 400m to the north west and 500m to the north east. The former Sussex Hotel diagonally opposite the Arcade on the northern side of High Street is a Grade II nationally Listed Building. Other nearby nationally listed buildings and monuments include the Grade II listed Bognor Regis Town Hall and Grade II War Memorial. The back of the Town Hall is visible from the site to the west on Belmont Street.

Policy HER DM2 of the Arun Local Plan states that 'proposals for the alteration or extension of buildings on the Local List will be expected to relate sensitively to the building or structure and its setting and respect its architectural, landscape or historic interest. The Local Planning Authority will seek to preserve features of such buildings which contribute to that interest'. It is considered that the appearance and visual presence of The Arcade on the High Street, (north) elevation, are of greater importance in terms of the criteria for local listing than the elevations to York Road or Belmont Street and the proposals described in this document are sensitive to this. The later addition in the south eastern corner does not contribute positively to the character of the building, its local listing, nor to the setting of the Grade II listed Town Hall, hence the proposal to demolish this isolated element.

SITE STRATEGY



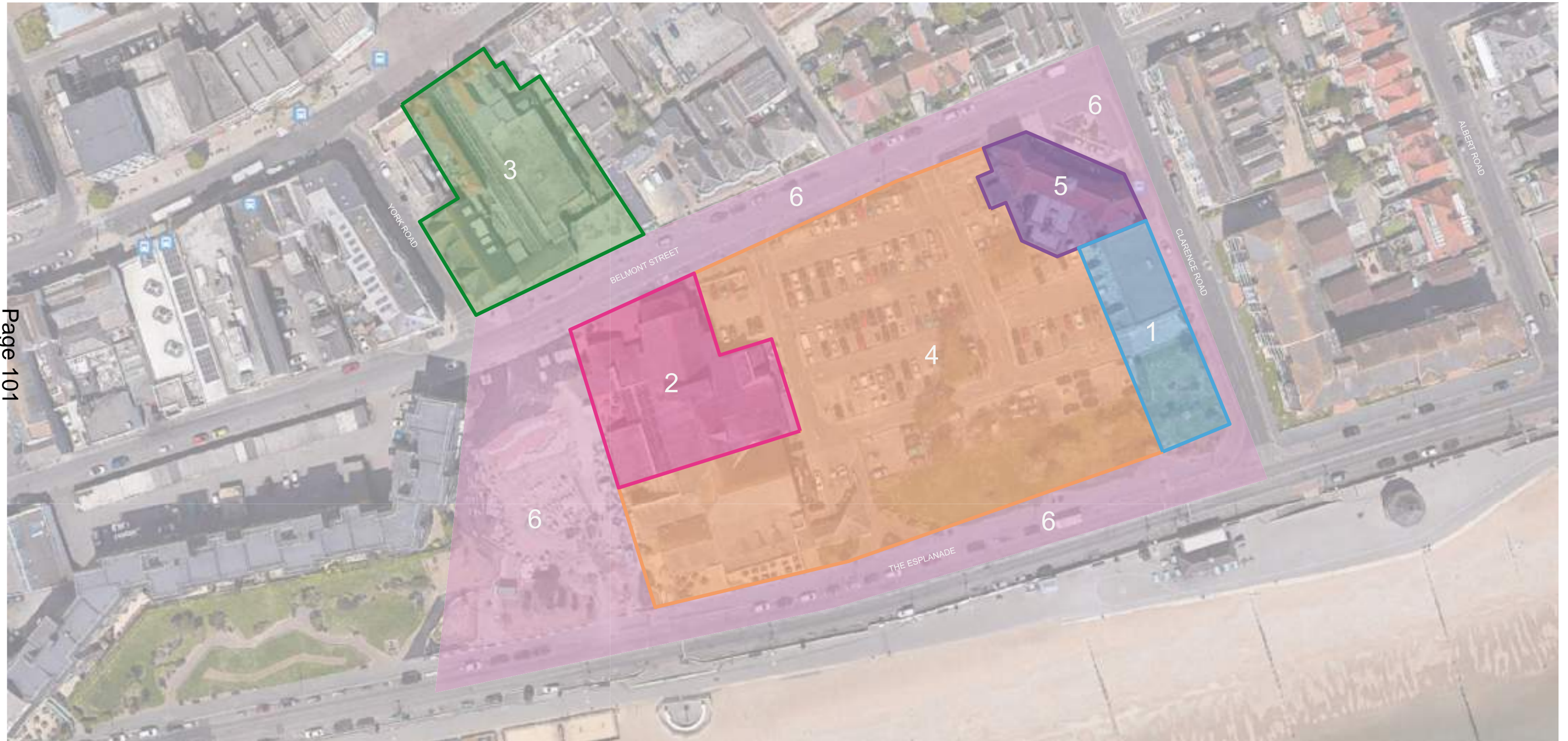
- Pedestrian entrance
- Pedestrian route
- Vehicle route



SITE STRATEGY



REGENERATION STRATEGY



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The Regis Quarter Regeneration

- 1. Phase 1: New Premier Inn, (circa 100 beds)
- 2. Phase 2: New build / part refurbished Alexandra Theatre / Regis Centre: 386 seat auditorium, 2 performance studios, circa 170 seats, 3 further studios, cafe / bar
- 3. Phase 3: The Arcade: Retail / food and beverage / residential (market rent)
- 4. Phase 4: Regis Centre car park: mixed use redevelopment - public car park - ground, residential car park - first floor
- 5. Phase 5: Grade II listed Town Hall refurbishment - possible civic / commercial / hotel uses
- 6. Overall phase development set in enhanced public / private realm with placemaking / circulation and wayfinding potential, year round events space, hard and soft landscaping providing connections and linkages

EXISTING PLANS

GROUND FLOOR, EXISTING



UPPER GROUND FLOOR, EXISTING

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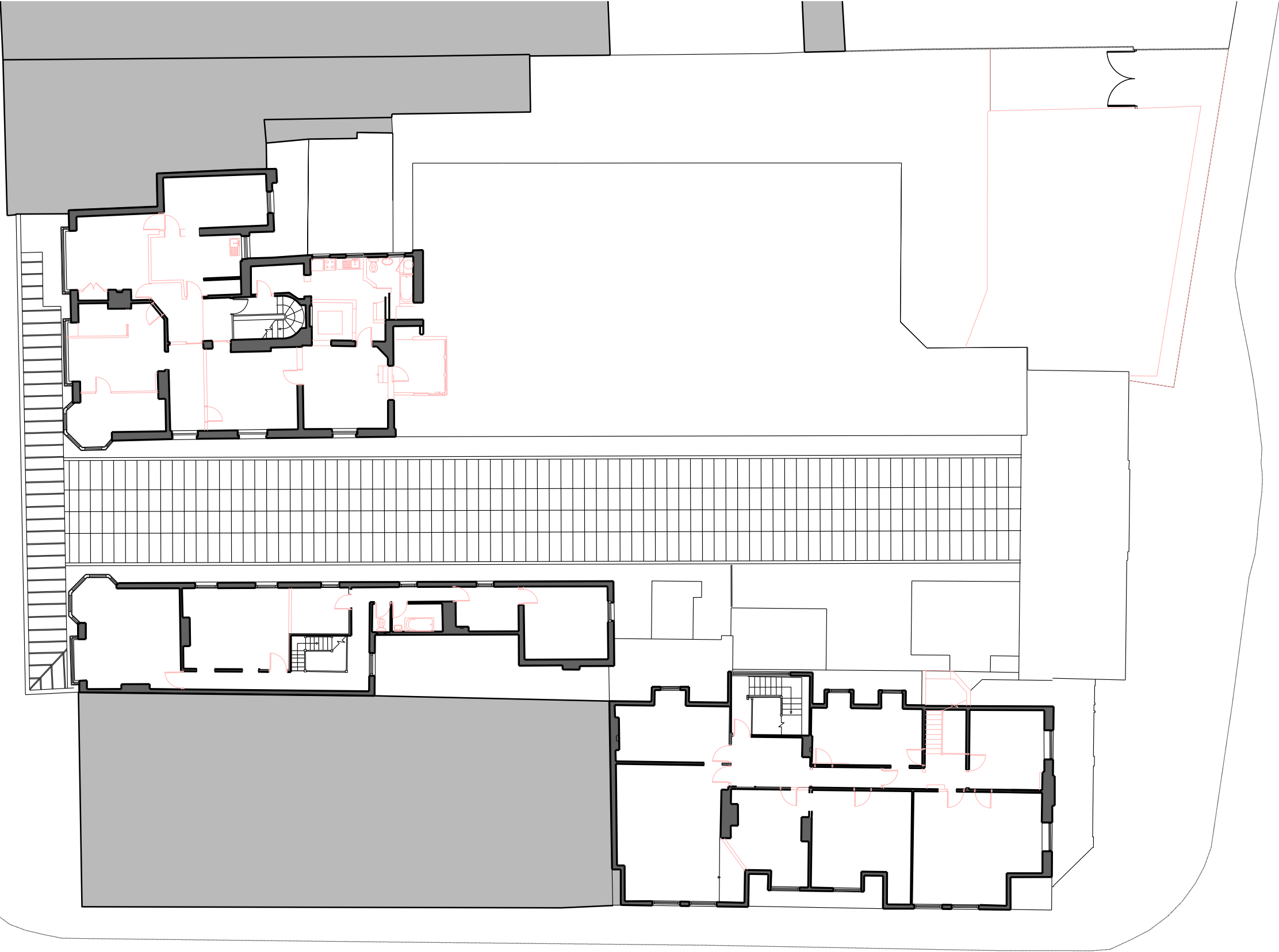
FIRST FLOOR, EXISTING

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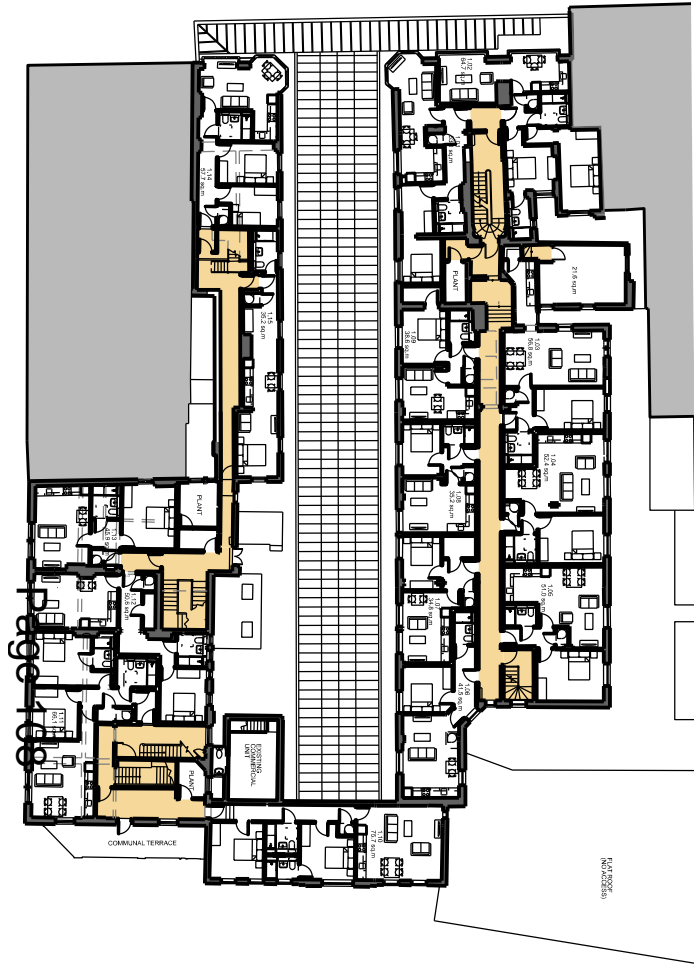
SECOND FLOOR, EXISTING

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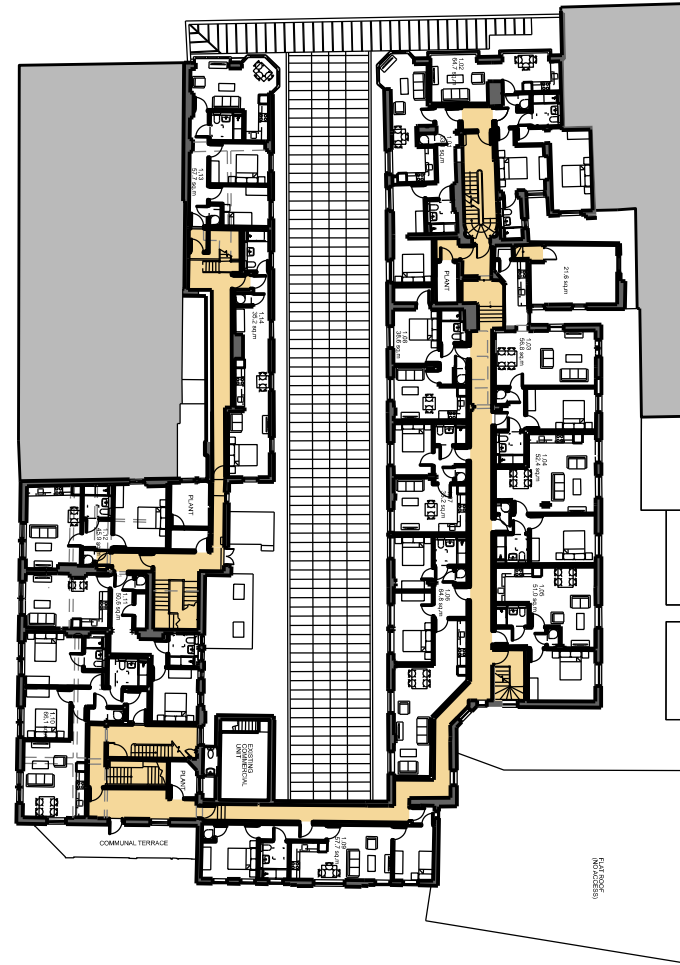
OPTIONS

FIRST FLOOR, OPTIONS



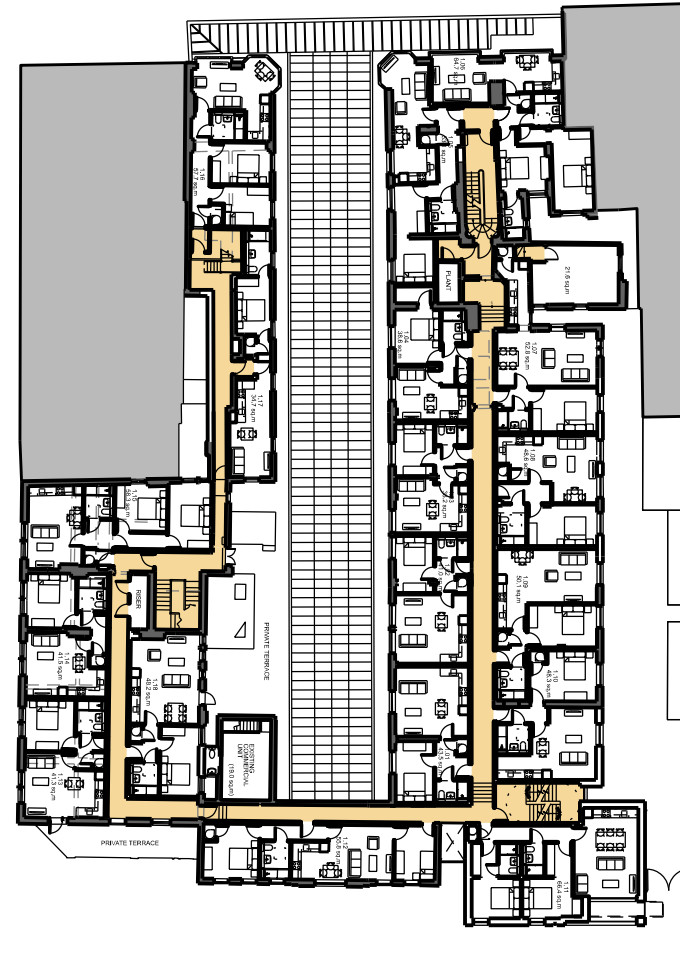
OPTION 1

studio	1
1 bedroom	16
2 bedroom	8
TOTAL	23



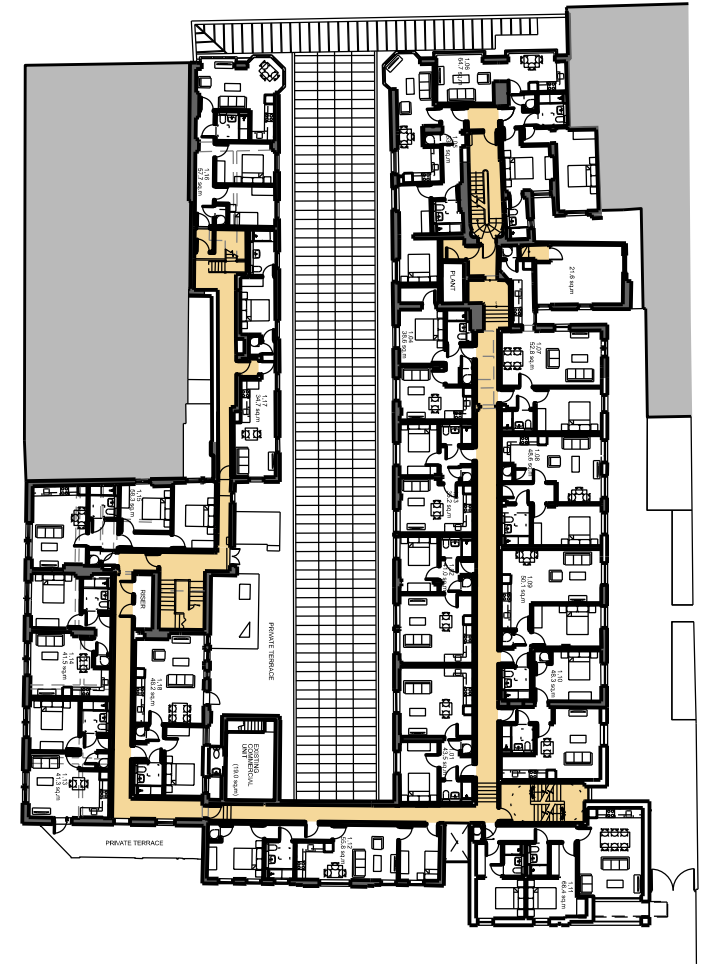
OPTION 2

studio	1
1 bedroom	14
2 bedroom	7
TOTAL	22



OPTION 3

1 bedroom	21
2 bedroom	7
TOTAL	28
Commercial Unit	72.3m ²

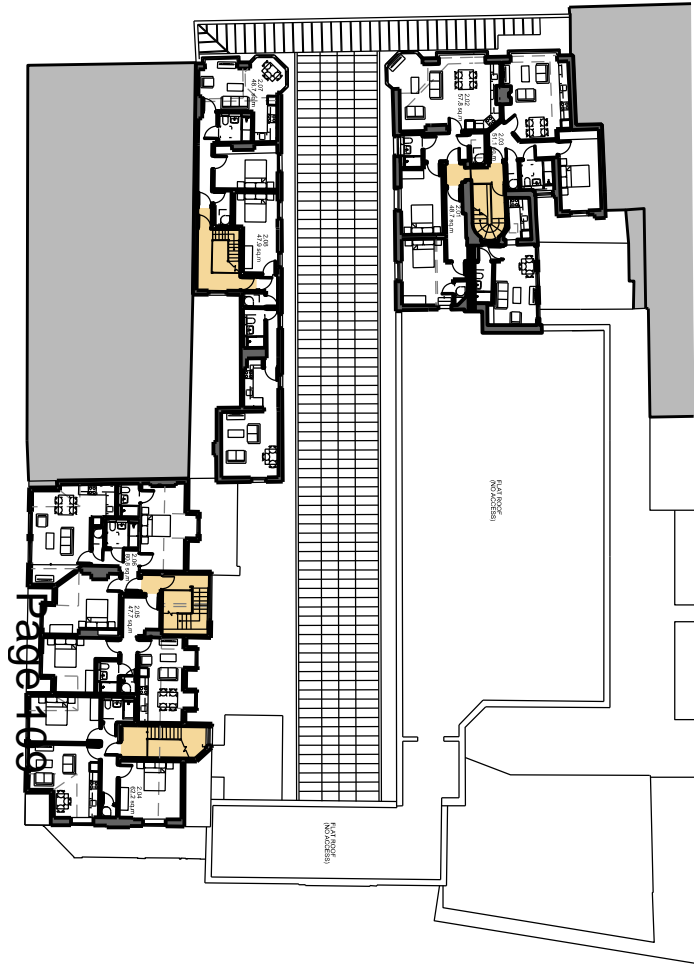


OPTION 4

1 bedroom	28
2 bedroom	7
TOTAL	35
Commercial Unit	72.3m ²

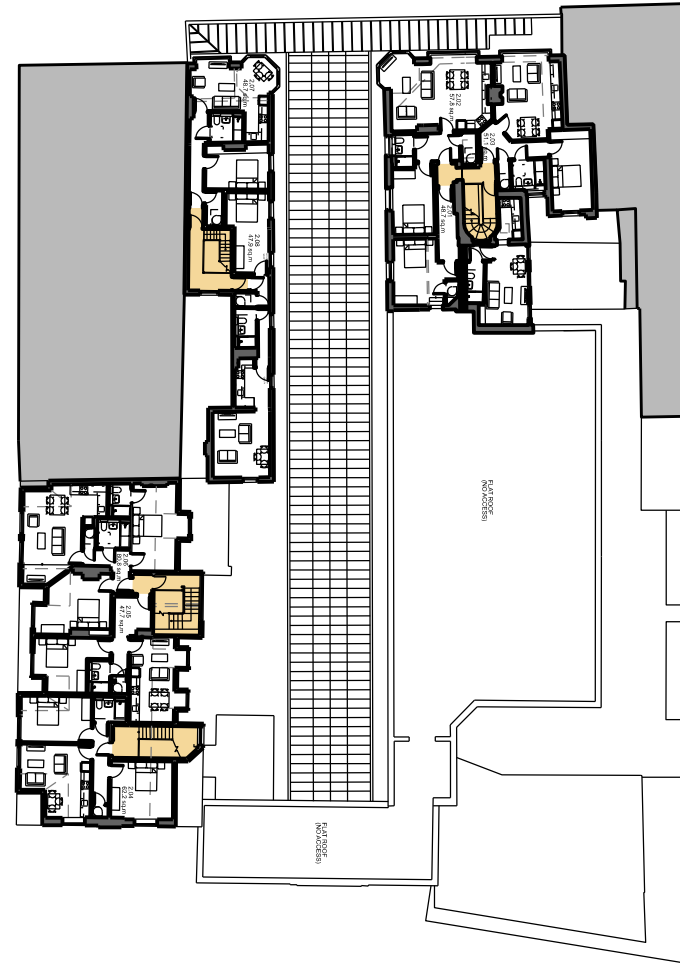


SECOND FLOOR, OPTIONS



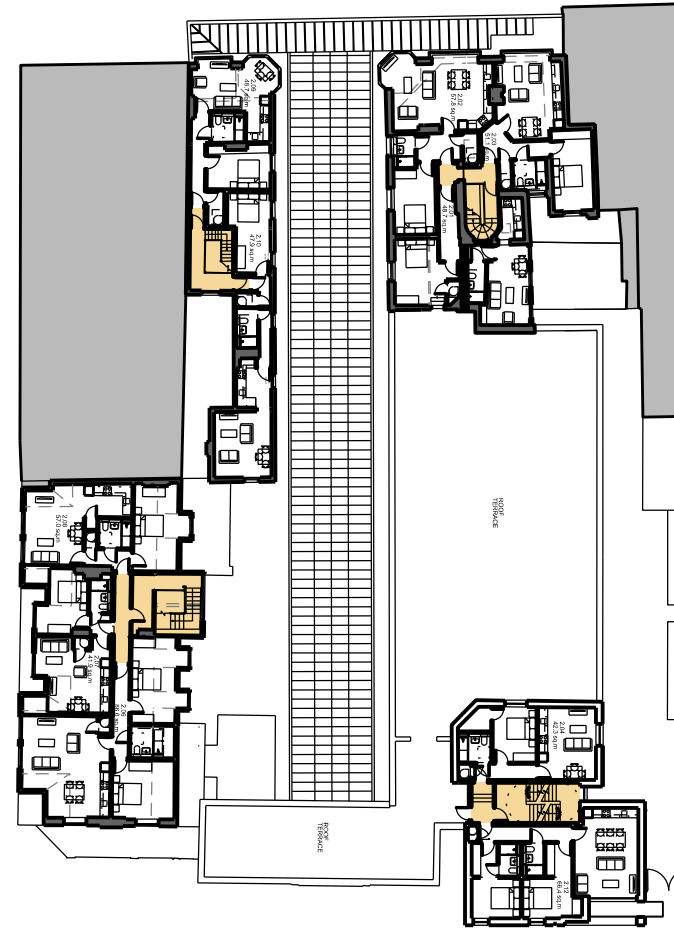
OPTION 1

studio	1
1 bedroom	16
2 bedroom	8
TOTAL	23



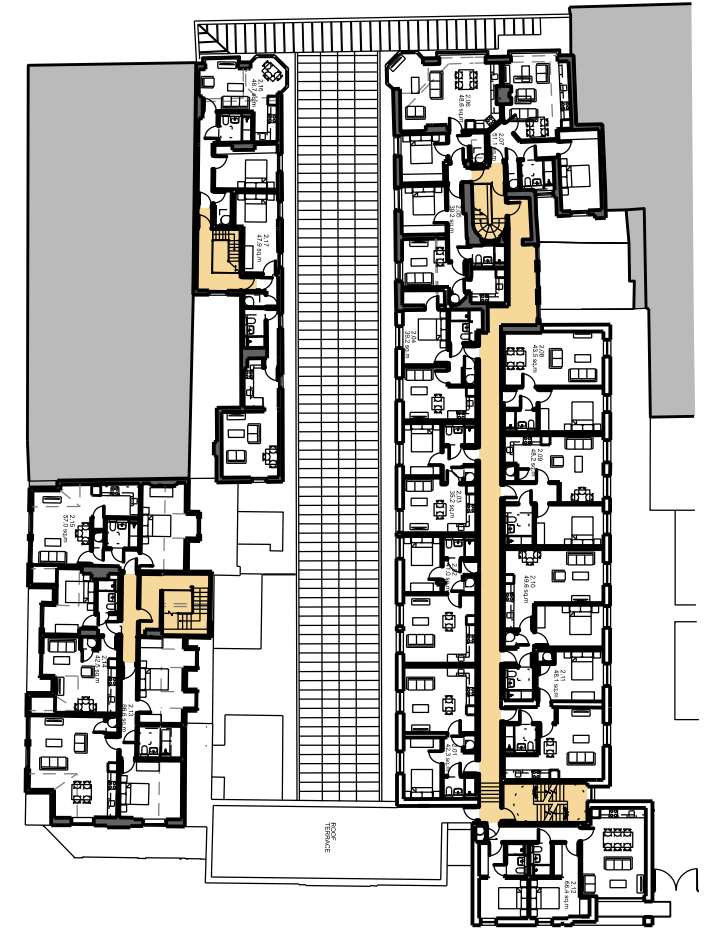
OPTION 2

studio	1
1 bedroom	14
2 bedroom	7
TOTAL	22



OPTION 3

1 bedroom	21
2 bedroom	7
TOTAL	28
Commercial Unit	72.3m ²



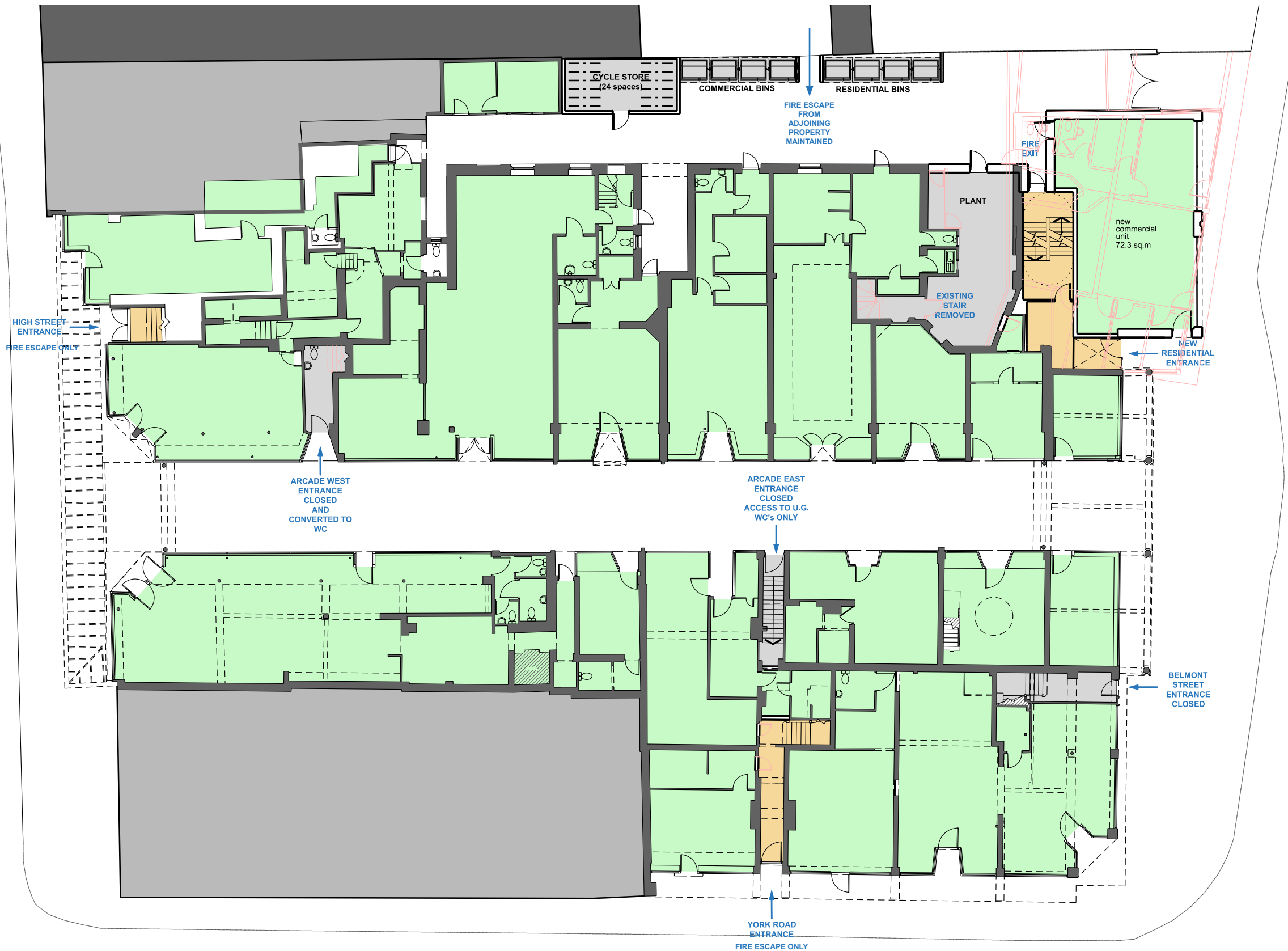
OPTION 4

1 bedroom	28
2 bedroom	7
TOTAL	35
Commercial Unit	72.3m ²



PREFERRED OPTION (4)

GROUND FLOOR, PROPOSED



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- | | |
|-------------------------------------|--------------------|
| ■ EXISTING FABRIC | ■ COMMERCIAL |
| ▭ FABRIC TO BE CAREFULLY DEMOLISHED | ■ STUDIO APARTMENT |
| ■ STAIR CORE | ■ 1 BED APARTMENT |
| ■ UTILITY | ■ 2 BED APARTMENT |
| ■ ESTATE OFFICE | ■ 3 BED APARTMENT |



FIRST FLOOR, PROPOSED



SECOND FLOOR, PROPOSED



- EXISTING FABRIC
- FABRIC TO BE CAREFULLY DEMOLISHED
- STAIR CORE
- UTILITY
- ESTATE OFFICE
- COMMERCIAL
- STUDIO APARTMENT
- 1 BED APARTMENT
- 2 BED APARTMENT
- 3 BED APARTMENT



PROPOSALS



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Local beach huts

The preferred option (Option 4) proposes the conversion and extension of the first and second floors to form 28 one bedroom apartments and 7 two bedroom apartments, to create 35 apartments in total.

The existing single storey structure in the south east corner of the site, which has most recently been used as offices for the Bognor Regis Business Improvement District, is a later addition to the site and is of poorer quality than the original building. It is felt that the existing single storey structure on Belmont Street would not in itself meet the Local Listing criteria and it detracts from the streetscape and the main arcade, as well as having a negative impact on the setting of the nearby Grade II listed Town Hall. It is therefore proposed to demolish this structure and for it to be replaced with a better quality three storey building with a commercial unit at ground level and apartments above. This new build element replicates the scale of the existing wing on York Road to the west of the central glass arcade and the new roof ridge aligns with the ridge line of the existing western block. The roof of the new structure is composed of a double pitched roof, which distinguishes it from the existing wing on York Road, but is also a nod to the familiar roof form of lines of adjoining beach huts.

The new structure is offset from the existing building adjacent to form a new communal entrance to the residential building. Part of the internal alterations include the removal of the existing stair in the south west corner and alteration of the link block above the southern entrance to the Arcade to form a continuous corridor at first floor level that serves to connect all apartments across the entire floor plate.

It is proposed to extend part of the existing eastern wing of the Arcade with an additional storey constructed over the flat roof of the existing two storey block, reverting to what is understood to have been the height of the original pitched roof structure before it was damaged by the fire in 1930.

The alterations to the existing building have sought to minimise any changes to positions of existing windows to preserve the character of the existing building and its heritage value. Similarly, existing wall positions and drainage locations have been retained as far as possible. This does mean that some of the apartments are smaller than Nationally Described Space Standards, but there is a balance to be struck between preserving the fabric of an existing structure with heritage value and stripping it out in order to meet current standards. Whilst there is no on site parking provision, there is adequate on-street parking nearby, which will be demonstrated through a transport study prior to the planning application. The site is in a highly sustainable location with excellent links to the town centre amenities and main public transport hubs. Sustainable transport will be further enhanced with the addition secure storage for 24 cycles at ground floor level.

The proposals seek to unify the disparate elements of the existing building whilst making a clear distinction between the existing and new elements in a manner that is sympathetic to the existing locally listed building and which will enhance the setting of nearby designated heritage assets.

BELMONT STREET ELEVATION



PROPOSED REAR ELEVATION



EXISTING REAR ELEVATION

VIEW FROM SOUTH EAST

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As-proposed



As-existing

AREA SCHEDULE

Level	Non-residential (GIA - m2)	One bed (GIA - m2)	Two beds (GIA - m2)	Ext. amenity (m2)	Sea view	Floor GIA (GIA - m2)
Level 0 (Ground)						138.3
New commercial unit	72.3					

Level 1						1183
1 01		43.5				
1 02		41				
1 03		35.2				
1 04		38.6				
1 05		53.1				
1 06			64.7			
Estate Office	21.6					
1 07		52.8				
1 08		48.6				
1 09		50.1				
1 10		48.3				
1 11			70	4.5	YES	
1 12			55.8	9.1	YES	
1 13		41.3		11.8	YES	
1 14		41.5				
1 15			58.3	21.5		
1 16			57.7			
1 17		34.7		11.2		
1 18		48.2		21.5		

Second Floor			70 (communal)			1014
2 01		42.3				
2 02		41				
2 03		35.2				
2 04		39.2				
2 05		39.2				
2 06		48.6				
2 07		51.1				
2 08		43.5				
2 09		48.2				
2 10		49.6				
2 11		48.1				
2 12			70	4.5	YES	
2 13			86.6		YES	
2 14		42.5				
2 15		57				
2 16		48.7				
2 17		47.9				

Unit totals		28	7			
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Overall Total (NIA)		1259	463.1			1722.1
Overall Total (GIA)						2335.3

Total One Beds	28
Total Two Beds	7
Overall Number of Apartments	35

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APPENDIX 2 - THE ARCADE, BOGNOR REGIS - DEVELOPMENT APPRAISAL (DELIVERY BY DEVELOPER) - MARCH 2023

DELIVERY BY DEVELOPER

Income

Residential Income

				Total
Number of apartments				35
Average rent per apartment (pcm)				£1,078
Gross rent (pcm)				£37,725
Gross rent (pa)				£452,700

Less Operational Costs	25%			-£113,175
------------------------	-----	--	--	-----------

Net Residential Income (pa)				£339,525
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Retail Income

Gross area (sq m)	72.3			
Gross:net	90%			
Net lettable area (sq m)	65.1			
Rental (psm)	£215			
Net rental income (pa)				£13,990

Total Rental Income (pa)				£353,515
--------------------------	--	--	--	----------

Capitalised at yield of	6.00%			£5,891,918
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Less Purchaser's Costs (SDLT, legal & agents costs)	6.15%			-£362,353
---	-------	--	--	-----------

Less Retail rent free period (6 months incentive)				-£6,995
---	--	--	--	---------

Other Income (e.g. other sources of grant)				£0
--	--	--	--	----

Total Income (excl OPE BLRF grant)				£5,522,570
---	--	--	--	-------------------

Costs

Land Acquisition Costs				£215,000
------------------------	--	--	--	----------

Vacant Possession Costs				£0
-------------------------	--	--	--	----

Planning Costs

Surveys	£75,000			
Planning/heritage consultant	£25,000			
Stakeholder engagement	£7,000			
Additional CGIs	£3,000			
Pre-Application Fee	£1,630			
Planning Fee	£16,664			
Sub-Total Planning Costs				£128,294

Construction Costs

Total Construction Costs	£735,483	Abnormal Refurbishment	£4,728,275	New Build	£971,012	£6,434,771
Of which enabling contract comprises	£628,322					
Overall construction cost (psm)	£2,755					

Development Contingency

Risk of specification (and cost) increasing	2.5%		£160,869		
Possible retailer compensation			£75,000		
Sub-Total Development Contingency					£235,869

Professional Fees	10%		£643,477
Section 106/CIL requirement			£0
Legal Costs			£75,000
<i>Other Development Costs</i>			
Warranty (NHBC or similar)	£1,500 per home		
EPC	£150 per home		
Building Control	£15,000		
FF&E	£30,000		
Apartment fit out - carpets, white goods	£1,750 per home		
Showhomes - fit out / dressing	£12,500		
Marketing collateral	£12,500		
Retail letting agent fee	£13,990		
Sub-Total Other Development Costs			£202,990
VAT			£0
Finance Costs	8%		£1,000,151
Developer's Return	10%		£893,555
Total Costs			£9,829,107
Surplus/(Deficit)			-£4,306,537

DELIVERY BY COUNCIL (changes highlighted in blue)			
Income			
Residential Income			Total
Number of apartments			35
Average rent per apartment (pcm)			£1,078
Gross rent (pcm)			£37,725
Gross rent (pa)			£452,700
Less Operational Costs	20%		-£90,540
Net Residential Income (pa)			£362,160
Retail Income			
Gross area (sq m)	72.3		
Gross:net	90%		
Net lettable area (sq m)	65.1 sq m		
Rental (psm)	£215 psm		
Net rental income (pa)			£13,990
Total Rental Income (pa)			£376,150
Capitalised at yield of	5.75%		£6,541,740
Less Purchaser's Costs	0.00%		£0
Less Retail rent free period (6 months incentive)			-£6,995
Other Income (e.g. other sources of grant)			£100,000
Total Income (excl OPE BLRF grant)			£6,634,745
Costs			
Land Acquisition Costs			£0
Vacant Possession Costs			£0
Planning Costs			
Surveys	£75,000		
Planning/heritage consultant	£25,000		
Stakeholder engagement	£7,000		
Additional CGIs	£3,000		
Pre-Application Fee	£1,630		
Planning Fee	£16,664		
Sub-Total Planning Costs			£128,294
Construction Costs			
Total Construction Costs	£735,483	£4,728,275	£971,012
Of which enabling contract comprises	£628,322		
Overall construction cost (psm)	£2,755		
Development Contingency			
Risk of specification (and cost) increasing	2.5%	£160,869	
Possible retailer compensation		£75,000	
Sub-Total Development Contingency			£235,869
Professional Fees	10%		£643,477
Section 106/CIL requirement			£0
Legal Costs			£75,000

<i>Other Development Costs</i>		
Warranty (NHBC or similar)	£1,500 per home	
EPC	£150 per home	
Building Control	£15,000	
FF&E	£30,000	
Apartment fit out - carpets, white goods	£2,000 per home	
Showhomes - fit out / dressing	£12,500	
Marketing collateral	£12,500	
Retail letting agent fee	£13,990	
Sub-Total Other Development Costs		£211,740
VAT		£0
Finance Costs	5%	£261,918
Developer's Return	0%	£0
Total Costs		£7,991,069
Surplus/(Deficit) before potential OPE BLRF grant		-£1,356,324
<i>Value engineering target</i>		£278,002
<i>Council capital contribution towards building fabric repairs</i>		£450,000
<i>Potential OPE BLRF grant (per unit)</i>		£628,322 £17,952
Surplus/(Deficit) after potential OPE BLRF grant		£0

APPENDIX 2 - THE ARCADE, BOGNOR REGIS - DEVELOPMENT APPRAISAL (SITE VALUES) - MARCH 2023

Existing use value			Informed by advice from Savills
Storage income (pa)		£25,000	
Capitalised at yield of	14%	£178,571	
Say		£180,000	
Net residential income (pa)		£362,160	See Development Appraisal & Appraisal Assumptions
Retail income (pa)		£13,990	See Development Appraisal & Appraisal Assumptions
Total rental income (pa)		£376,150	See Development Appraisal & Appraisal Assumptions
Capitalised at yield of	6%	£6,269,168	Based on advice from Savills. This removes the 0.25% enhancement to the retail value which is included in the Council-led Development Appraisal as this valuation is assumed to be for the residential accommodation only
Less Purchaser's Costs	6.25%	-£391,823	Comprises purchaser's SDLT, agent and legal costs. Whilst this is not applicable in the Council option, which involves the Council retaining the Arcade, it would be necessary in a sale scenario
Less Retail Rent Free		-£6,995	See Development Appraisal & Appraisal Assumptions
Development value after scheme completed		£5,870,350	

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**THE ARCADE, BOGNOR REGIS - ENABLING COSTS
BREAKDOWN**

Costplan Description (Appendix 3)		OPE BLRF Application Description	
Toxic / Hazardous Material Treatment - Asbestos Removal	£50,000	Decontamination & remediation of existing historic building	£115,240
Clearance and santising west wing 1st / 2nd floors (above coffee shop)	£20,000		
Strip Out - of outdated Mechanical & Electrical equipment etc	£45,240		
Demolition - of single storey extension	£27,200	Internal & external demolition works	£79,980
Demolition of internal walls	£52,780		
Works to Upper floors to provide acoustic and fire separation	£189,900	Structural & other building/roof repairs for historic building	£328,102
Structural strengthening and repair works	£50,000		
Removal of existing roof coverings	£10,000		
Replacement of damaged pitched roof coverings	£50,773		
Liquid applied membrane to damaged zinc roofs	£12,839		
Repointing / repairs to external walls generally	£14,590		
Upgrades to existing water supply	£25,000	Utilities upgrade	£105,000
Upgrades to existing electricity supply	£75,000		
Builders Work in Connection with Services	£5,000		
Sub-Total	£628,322	Sub-Total	£628,322
Preliminaries	£78,540	Main contractor's preliminaries, overheads and profit and inflation excluded from OPE BLRF application. These costs will be met by the Council as part of its capital contribution to the project	
Overheads and Profits	£42,412		
Inflation*	£21,747		
Total	£771,021	Total	£628,322

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APPENDIX 2 - THE ARCADE, BOGNOR REGIS - DEVELOPMENT APPRAISAL (ACCOMMODATION & RENTAL SCHEDULE) - MARCH 2023

Level	Non-residential (NIA m2)	One bed apartments (NIA m2)	Two bed apartments (NIA m2)	External amenity space (m2)	Sea view	Floor GIA (GIA - m2)
Level 0 (Ground)						138
New Commercial Unit	72.3					
Level 1						1,183
Estate Management Office	21.6					
1 01		43.5				
1 02		41.0				
1 03		35.2				
1 04		38.6				
1 05		53.1				
1 06			64.7			
1 07		52.8				
1 08		48.6				
1 09		50.1				
1 10		48.3				
1 11			70.0	4.5	YES	
1 12			55.8	9.1	YES	
1 13		41.3		11.8	YES	
1 14		41.5				
1 15			58.3	21.5		
1 16			57.7			
1 17		34.7		11.2		
1 18		48.2		21.5		
Second Floor				70		1,014
2 01		42.3				
2 02		41.0				
2 03		35.2				
2 04		39.2				
2 05		39.2				
2 06		48.6				
2 07		51.1				
2 08		43.5				
2 09		48.2				
2 10		49.6				
2 11		48.1				
2 12			70.0	4.5	YES	
2 13			86.6		YES	
2 14		42.5				
2 15		57.0				
2 16		48.7				
2 17		47.9				
Unit totals - Commercial	2					
Unit totals - Residential		28	7			35
Total Area - Commercial (NIA m	94					94
Total Area - Residential (NIA m2)		1,259	463			1,722
Total Area (GIA m2)						2,335
External Amenity Space (m2)				154		154

Apartment rental income (pcm)	
n/a	
	See Note 1
n/a	
£995	
£995	
£995	
£995	
£995	
£1,295	
£995	
£995	
£995	
£1,095	£100pcm furnished premium (showhome)
£1,495	£50 private amenity space premium, £50 pcm sea view premium & £100pcm furnished premium (showhome)
£1,395	£50 private amenity space premium & £50 pcm sea view premium
£1,095	£50 private amenity space premium & £50 pcm sea view premium
£995	
£1,345	£50 private amenity space premium
£1,295	
£1,045	£50 private amenity space premium
£1,045	£50 private amenity space premium
	See Note 2
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£995	
£1,395	£50 private amenity space premium & £50 pcm sea view premium
£1,345	£50 pcm sea view premium
£995	
£995	
£995	
£995	
£37,725	TOTAL

Note 1 - Excludes clothes shop overrun

Note 2 - 70 sq m amenity space at second floor is communal

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APPENDIX 2 - THE ARCADE, BOGNOR REGIS - DEVELOPMENT APPRAISAL (APPRAISAL ASSUMPTIONS) - MARCH

Accommodation mix and areas	These are taken from <i>Appendix 1 - Architect's Design Pack</i> and transposed into the Accommodation & Rental Schedule worksheet. The residential mix of 28 x 1 bedroom apartments and 7 x 2 bedroom apartments reflects both market conditions and in particular the constraints of working within an existing, locally listed building (e.g. minimising changes to window locations and efficient use of existing drainage). The retail unit of c.72 sq m, which maximises the ground floor space after deducting the stairwell, is of a good size to meet local retail demand (see below)
Residential rental income	Local estate agent Cubitt & West whose offer is immediately adjacent to the Arcade has been involved throughout the design process, identifying individual rents for each apartment based on their unique characteristics (see Accommodation & Rental Schedule worksheet). If the properties were released today they would recommend a base rent of £995pcm for 1 bedroom apartments and £1,295pcm for 2 bedroom apartments, uplifted by £50pcm for private terrace, £50pcm for sea views and £100pcm for furnished accommodation in two showhomes. They have taken account of the fact that car parking is not available as part of the scheme, but assume an enhanced level of fit out relative to market sale homes (carpets, white goods etc - see below)
Residential operational expenses	This reflects the operational costs for the residential units, such as management, rent collection/arrears, void income, ongoing marketing, insurance and any maintenance and other operational costs that can't be recovered from tenants through service charge. Whilst a standard industry deduction is 25% of income, which is adopted in the Developer option, initial discussions with adjacent Cubitt & West and nearby Falcon Homes, which both offer residential management services, has identified that 20% is an adequate assumption given the management could be bolted onto existing local management arrangements
Retail rental income	The Council's existing retail lettings agent for the Arcade has been involved throughout the design process. The projected rent of £215psm & 6 month rent free period is based on recent Council lettings and current enquiries within the Arcade. They believe that this unit is particularly suited to a small food takeaway (such as a sandwich shop). The gross:net of 90% reflects the addition of a small toilet at the rear of the unit. No income is assumed from estate management office
Investment yield	Drawing on their experience advising landowners, developers and investors on market rent schemes along the South Coast Savills estimate that an appropriate investment yield for the residential only would be 6%, which is applied under the Developer option. However, Savills also identify that the residential development has the potential to enhance the value of the retail below (e.g. by reducing the risk of weather damage and bringing 35 new people/families who will spend in the Arcade as well as wider town centre) and in turn the combined asset would have a marriage value for the Council. This is assumed at this stage as a 0.25% reduction to the yield on the residential. The Council is intending to appoint Savills to prepare an investment valuation for the combined asset to support the Council's final decision to press ahead with the development.
Purchaser's costs	A total of 6.15% is applied under Developer option to meet an investor's SDLT, legal & agents costs. No Purchaser's costs are assumed under the Council option as the completed scheme will be retained
Other income	No grant is assumed under the Developer option. Given the importance of the Arcade to the town centre and its locally listed status, the Council has the opportunity to bid for additional grant funding from funds supporting town centre regeneration (such as the Shared Prosperity Fund) and heritage-led regeneration (such as the Heritage Lottery Fund). Initial exploration has begun to identify the most appropriate funds, bid timetable etc and a conservative £100k target has been identified. This grant would be to meet the additional design quality standards to reflect the character and heritage of the building rather than abnormal costs, as a result it is not entered in the Technical Annex.
Land acquisition cost	£180k is assumed under the Developer option based on the Existing Use Value estimated by Savills, which has been prepared assuming limited storage in the upper floors given its current poor condition. £35k for a Development Agreement is also assumed in the Developer option. A land value is not included in the Council option as Council already owns the Arcade
Vacant possession cost	With the exception of the clothes shop (which has its own access from within the unit and is not currently proposed for refurbishment) there are no tenants within the upstairs space. The Business Improvement District (BID) occupies the ground floor unit planned for demolition on soft, flexible terms, with the BID already exploring relocation options elsewhere in the town centre. As a result, vacant possession costs are envisaged

Planning costs	These comprise £75k for additional surveys, £25k for a planning/heritage consultant (which includes allowance for support with any other grant application, particularly where this has a heritage focus, and a S106/CIL viability waiver, which will be led by the development manager), £7k for stakeholder engagement, £3k for additional CGIs, £1,630 for pre-application advice (based on the Council's rates, including conservation officer attendance) and £16,664 for the planning fee for the 35 apartments and commercial unit calculated through the Planning Portal. An asbestos survey has been completed, which identifies asbestos needing to be removed, which is reflected in the accompanying Costplan and enabling works timetable in the accompanying Programme. A desktop site investigation has already been completed along with right to light and party wall visual inspections, neither of which identified any concerns. Oversailing requirements are not anticipated. Whilst there is no visual evidence of bird or bad occupation of the building these surveys will be completed prior to planning along with a transport study to demonstrate that there is adequate nearby on street parking to meet the needs of the development. An intrusive site investigation, which represents the majority of the budget, will also be required to inform the detailed structural design
Construction cost	The QS Wearesum has prepared an elemental costplan (Rev 1D) - see <i>Appendix 3 - Costplan</i> - is informed by Ridge's engineering advice (including structures, M&E, fire, desk top survey). This includes an abnormal cost schedule and inflation, using BCIS, to start on site in line with the accompanying programme. The enabling contract contains those elements of abnormal costs that can be progressed without planning permission (e.g. includes asbestos removal but excludes demolition of the BID building) - this allows progress to be made whilst planning is underway and mitigates risk to meeting OPE's requirement to let an enabling works contract by 31st March 2024. The enabling works contract is assumed to be 6 months and the main refurbishment/new build works contract to be 18 months on a traditional construction basis (although as MMC is confirmed as viable/deliverable a 3 month saving is anticipated). Both contracts include a 5% retention, with 2.5% released at practical completion and 2.5% when the 12 months defects liability period has passed
Development contingency	2.5% has been added to construction costs to allow for any increase in specification and therefore cost. A further £75k has been allowed should access be needed for works within ground floor retail units. See <i>Appendix 6 - Risk Assessment</i> for further detail
Professional fees	10% of construction cost (excluding inflation as fees will be fixed at the outset of the project) is assumed in total. This is a higher level than a new build scheme to address the additional refurbishment works and heritage character. This comprises budgets of 2% for development management, 3% architect/landscape/principal designer fee, 2.5% for structural/groundwork and mechanical & electrical engineering, 2.25% for employer's agent/cost consultant and 0.25% allowance for any other advice required (e.g. fire and transport engineering). These roles would be tendered in due course and other recent experience and informal discussions with the existing design team indicate that these budgets should be adequate
Statutory costs	Whilst Arun Council has both Section 106 and CIL requirements for residential schemes, it is envisaged that an application would be submitted along with the planning application to waive these on viability grounds. No off-site Section 278 works are needed as aside from increased bin collections the proposed scheme should not give rise to additional transport movements due to the lack of on-site car parking
Legal costs	The overall £75k budget comprises £60k for the construction contract, drafting initial lease (individual lettings covered under the operational expenses budget) and drafting initial management contract (similarly future management contract costs would be met through the operational expenses budget). A further £15k allowance is made for any other potential legal work needed. These budgets have been discussed with the Council's legal team and works would be contracted out to one of the Council's framework solicitors. A preliminary visual inspection has indicated that rights to light agreements are not expected to be required.
Other development costs	These comprise a NHBC or similar warranty (£1,500 per home), Energy Performance Certificate (EPC) (£150 per home), a Building Control fee of £15k (based on an estimate from the Council's Building Control team), £30k for FF&E (mailbox, wifi, seating on communal terrace etc) and apartment fit out (carpets/white goods)(£1,750 per home). In addition £12,500 is budgeted for fitting out two showhomes (£5,000 for a one bedroom and £7,500 for a two bedroom apartment) and a further £12.5k for marketing collateral (rightmove listing, a microsite, brochure etc). A retail letting fee of 12 months rent is also included. These figures have been informed by discussions with the Council's estates, technical/building services and building control teams and with agents Cubitt & West. Whilst warranties are not strictly required for market rental homes, taking these out at the construction stage preserves flexibility should the Council ever seek to sell the investment

VAT	VAT will be incurred on the refurbishment works, apartment fit out, professional fees, surveys etc. Full VAT recovery would be expected under the Developer option. Under the Council option initial discussions have already taken place with the Council's s151 officer and finance team and full VAT recovery is anticipated
Finance costs	Finance costs of 8% under the Developer option are inclusive of arrangement fee and legal costs and reflect recent deals on which Savills have advised. 5% Council borrowing rate taken from latest Debt Management Office figures (arrangement/legal fees not required). A 6 month enabling contract and 18 month build are assumed based on advice from the QS Wearesum (see programme). The finance costs take account of the upfront receipt of potential OPE BLRF grant
Developer's return	Under the Developer option, the Developer's return of 10% of cost assumes forward funding from an investor (along with the Developer receiving a 2% development management fee under the professional fee heading). It is assumed that the Council will only take a return once borrowing to fund the works is paid off
Value engineering	We believe that there is further scope to value engineer the scheme proposals and the appraisal calculates a target value engineering figure of c.£265k on a residual basis. The first opportunity for value engineering is through generating additional income. For example there is the possibility of seeking to vary the clothes shop lease, which is unusual in having an upper floor (with its own stair) which could enable the adjacent apartment 1.18 to switch from 1 bedroom to 2 bedroom. This would generate c.£50k of additional value net of any construction costs and fees negotiating the lease variation with the clothes shop tenant. Also whilst the construction costs have been inflated to start on site in line with OPE's requirements, the lettings will not take place for at least 2 years providing the possible opportunity for further income growth. Secondly, there is scope to make savings to costs by harnessing the expertise of the design team and both the enabling and main works contractors, e.g. through using MMC to create the new apartments realising a potential time (and hence finance cost) saving and bringing lettings and associated income forwards. Other potential areas of cost savings are identified in the costplan, although these will need to be explored with the Council's planners. Other areas of potential cost savings include Council finance costs which are currently at an all-time high and are expected to reduce from 5% before the project proceeds
Council capital contribution	ADC recognises in principle that it will need to invest capital towards the building fabric to maintain the long-term asset and has provisionally set £450k aside for this purpose. No interest is assumed on this part of the investment given that this is to protect the value of an existing asset rather than investing in a new asset
OPE grant	The OPE grant request is for the full cost of the enabling funding package undertaken prior to planning permission, with any remaining abnormal costs within the main works contract (e.g. demolition of the BID building) met by the Council as part of the wider project budget.
Exclusions	The appraisal excludes: costs associated with scheme feasibility and OPE bid preparation, including any work which may be undertaken whilst the bid is being assessed; and any modest rental loss from the BID commercial unit.

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**RIBA STAGE 0
ORDER OF COST ESTIMATE NR 1**



**THE ARCADE
BOGNOR REGIS**

OPTION 4

**March 2023
Ref: OCE 1D**

DOCUMENT ISSUE AND CONTROL SHEET



REF	DOCUMENT ISSUE	ESTIMATED PROJECT TOTAL	COMPILED	CHECKED
OCE 1A	20th January 2023	Six options priced. Refer to option costs.	ED	AS
OCE 1C	9th March 2023	Option 4 - £6,441,424	ED	AS
OCE 1D	15th March 2023	Option 4 - £6,434,771	AS	JM

Basis of Estimate

- 1) Nick Moss Architects Feasibility Proposals D5 March 2023.
- 2) BAQUS Condition Survey Issue 1 dated September 2017.
- 3) Ridge Structural, Fire and MEP reports dated February 2023.

Assumptions

- 1) Asbestos removal (Decontamination) - £50k allowance included.
- 2) Assumed no requirement for progressive collapse steelwork to ground. Allowance for strengthening beams & columns included at £100k.
- 3) Allowance for general structural alterations, spot items & repairs included at £50k.
- 4) Option 4 (new build block) allowance made for piled foundations. Desk top study completed, no issues found. No allowance made for contaminated ground.
- 5) Allowance included for fire & acoustic enhancements between Retail & Residential units.
- 6) Assumed UPVC windows to all elevations with the exception of feature window to the High Street elevation.
- 7) Allowances included for upgrading roof & external wall insulation, however extent of requirement for consequential improvements to be determined through further survey work.
- 8) Eastern wing flat roof works have been excluded as assumed to be carried out prior to main works commencing or no longer needed as a result of new second floor addition.
- 9) We have assumed a sprinkler system is not required.
- 10) Allowances for Architectural Enhancements included upon receipt of D5.
- 11) Kitchens - £3,500 Provisional Allowance included per kitchen.
- 12) Bathrooms - £2,000 Provisional Allowance included per bathroom.

Clarifications

- 1) This cost estimate is based on outline design info. & is subject to on site inspection & design development at RIBA Stage 1.
- 2) Structural advice suggests that through considered architectural layouts and the use of lightweight materials significant new steelwork to ground could be avoided and structural integrity could be maintained by strengthening existing supporting structures.
- 3) Fire Integrity, Acoustics and Making Good finishes - at this early feasibility stage we have included a Provisional Allowance of £200,000.
- 4) Allowance included for a centralised ASHP (Air Source Heat Pump) and associated plant / pump sets of £45/m2 (£106,260). This is subject to sizing and MEP design. Provisional Allowance.
- 5) Allowance included for new upgrade to supply to ground floor at £75k. To be confirmed through further enquiries with statutory utilities. Location to be confirmed with the Design Team. Provisional.
- 6) Application of building regulations to the various spaces needs to be obtained from ADC building control team.
- 7) Project / statutory / design team fees, other client direct costs, risk and VAT are all excluded from this cost estimate. As are Building Control fees, Warranties, EPC's & financing costs. The development appraisal should make appropriate allowances for these items.
- 8) Retail Units - cost plan excludes access, costs, compensation or MEP upgrades to the retail units.

Order of Cost Estimate 1 **Description:** Refurbishment of upper floors to the Arcade, Bognor Regis to form residential accommodation including new build extension to South East corner of site.
 15th March 2023
 Option 4 also includes roof top extension above eastern wing.



TOTAL PROJECT ESTIMATE				
	TOTAL	Abnormals	Refurb Works	New Builds
0. FACILITATING WORKS	£ 122,440	£ 122,440	£ -	£ -
1. SUBSTRUCTURE	£ 91,350	£ -	£ -	£ 91,350
2. SUPERSTRUCTURE	£ 2,133,416	£ -	£ 1,793,046	£ 340,370
3. INTERNAL FINISHES	£ 601,942	£ -	£ 513,509	£ 88,433
4. FITTINGS, FURNISHINGS AND EQUIPMENT	£ 125,000	£ -	£ 111,000	£ 14,000
5. SERVICES	£ 1,641,678	£ -	£ 1,435,577	£ 206,101
7. WORKS TO EXISTING BUILDINGS	£ 402,780	£ 402,780	£ -	£ -
8. EXTERNAL WORKS	£ 90,000	£ 40,000	£ 50,000	£ -
CONSTRUCTION SUB-TOTAL	£ 5,208,606	£ 565,220	£ 3,903,132	£ 740,254
9. MAIN CONTRACTORS PRELIMINARIES	£ 651,076	£ 84,783	£ 455,255	£ 111,038
10. MAIN CONTRACTORS OVERHEADS AND PROFIT	£ 351,581	£ 65,000	£ 201,451	£ 85,129
CONSTRUCTION TOTAL	£ 6,211,262	£ 715,003	£ 4,559,838	£ 936,421
11. PROJECT / DESIGN TEAM FEES	£ -	£ -	£ -	£ -
12. OTHER DEVELOPMENT/PROJECT COSTS	£ -	£ -	£ -	£ -
13. RISKS	£ -	£ -	£ -	£ -
14. INFLATION <small>Start on Site Q1 2024 (Enabling) Q3 2024 (Main Works)</small>	£ 223,509	£ 20,480	£ 168,437	£ 34,591
VAT	£ -	£ -	£ -	£ -
GROSS PROJECT TOTAL	£ 6,434,771	£ 735,483	£ 4,728,275	£ 971,012

Order of Cost Estimate 1
15th March 2023

Description: Refurbishment of upper floors to the Arcade, Bognor Regis to form residential accommodation.

Scope: Option 4 (RIBA 0/1 Feasibility)



Enabling Works

Construction Estimate **Gross Project Estimate** (exc. Development appraisal costs)

GIFA:	2,362 m2	Rate:	£ 317 /m2	£ 326 /m2
	25,425 ft2		£ 29 /ft2	

Bognor Regis Arcade - Construction Cost Estimate - OPTION 4				TOTAL COST	PER m2	PER ft2	% of gross
0. FACILITATING WORKS							
0.1	Toxic / Hazardous Material Treatment		£ 50,000	£ 21.17	£ 1.97	6.48%	
0.2	Strip Out		£ 45,240	£ 19.15	£ 1.78	5.87%	
0.3	Demolition		£ 27,200	£ 11.52	£ 1.07	3.53%	
ELEMENT SUB-TOTAL			£ 122,440	£ 51.84	£ 4.82	15.88%	
1. SUBSTRUCTURE							
1.1	Substructure						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
2. SUPERSTRUCTURE							
2.1	Frame						
2.2	Upper Floors						
	Works to Upper floors to provide acoustic and fire separation		£ 189,900	£ 80.40	£ 7.47	24.63%	
2.3	Roof						
	Replacement of damaged pitched roof coverings		£ 50,773	£ 21.50	£ 2.00	6.59%	
	Liquid applied membrane to damaged zinc roofs		£ 12,839	£ 5.44	£ 0.50	1.67%	
2.4	Stairs						
2.5	External Walls						
	Repointing / repairs to external walls generally		£ 14,590	£ 6.18	£ 0.57	1.89%	
2.6	Windows and External Doors						
2.7	Internal Walls and Partitions						
2.8	Internal Doors						
ELEMENT SUB-TOTAL			£ 268,102	£ 113.51	£ 10.54	34.77%	
3. INTERNAL FINISHES							
3.1	Wall Finishes						
3.2	Floor Finishes						
3.3	Ceiling Finishes						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
4. FITTINGS, FURNISHINGS AND EQUIPMENT							
4.1	Fittings, Furnishings and Equipment						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
5. SERVICES							
5.1	Sanitary Installations						
5.2	Mechanical Installations						
	upgrades to existing water supply		£ 25,000	£ 10.58	£ 0.98	3.24%	
5.3	Electrical Installations						
	upgrades to existing electrical supply		£ 75,000	£ 31.75	£ 2.95	9.73%	
5.4	Lift and Conveyor Installations						
5.5	Communication, Security and Control Systems						
5.6	Builders Work in Connection with Services		£ 5,000	£ 2.12	£ 0.20	0.65%	
ELEMENT SUB-TOTAL			£ 105,000	£ 44.45	£ 4.13	13.62%	
7. WORKS TO EXISTING BUILDINGS							
7.1	Minor Demolition Works and Alteration Works						
	Demolition of internal walls		£ 52,780	£ 22.35	£ 2.08	6.85%	
	Removal of existing roof coverings		£ 10,000	£ 4.23	£ 0.39	1.30%	
	Clearance and santising west wing 1st / 2nd floors (above coffee shop)		£ 20,000	£ 8.47	£ 0.79	2.59%	
	Structural strengthening and repair works		£ 50,000	£ 21.17	£ 1.97	6.48%	
ELEMENT SUB-TOTAL			£ 132,780	£ 56.22	£ 5.22	17.22%	
8. EXTERNAL WORKS							
8.1	External Works						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
9. MAIN CONTRACTOR'S PRELIMINARIES							
9.1	Main Contractors Preliminaries	12.5%	£ 78,540	£ 33.25	£ 3.09	10.19%	
10. MAIN CONTRACTOR'S OH&P							
10.1	Overhead and Profit	6.0%	£ 42,412	£ 17.96	£ 1.67	5.50%	
CONSTRUCTION TOTAL			£ 749,274	£ 317.22	£ 29.47	97.18%	
11. PROJECT / DESIGN TEAM FEES							
11.1	Consultants Fees						
11.3	Surveys						
11.4	Planning Fees						
11.5	Building Regulation Fees						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
12. OTHER DEVELOPMENT / PROJECT COSTS							
12.1	Direct Furniture / Equipment						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
13. RISKS							
13.1	Design Development Risks						
13.2	Construction Risks						
ELEMENT SUB-TOTAL			£ -	£ -	£ -		
14. INFLATION							
	Inflation	2.90%	£ 21,747	£ 9.21	£ 0.86	2.82%	
VAT							
	Value Added Tax						
BOGNOR REGIS ARCADE - GROSS PROJECT TOTAL (inc. Prelims / OH)			£ 771,021	£ 326.43	£ 30.33	100.00%	
	Deduct Preliminaries		£ 78,540				
	Deduct Overheads & Profit		£ 42,412				
	Deduct Inflation		£ 21,747				
BOGNOR REGIS ARCADE - GROSS PROJECT TOTAL (exc. Prelims / OH)			£ 628,322				

NOTES

Asbestos removal.
Outdated M&E etc.
Of BID building.

Based on market experience.
Based on market experience.

Based on market experience.
Based on market experience.

See Appraisal. Excluded at this level.
See Appraisal. Excluded at this level.
See Appraisal. Excluded at this level.
See Appraisal. Excluded at this level.

See Appraisal. Excluded at this level.

See Appraisal. Excluded at this level.
See Appraisal. Excluded at this level.

BCIS All In TPI to Q1 2024

See Appraisal. Excluded at this level.

THE ARCADE, BOGNOR

RIBA STAGE 1 - INITIAL PROJECT TOTAL	£	6,434,771
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VALUE ENGINEERING OPPORTUNITIES (Subject to Planning)

2.2	Remove cantilevered balcony structure	£	5,000	say
2.3	Simplify pitched roofs to new build elements	£	83,100	say
2.5	Remove enhanced façade treatments to new build elements	£	136,750	say
2.5	Remove enhanced façade to east elevation 1st floor	£	30,625	say
2.6	Remove full height windows to new build and east elevation	£	15,000	say
2.7	Reduced allowance for balcony balustrades	£	5,000	say
SUB-TOTAL		£	275,475	

ON COSTS

	Preliminary Costs	£	34,434
	OH&P	£	15,495
	Inflation	£	11,617
VE TOTAL		£	337,022

RIBA STAGE 1 - TARGET PROJECT TOTAL	£	6,097,750
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16 March 2023

Dear Sir

Re: Arun District Council's Grant Application for the Arcade in Bognor Regis

I am writing in support of Arun District Council's application to the One Public Estate's Brownfield Land Release Fund in order to redevelop The Arcade, in Bognor Regis, into residential homes.

Built in 1902, The Arcade is a retail space connecting Bognor Regis high street to the seafront and in 2017, it was acquired by Arun District Council. Unfortunately, the upper floors of The Arcade have lay vacant for over a decade because a viable solution to their reuse could not be found.

Arun District Council have submitted a proposal to develop The Arcade into 35 one and two bedroom homes that will meet local housing needs, providing homes for young professionals and older retirees. This grant funding will enable the preservation of a locally listed and iconic building in Bognor Regis as well as providing much needed housing to meet high local demand.

I, therefore, give this bid my full support.

With best wishes.

Yours sincerely

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Appendix 6 - The Arcade, Bognor Regis - Risk Assessment - March 2023

	Likelihood	Consequences	Overall Score	Mitigation measures	Financial implications for development appraisal
Failure to deliver project	1	3	3	ADC has appointed a client-side Project Manager with delivery experience to take forward a significant regeneration programme including the Arcade. ADC has appointed an experienced professional team led by a development manager who has delivered a significant number of high quality residential refurbishment and new build projects, including experience of heritage, MMC and environmental technology	N/A
Title	0	3	0	No risk has been identified with the Council's title	N/A
Delay contracting/starting enabling works	2	2	4	The intention is to contract (and start) the enabling works comfortably inside the March 2024 requirement. As the OPE BLRF grant applied for does not represent the full extent of the abnormal costs, it is possible to commission an enabling works package that excludes items requiring planning permission (e.g. demolition of the BID building), which can therefore be progressed alongside planning determination without any risk associated with that process. Surveys will be expedited through a procurement waiver, enabling the design team to quickly consider their outcome and finalise the employer's requirements for the enabling contract. An enabling works contractor will be selected through a framework agreement, speeding up their appointment.	N/A
Failure to secure planning consent	1	3	3	Informal dialogue has already taken place with ADC planners, local ward Councillors and a number of retailers, with the emerging design proposals responding to initial feedback. Pre-application dialogue will continue with the ADC planners and a stakeholder engagement strategy will be developed for pre (and post) planning.	N/A - though adequate time will need to be invested in liaison with ADC planners and local stakeholders
Delay securing planning consent	2	2	4	Adequate time is included in the programme for effective pre-planning and stakeholder engagement and for planning determination, mindful of the complexity of the project and limitations to ADC planner resources	N/A - assuming that value inflation equates to cost inflation. The programme is comfortably inside the OPE BLRF March 2027 start on site requirement so there is no risk of grant clawback being triggered

Failure to secure S106/CIL waiver	1	3	3	Informal dialogue has already taken place with ADC planners about the importance of securing a S106/CIL waiver. It should be relatively straightforward to demonstrate the scheme's poor viability on a developer delivered basis with no grant (see <i>Appraisal 2 - Development Appraisal</i>). Appropriate planning advice will be obtained, which is reflected in the fee allowance	N/A - additional grant would be sought and in the absence of that the Council would be forced to consider investing additional capital to secure delivery of the project
Specification (and hence cost) of works grows	2	2	4	Following dialogue with the ADC planners, a prudent approach to specifying has already been adopted (e.g. inclusion of heritage appropriate windows on the northern facade rather than UPVC to reflect the local listing)	Contingency of 2.5% of construction costs included in appraisal
Unsuccessful securing additional grant	2	1	2	Initial dialogue has already begun with potential funders (e.g. Shared Prosperity Fund, Heritage Lottery Fund etc) and bids will be worked up as soon as appropriate grants/bidding windows are identified. Appropriate heritage expertise will be drawn upon, which is factored into the planning/heritage consultant budget	N/A - additional grant would be sought and if this could not be identified in line with the Programme, other value engineering opportunities would be explored to secure delivery of the project
Requirement to undertake works within retail units	1	3	3	There are two possible areas of work that might require access to retail units. Firstly, the structure will need to be strengthened to take the weight of the additional rooftop apartments. Secondly, fire/acoustic insulation will be needed between the retail units and first floor apartments. Engineers have already been appointed to explore the best way to achieve each of these, initial site inspections have taken place within the vacant retail units and upper floors and a number of solutions identified. The results of detailed surveys, including a detailed ground investigation, will enable the engineers to finalise the proposed solutions. In case the proposed solution is to undertake works within the retail units, dialogue has already begun with retailers and lease details are already being checked to ensure works can be undertaken should they be necessary	The cost of the works themselves are included within the costplan. If required the period for which access would be needed for retail units is relatively limited. However, a prudent allowance is budgeted in the appraisal of £75k (representing an average of £5,000 per unit for the 15 occupied retail units) to compensate tenants for temporary interruption of trade. In practice this would be by way of a retail rent offset

Delay starting / completing main construction works (affecting land release)	2	2	4	The intention is to start the works significantly ahead of the March 2027 OPE land release requirement. A prudent pre-construction period is allowed mindful of the complexity of the project. The contractor for the refurbishment and new build works will be selected through a framework, speeding up their appointment. A prudent construction period has been identified mindful that this is a refurbishment project with heritage considerations, including appropriate contingency periods. There is the potential this this will be shortened as the scope for MMC is finalised and incorporated into the programme	N/A - assuming that value inflation equates to cost inflation. The programme is comfortably inside the OPE BLRF March 2027 start on site requirement so there is no risk of grant clawback being triggered. LADs will be required within the contract to meet any reasonable financial impact of delay (e.g. loss of income and any additional professional fees)
Contractor administration	1	2	2	Financial due diligence will take place prior to contract award	N/A - a bond or similar arrangement will be required to meet any associated costs
Delay in / failure to secure residential lettings	2	2	4	There is strong demand in Bognor Regis for new market rental properties. Local agent Cubitt & West has advised throughout the development of the designs to date to ensure that the layout and specification of the new homes meets the needs of future occupiers. The emerging proposals reflect their advice about developing a strong marketing presence (via Rightmove and through a microsite), introducing two showhomes (a 1 bedroom and 2 bedroom apartment) and releasing the apartments in waves (e.g. eastern and western wings) to maximise interest and value. The marketing will go live at least 3 months before practical completion, with the fit out of showhomes available from this time to assist in securing as many lettings as possible before the building opens	N/A - rental values have been pitched drawing on local agent advice and a 6 month letting period has been included in the cashflow
Delay in / failure to secure letting of new retail unit	1	1	1	Letting of the new retail unit would be added to the existing agency responsibility for the Arcade. The agent is regularly responding to a range of enquiries with particular strong interest in food and drink, which is the anticipated focus for this unit	N/A - the retail rent is relatively modest and would not cause the Council significant concern if it was vacant for a period of time. The Council always has a number of meanwhile uses which could occupy and animate the space during this period

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Arun District Council

REPORT TO:	Economy Committee - 13 June 2023
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 4 End of year performance report for the period 1 April 2022 to 31 March 2023.
LEAD OFFICER:	Jackie Follis, Group Head of Organisational Excellence
LEAD MEMBER:	Councillor Roger Nash
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT:	
This report is produced by the Group Head of Organisational Excellence to give an update on the Q4 and end of year Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY:	
Not required.	

1. PURPOSE OF REPORT

- 1.1. This report is to update the Committee on the Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023. The process is described in section 4. of this report.

2. RECOMMENDATIONS

- 1.2. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 11 July 2023.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 4 and end of year for the period 1 April 2022 to 31 March 2023.

3. DETAIL

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full

range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions of officers about the KPI indicators that are relevant to their Committee and these can be referred to the Policy and Finance Committee for consideration if deemed necessary.
- 3.4. The Committee meetings that will receive Q4 KPI reports are as follows.

Committee meeting	2023/24 date	Indicators to receive report on
Planning Committee	7 June 2023	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Planning Policy Committee	8 June 2023	1 (CP36)
Economy Committee	13 June 2023	2 (CP41, CP42)
Environment Committee	15 June 2023	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Housing & Wellbeing Committee	20 June 2023	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Licensing Committee	23 June 2023	1 (CP14)
Corporate Support Committee	27 June 2023	10 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9, CP10)
Policy & Finance Committee	11 July 2023	All 42 indicators

- 3.5. This is the last quarterly report for 2022/23 covering performance from 1 April 2022 to 31 March 2023.
- 3.6. Thresholds are used to establish which category of performance each indicator is within.

	Achieved target	100% or above target figure
	Didn't achieve target but within 15% range	85%-99.9% below target figure
	Didn't achieve target by more than 15%	85% or less target figure

- 3.7. There are 42 Key Performance indicators. 2 of these indicators are reportable to the Economy Committee.

- 3.8. This report gives the status of all indicators at Q4. Appendix A gives full commentary for each indicator. This appendix shows the figures for Q1, Q2 and Q3 and the figures and commentary for Q4 and end of year.

Status	Number of Key Performance indicators in this category at the end of 2022/23
Achieved target	1
Didn't achieve but within 15% range	1
Didn't achieve target by more than 15%	0
No data available	0
TOTAL	2

- 3.9. The direction of travel improved for both indicators during 2022/23. Both indicators also performed better during 2022/23 than they did in 2021/22.

4. CONSULTATION

- 4.1. No consultation has taken place.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. To review the report
 5.2. To request further information and/or remedial actions be undertaken

6. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 6.1. None required.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. None required

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 8.1. None required

9. HUMAN RESOURCES IMPACT

- 9.1. Not applicable.

10. HEALTH & SAFETY IMPACT

- 10.1. Not applicable.

11. PROPERTY & ESTATES IMPACT

- 11.1. Not applicable.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not applicable.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. Not applicable.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. Not applicable.

15. HUMAN RIGHTS IMPACT

15.1. Not applicable.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. Not applicable.

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: *None*

No.	Indicator	Service Committee to consider this	CMT Member	Assess by	Target 2022-2026	Q4/end of year Outturn	Q4/end of year Commentary	Q1 status	Q2 status	Q3 status	Q4 or End of Year status (depending on which is applicable for each indicator)	2021/22 Q4 Performance
CP41	Occupied retail units in Littlehampton	Economy	Karl Roberts	Higher is better	90%	86.20%	Vacancy rate of 13.8% is around the national average. Several of the vacancies are large units, long term empty. Movement in The Arcade with units being refurbished is promising and demonstrates confidence in Littlehampton. The Q2 figure was 85%.	No data - 6 monthly indicator	Not achieving but within 15% range Outturn for Q2 85%	No data - 6 monthly indicator	Didn't achieve but within 15% range Outturn for Q4 86.2%	86%
CP42	Occupied retail units in Bognor Regis	Economy	Karl Roberts	Higher is better	90%	93%	Positive news in that vacancy rates in Bognor Regis continue to be significantly lower than the national picture, which shows an average 13.8% vacant commercial premises recorded at Q4 of 2022 (Source: British Retail Consortium). There are a number of premises currently marked as vacant that are being actively marketed / undergoing refit / set up, which may positively impact the next audit. The Q2 figure was 91%.	No data - 6 monthly indicator	Achieving Outturn for Q2 91%	No data - 6 monthly indicator	Achieved Outturn for Q4 93%	92%

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Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Council Vision 2022-2023 Annual Report
LEAD OFFICER:	Jackie Follis, Group Head of Organisational Excellence
LEAD MEMBER:	Councillor Roger Nash
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The Council Vision 2022-2026 was agreed by Full Council in 2022 and sets out the Council's priorities divided into four key themes against which to measure progress. That is:</p> <ul style="list-style-type: none"> a) Improving the wellbeing of Arun District Council b) Delivering the right homes in the right places c) Supporting our environment to support us d) Fulfilling Arun's economic potential 	
DIRECTORATE POLICY CONTEXT:	
<p>This report updates the council on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan. The relevant KPIs are presented in separate reports to committees.</p>	
FINANCIAL SUMMARY:	
Not required	

1. PURPOSE OF REPORT

- 1.1. This report is to update the committee on the end of year performance of the Vision indicators for the period 1 April 2022 to 31 March 2023. The full report will go to the committees that normally receive reports on corporate plan indicators so that members have a comprehensive overview of performance across the council. The Policy and Finance Committee has overall responsibility for performance.
- 1.2. However, it will not be possible for officers representing all areas of the council to attend each committee meeting, so members are asked to limit questions at the meetings to those areas that each committee is responsible for. Any other questions should be addressed directly to the relevant manager or to the Group Head of Organisational Excellence who will pass these on to those able to best provide the answer.

2. RECOMMENDATIONS

- 1.3. As this report is an information paper there are no recommendations for the committee to consider.

3. EXECUTIVE SUMMARY

- 1.4. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision, we have a comprehensive set of measurable performance indicators which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are the subject of this report, the 'Vision Indicators' and this is the first annual report on them. These annual indicators primarily update the progress against strategic milestones.
- 1.5. Covered in a separate report are the Key Performance Indicators which are primarily numeric and measured and reported quarterly to committees.

4. DETAIL

- 1.6. The Vision was developed with elected members at a series of workshops and agreed by Full Council. It is an important and living document in that it sets out our goals and will guide our decision making for the period 2022- 2026. This builds on the good things that we already do and aims to make improvements where this could be better.
- 1.7. The Vision sets out four key themes with overall aims for each and more information on how we will achieve them. The Vision is attached at appendix 1. The key themes are:
- a) Improving the wellbeing of Arun District Council
 - b) Delivering the right homes in the right places
 - c) Supporting our environment to support us
 - d) Fulfilling Arun's economic potential
- 1.8. This report looks back at performance over the last year and informs members about progress towards the Vision. It is also part of a complex web of information which will help to inform work on priorities and future service decisions.
- 1.9. The committee meetings that will receive the Annual Vision Report are as follows:

Committee meeting	2023/24 date
Planning Committee	7 June 2023
Planning Policy Committee	8 June 2023
Economy Committee	13 June 2023
Environment Committee	15 June 2023

Housing & Wellbeing Committee	20 June 2023
Licensing Committee	23 June 2023
Corporate Support Committee	27 June 2023
Policy & Finance Committee	11 July 2023

- 1.10. Appendix 2 is the detail of progress against Vision indicators that were agreed by Council. The appendix shows each indicator, which Vision theme it sits under, the service area primarily responsible for its achievement, the responsible director, detailed specific targets if applicable, the end of year outturn and commentary explaining the background to the outturn.
- 1.11. There are 41 Council Vision indicators which have been set for the four-year period of the Council Vision, primarily because these are strategic in nature and will not normally be achieved in one year. In some instances, they will not be achieved within the four years, but the Council should be able to demonstrate progress towards important longer-term objectives.
- 1.12. There are also indicators on targets where work is still to be started, where this will happen within the four years, but not necessarily the first year.
- 1.13. In other instances, for example CV8, particular initiatives which relate to the indicator will emerge throughout the period. These will generally have been reported to individual committees during the year, but the annual report is a useful summary for all councillors.
- 1.14. Councillors are invited to ask questions but are reminded that these should be limited to the area of responsibility of the committee to which the report is being made.

5. CONSULTATION

- 1.15. No consultation has taken place.

6. OPTIONS / ALTERNATIVES CONSIDERED

- a. To review the report
- b. To request further information and/or action

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

None required.

8. RISK ASSESSMENT CONSIDERATIONS

None required.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

None required.

10. HUMAN RESOURCES IMPACT

Not applicable

11. HEALTH & SAFETY IMPACT

Not applicable

12. PROPERTY & ESTATES IMPACT

Not applicable

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

Not applicable

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

Not applicable

15. CRIME AND DISORDER REDUCTION IMPACT

Not applicable

16. HUMAN RIGHTS IMPACT

Not applicable

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

Not applicable

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: None

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Our vision: A better future

2022 - 2026

A wide-angle landscape photograph of a rolling green valley under a bright blue sky with scattered white clouds. The foreground is dominated by a field of tall, golden-brown grasses. In the distance, there are green hills and a few buildings.

ARUN



Introduction

As Leader of the council I am delighted to share our new Council Vision 2022-2026 with you.

As a district council our role is to make Arun a better place to live, work and visit as well as delivering public services. The Vision sets out how we are going to do this.

It is divided into four key themes covering wellbeing, housing, the environment and the economy, each of which has a number of aims and statements about how we will achieve them.

It won't all happen on day one, but the important thing is that the Vision sets out our goals and will guide our decision making for the next four years. This will build on the good things that we already do and make improvements where things could be better. We not only want Arun to be a great place to live, but want to attract new businesses and job opportunities and create a great tourist destination that makes the most of our natural environment.

We'll tell you what progress we're making and continue to listen to our community and businesses.

Cllr Shaun Gunner
Leader of Arun District Council

Improving the wellbeing of Arun

Overall aims



Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation.



Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles.



Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact.

How will we achieve this?

- 1** Develop and implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive
- 2** Prepare an annual community engagement plan to promote healthy and active lifestyles and encourage participation in a wide ranged of wellbeing activities
- 3** Work with key partners to ensure that we deliver council wellbeing services that are complementary to their own, rather than duplicate effort
- 4** Support the NHS Clinical Commissioners to provide primary care medical and dental facilities to meet the growing needs of our community
- 5** Support the voluntary and community sector to provide services that help the most vulnerable in our community
- 6** Provide infrastructure that supports wellbeing, e.g. more opportunities for cycling and walking and easily accessible and safe greenspace
- 7** Support those who are homeless, street homeless or at risk of homelessness in emergency or temporary accommodation to improve health outcomes

Delivering the right homes in the right places

Overall aims



Provide a mixed housing economy within the district for all, regardless of age or circumstances, where different types of homes are available, and people can choose to rent or buy.



Maximise opportunities to improve the energy efficiency of homes in the District.



Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.

How will we achieve this?

- 1** Support households with complex needs to secure suitable accommodation
- 2** Maximise the delivery of affordable housing including utilising the council's own resources and commercial expertise to ensure that our social housing is energy efficient
- 3** Improve the energy efficiency of homes across all tenures
- 4** Use our expertise to influence the local housing market, working with the right partners from all sectors, to develop the housing and infrastructure that we need
- 5** Use the planning system to create great new places and improve our existing places, where new homes meet the needs of current and future generations
- 6** Ensure the existing housing stock in the district (private sector and council owned) is maintained to a high standard
- 7** Continue to bring empty homes back into use for the benefit of the community

Supporting our environment to support us

Overall aims



To consider climate change, sustainability, biodiversity and the environment in everything the council is responsible for and encourage its community and local businesses to do the same.



Protect and enhance our natural environment.



Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan.



Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking.

How will we achieve this?

- 1** Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and for the wider district through Planning Policy
- 2** Review the council's estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) chargepoints
- 3** Engage and incentivise business to commit to working practices which minimise their impact on the environment
- 4** Support information campaigns that promote carbon reduction and funding opportunities
- 5** Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030
- 6** Ensure that climate change and sustainability is at the heart of all council services
- 7** Support the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district

Fulfilling Arun's economic potential

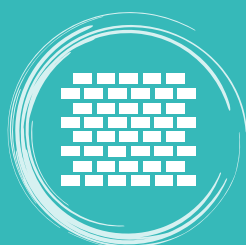
Overall aims



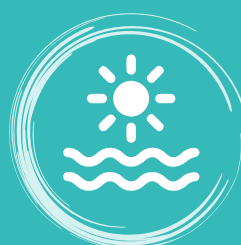
Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.



Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.



Use regeneration opportunities to attract new and relocating businesses to the district.



Make best use of our natural assets to help drive the economy.

How will we achieve this?

- 1** Create the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the district.
- 2** Use the planning system to set aside sites for larger business growth and support and create employment space for smaller start-ups, using Arun-owned land to stimulate the market
- 3** Encourage a digital infrastructure that will support businesses and changing ways of working, as well as the needs of local people
- 4** Work with partners to support a district-wide skills audit, to understand what businesses need and what skills we have in the community. Work with local colleges and the University of Chichester to assist them to run courses that will match local skill needs for those at all stages in their working life
- 5** Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres
- 6** Positive and focused promotion of Arun's tourist destinations as more than a 'day trip'
- 7** Support the delivery of more accommodation for visitors to the district

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West Sussex
BN17 5LF



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No.	Indicator	Council Vision Theme	Service Area	CMT Member	Target 2022-2026	April 22 - March 23 Outturn	April 22 - March 23 Commentary
CV1	Wellbeing clients satisfaction rating	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	90%	98%	Google forms survey conducted. 94 responses received. Questions asked were How satisfied were you with the advice and information given to you to improve your health and Wellbeing? Average score: 4.93/5 How satisfied were you with your experience of the Arun Wellbeing team? Average score: 4.92/5 (1 being not at all satisfactory, 5 being very satisfactory)
CV2	Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of the intervention)	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	80%	73.90%	17 people have achieved all or part of their goals out of the 23 people successfully contacted (73.9%)
CV3	Upgrade to BR Leisure Centre wetside	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Project underway at Arun Leisure Centre and due for completion Summer 23, currently project running on time and within budget
CV4	Upgrade to Alexandra theatre	Improving wellbeing of Arun	Regeneration	Karl Roberts	Key 2022/23 Milestones	Ongoing	The project has progressed with agreement reached with Whitbreads regarding the release of the existing lease and the creation of a new hotel. Work is now progressing on the submission of a planning application and demolition of those parts which are to be replaced with new works.
CV5	Adopt public art strategy	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Not a priority within current budget and staff resources
CV6	Develop and adopt a Wellbeing Strategy and Action Plan	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Onhold pending arrival of Community and Wellbeing Manager, work will then progress in due course
CV7	Agree a statement on the future provision of medical and dental services across the District	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		This is not a District Council function and we have little ability to influence. Suggest that members consider removing this when indicators are reviewed
CV8	Specific initiatives with partners (Age UK, CAB, Safer Arun Partnership, Artswork, Freedom Leisure etc)?	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		A significant initiative with local partners was the cost of living responses, supported by the Council, a report went to the Nov Housing and Wellbeing committee meeting. Secured the Littlehampton Community Warden project and expansion to include an Run West scheme within parish communities. Implementation of a new project between ADC, and local domestic abuse support service My Sisters House to provide support for victim/survivors in Council provided temporary accommodation. Implementation of the Arun Community Engagement Project at Bersted Hub and Chilgrove House, local numbers accessing both centres is high with wide range of wellbeing activities on offer.
CV9	Number of council housing fraud cases prevented or properties recovered	Improving wellbeing of Arun	Housing	Philippa Dart	15 cases/properties	recovered 10 properties; prevented 4 fraudulent mutual exchanges	Total savings for the council equated to £1,302,000
CV10	Average length of stay in temporary accommodation – 15 months/64 weeks	Improving wellbeing of Arun	Housing	Philippa Dart	15 months/64 weeks	39 weeks	Based on 49 households in Temporary accommodation on 31 March 2023
CV11	Average length of stay in emergency accommodation – 3 months/12 weeks	Improving wellbeing of Arun	Housing	Philippa Dart	3 months/12 weeks	19 weeks	Based on 117 households in EA as at 31 March 2023. The number of household in EA far outstrip the supply of HRA owned temporary accommodation units (over double) with the Private rented sector becoming increasingly unaffordable and out of reach for applicants

CV12	% of council homes that are SAP C rating and above	Improving wellbeing of Arun	Housing	Philippa Dart	For social housing aim is to achieve SAP C rating by 2030. We will measure progress year on year. Start with a baseline of the number of properties that are SAP C and above and every year over the course of the corporate plan report the revised number. Milestones will be incremental increase year on year until we meet 2030 target	49.85%	129 properties have a Band B rating 1566 properties have a Band C rating 646 properties have a Band D rating 135 properties have a Band E or lower rating 924 properties have not been assessed
CV13	Complete Annual Community Engagement Plan and implement Work Plan to encourage participation completed	Improving wellbeing of Arun	Wellbing & Communities	Philippa Dart	Annual Community Engagement Plan completed and Work Plan implemented		Currently being reviewed due to staff changes
CV14	Improve our green spaces	Improving wellbeing of Arun	Environment & Climate Change	Philippa Dart	Number of green spaces improved	Improvements to 27 parks and greenspaces	the following projects have been delivered to improve 27 parks and greenspaces - Full details in separate document as too much detail to fit here.
CV15	Number of new affordable homes built or purchased per year (this will include the number of homes delivered through the Housing Revenue Account)	Delivering right homes in the right places	Housing	Philippa Dart	Number of new homes built	22	The 22 are new affordable homes built these were the last 5 on the Cinders development at Yapton and the first 17 houses at Yapton.
CV16	Number of new homes that are suitable for wheelchair users	Delivering right homes in the right places	Planning	Karl Roberts	Number of new homes that are suitable		33 wheelchair friendly homes have been secured via a planning permission over the last 2 years. Nearly 800 homes have been secured as accessible homes during the same period. Not all will be delivered because not all permissions will be implemented.
CV17	Commission reports on 5 year housing supply and Market Absorption and implement recommendations	Delivering right homes in the right places	Planning	Karl Roberts	Reports commissioned		Presented to Planning Policy Committee - Feb 23. Will be used to inform future Local Plan work
CV18	Satisfaction survey of residents in completed developments (at least 12 months)	Delivering right homes in the right places	Planning	Karl Roberts	Undertake survey of residents on selected sites		A lack of resources has meant that priority has had to be given to other matters. This will carry over as an action for 23/24.
CV19	Number of households supported with complex needs	Delivering right homes in the right places	Planning	Karl Roberts	Number of households supported		155 Disabled Facilities Grant adaptations delivered by ADC plus a number of minor adaptations and deep cleans delivered by our contractors.

CV20	Number of empty homes bought back into use	Delivering right homes in the right places	Technical Services	Karl Roberts	Number of empty homes bought back into use		Annual target of 50 has been exceeded, the recruitment of a part time Admin resource specifically for Empty Homes work in June 2022 has provided significant support to the Empty Homes Officer.
CV21	Number of Council homes that meet the current statutory minimum standard for housing	Delivering right homes in the right places	Housing	Philippa Dart	Number of Council homes that meet the required standard	3372	Based on stock total of 3400 less: 7 units at 29 New Road 21 units at Flaxmean House
CV22	Annual reduction in CO2e	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Year Annual Reduction CO2E (T) 2022-2023 1,961.9 2023-2024 1,765.7 2024-2025 2,383.7 TOTAL 7,143.8		Confirmation of the 2022-2023 (financial year) carbon emissions will be available once the annual audit review has taken place in Autumn/Winter 2023. At this stage it is predicted that the KPI will not be met due to difficulty with reducing procurement related emissions. To rectify this there will be a focus going forward on engagement with suppliers around their emissions and what can be done to reduce these, as well as undertaking a deep dive on the council's procurement emissions to highlight next steps around projects that will allow for a more significant reduction in emissions. This will take place during the 22-23 emission audit.
CV23	Achieve Green Flag awards for Council parks	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	8	6	6 Green Flags retained for the period of 2022-23. Hotham, Old Rectory, Marine Park Gardens, Mewsbrook, Brookfield and Norfolk Gardens. The agreed performance target is 8 for 2024/25 and 10 for 2026/27.
CV24	3000 trees to be planted per year	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	3000	6062	We have continued the success of year one of the Council's adopted Tree Planting Strategy with another successful planting season in year two. We have planted 62 standards, with a focus on broad leaved, native species, across 16 sites. This includes Wild Cherry, Hornbeam, Wild Service, Oak, Lime, Field Maple, Beech, Bird Cherry and Crab Apple We will have planted over 6000 whips this planting season 2022/2023 over 11 different sites. This includes Hawthorne, Blackthorne, Oak, Alder, Hazel, Field Maple, Whitebeam, Crab Apple, Dog Rose, Privet, Guelder Rose, Buckthorn, Spindle, Wayfarer, Goat Willow. All trees are locally sourced.
CV25	Inspection of all Arun District Council coastal defence assets	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Completion of an inspection programme at frequency determined by risk, reported annually		Inspections all complete and recorded, undertaken annually
CV26	Removed as a duplicate of CV12						

CV27	Climate Action and Biodiversity Work Plan	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Including any key milestones for 2022/23		The second iteration of this report has now been adopted by the council. Key milestones include: undertaking audits for a number of the council's estate (Civic Centre (including Phoenix house), Littlehampton Wave, Arun Leisure Centre, Bognor Regis Town Hall being completed). Continued support and project development has also taken place with with a consultant (Anthesis) in their Area based insetting (ABI) project. The main aim of this is looking at emission reduction opportunities within the boundary of the District. The development of a e-learning module around climate change has also taken place. Additionally the council became bronze carbon literate as Carbon Literacy training was undertaken by a number of senior officers, more training of this type has also taken place and will continue to take place throughout the year. Work has also started on hiring an additional officer to support the Climate Change and Sustainability Manager.
CV28	Recruit ecologist to support implementation of Biodiversity Net Gain and create and implement workplan	Supporting our Environment to support us	Environment & Climate Change	Karl Roberts	Successful recruitment, creation of workplan	Ongoing	In the process of preparing advertisement for an Ecology Officer post.
CV29	Other climate related strategies and milestones for 2022/23 including: <ul style="list-style-type: none"> • Engaging and incentivising businesses to commit to working practices which minimise their impact on the environment • Supporting information campaigns that promote carbon reduction and funding opportunities • Supporting the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district. 	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Number of strategies created and milestones achieved		Several public events were attended, including: Angmering school career fair, Littlehampton AGM and the Arundel climate change launch. Work also continued around supporting the Sussex Bay/Sussex Kelp restoration project. Numerous comms (internal and external) around climate change and the council's activity was also shared when relevant.
CV30	Change committee report template to consider climate change and sustainability	Supporting our Environment to support us	Law & Governance	Dan Bainbridge	Reports changed and adhered to	Completed	Standard report template now includes section on Climate change and environment impact/social value

CV31	Number of Electric Vehicle Charging points installed	Supporting our Environment to support us	Technical Services	Karl Roberts	Number of sockets installed as part of county network within Arun		<p>Phase 1 car parks: No chargepoints were installed in car parks, primarily due to amendments made to the lease template which needed to be agreed by all partners and their legal teams. This delayed the installation by approximately 3 months. Installation of chargepoints started in Arun DC Car Parks, in March 2023 in Hothampton Car Park, but these are not yet commissioned as they still require the grid connection and a new meter to be installed. Regis Centre car park was taken out of scope of the project until master planning has established where future development may take place. In the first quarter of 23/24 EV chargepoints will be installed in Manor House, River Road and Surrey Street car parks in Littlehampton and Arundel & Downland Leisure Trust have been offered the opportunity to have chargepoints installed at the Lido car park.</p> <p>Phase 1 on-street: Five sites were selected for Phase 1 of the on-street chargepoint rollout in Arun, each with six chargepoints, aiming to provide an additional 30 chargepoints in Arun. Following the TRO (Traffic Regulation Order) consultation with residents and local stakeholders in November 2022, two sites received over 20 objections, and were withdrawn from the delivery plan. Three sites were approved following the TRO process, due to the low number of objections received. However, when the contractors were on-site to start the installation of the chargepoints, a significant number of residents objected and Connected Kerb decided to withdraw this site. As a result, we are only installing 12 chargepoints across two sites in Arun in the first phase of the rollout. The installation of the chargepoints at the two sites was completed in Q4 of 22/23 and both sites now await meter installations before they can be commissioned. It is anticipated that these 12 chargepoints will be commissioned by the end of April 2023.</p> <p>Phase 2 proposals (subject to further engagement with stakeholders): Up to 12 Seeking information from West Sussex County Council.</p>
CV32	Number of metres of new cycleway	Supporting our Environment to support us	Planning	Karl Roberts	Number of metres of cycleway delivered		
CV33	Amount (HA) of employment land developed for employment uses	Fulfilling Arun's economic potential	Planning	Karl Roberts	2	There has been an increase in site area (ha) of employment land developed (completed and occupied) for employment uses (Use Class B2, B8, E (g) - Formerly B1)	Checked the WSCC CILLA (Commercial, Industrial and Leisure Land Availability Survey) Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. There has been an increase in site area (ha) of completed and occupied employment land (Use Class B2, B8, E(g) (Formerly Revoked Class B1) developed for employment uses over the last monitoring year from 0.19 ha in 2020-21 to 0.42ha in 2021-22.
CV34	Number of jobs created	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Number of jobs created	1000	As at 2021 there were 48000 employees recorded, this is a 1000 increase since 2020. This is from Business Register and Employment Survey - publicly available on Nomis
CV35	Increase to average wages and household income	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	£546.5 gross weekly pay	ASHE (Annual Survey for Hours and Earnings) 2022 data of FT workers by residence. This is the lowest in West Sussex. 2021 data shows Arun at £574.5 gross per week. Publicly available in Nomis
CV36	Increase in number of economically active population	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	83,000 or 86.7%	Oct-Sept 2022 publicly available on Nomis. This is an increase from 80,300 recorded in Jul 2021 to Jun 2022. This has been increasing year on year since Oct 2020-Sept 2021 data
CV37	Commission and carry out tourism marketing campaign	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Campaign completed	in progress	1 year Campaign commissioned - will complete June 2023. Impact / results will be evaluated and reported to Economy Committee June 2023.

CV38	Increase in number of visitors, length of stay and visitor spend	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	As in the rest of the UK, the pandemic had a negative effect on Arun's visitor economy; impacting spend and visitor numbers by approximately a third in Arun in 2021. Jobs remained slightly more robust, falling by a quarter. There is evidence that the visitor economy has been building back up with indications that 2022 looks to have delivered growth on 2021 – though still far short of where it was in 2019. Brexit and the rising cost of living are also having an impact on consumer confidence and	<p>Headline figures: 2021 vs 2019 (pre pandemic) - data is available annually in retrospect with 2022 figures available in the Autumn of 2023</p> <p>Economic Impact 2021: £247m v 2019 £380m (-35%)</p> <p>Visitors 2021: 2.8m v 2019: 4.4m (-35%)</p> <p>Average length stay (nights x trip) 2021: 3.37 v 2019: 3.61 (-6.7%)</p> <p>Source: Economic Impact Study (2021) plus the recently commissioned Hotel Study (2022) and soon to be published Visitor Strategy (2023)</p>
CV39	Number of new hotel and new holiday accommodation beds provided	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	No new hotel or holiday accommodation beds provided (C1 Use Class)	<p>Hotel / Accommodation study completed. One new hotel Premier Inn Bognor Regis (102 beds) planning permission expected spring 2023.</p> <p>239 accommodation establishments offering over 16,000 bedspaces, and 344 other visitor economy linked businesses. Source: the recent (2022) Tourism Hospitality & Visitor Economy Study and associated reports to PPC & Economy Committees</p> <p>Checked the WSCC CILLA Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. No new hotel or new holiday accommodation beds (C1 Use) provided according to data.</p>
CV40	Develop business support programme to move to digital and modern ways of working	Fulfilling Arun's economic potential	Organisational Excellence	James Hassett	Workplan achieved		This programme would be supported through the business rates pooling game - research is being undertaken to identify the priorities to be supported in partnership with other local authorities in the County
CV41	Review town centre masterplans and support high streets	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Spend of allocations in annual budget	ongoing	work has been delayed by other priorities

Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Café Options at Bognor Regis
LEAD OFFICER:	Sam Horwill, Property, Estates, and Facilities Manager
LEAD MEMBER:	Councillor Roger Nash
WARDS:	Marine and Hotham
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The exploration of options to develop cafes at the two locations described within this report will support the Council’s Vision in respect of fulfilling Arun’s economic potential.</p> <p><i>“Encouraging the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.”</i></p>	
DIRECTORATE POLICY CONTEXT:	
<p>This report seeks to implement elements of the Bognor Regis Seafront Delivery Strategy, Delivery Plan, and Style Guide.</p>	
FINANCIAL SUMMARY:	
<p>Any costs associated with undertaking the recommended business case appraisals shall be contained within existing budgets.</p> <p>The recommended business case appraisals shall outline any expected costs to the Council in terms of design consultation, planning approval, marketing etc. and provide commentary on the costs and expected income of the available options for delivery and ongoing operation.</p>	

1. PURPOSE OF REPORT

- 1.1. To describe the background and context in relation to the recommendation, and to seek approval for undertaking business cases to explore the option of developing cafes at Esplanade Theatre and Bognor Regis Promenade.

2. RECOMMENDATIONS

- 2.1. That the Economy Committee approve for officers to proceed with undertaking business case appraisals to consider the viability of developing two new cafés at the Esplanade Theatre and Bognor Regis Promenade ‘Stalls Zone’ sites.
- 2.2. that officers report to Committee on the findings of these business case appraisals once they are completed, with recommendations as to any further action.
- 2.3. that officers report to committee in due course on the redevelopment proposals recently received from the existing Clarence Road Kiosk operator.

3. EXECUTIVE SUMMARY

- 3.1. To seek approval for undertaking business case appraisals to explore the options of developing cafes at Esplanade Theatre and Bognor Regis Promenade 'Stalls Zone'.

4. DETAIL

- 4.1. Two sites have been identified at Bognor Regis seafront that may offer options for new café/restaurant developments. New, high quality establishments could improve the visitor experience and benefit the local economy.
- 4.2. To consider the viability of these sites it is proposed that business case appraisals are undertaken to explore various routes of delivery, such as for the Council to establish planning approval and market the opportunity for development and ongoing operation, or for the Council to fund and construct a building shell itself before marketing for fitout and operation.

Stalls Zone

- 4.3. In 2010 the Council approved the Bognor Regis Seafront Strategy which set out an overall vision for the improvement of the seafront.
- 4.4. In 2016 the Bognor Regis Seafront Delivery Plan was developed from the Strategy, adding detail to the deliverable elements. It was recommended for approval by Bognor Regis Regeneration Sub Committee in June 2016 and approved by Full Council in July 2016.
- 4.5. In 2018 the Style Guide and Stalls Zone layout were developed, including a Council-funded permanent catering unit to be built east of the bandstand. These were recommended for approval by Bognor Regis Regeneration Sub Committee in June 2018 and approved by Full Council in July 2018.
- 4.6. A report to the Economic Committee in July 2021 noted the "Promenade Café" as a Corporate Priority Project, which the Committee resolved that officers should explore and progress.
- 4.7. There are currently two existing outlets within the 'Stalls Zone', the details of which are exempt business and are set out in Appendix A.
- 4.8. The existing leaseholder of the Clarence Road Kiosk has recently approached the Council with outline proposals to improve it. This matter will be dealt with separately and will be presented to committee in full at a later date.

- 4.9. The existing leaseholder of the Coffee Cup stall has previously expressed a strong interest in establishing a larger more permanent outlet at Bognor Regis promenade.
- 4.10. This report seeks approval to undertake a business case appraisal exploring the option of developing a further outlet at position 4 on the ‘Stalls Zone’ layout in addition to the existing Clarence Road Kiosk, to include advice on the most appropriate mechanism for delivery.

Esplanade Theatre

- 4.11. The Bognor Regis Seafront Delivery Plan highlights the Esplanade Theatre site with proposals to relocate the existing skate park and develop an improved café.
- 4.12. In 2017 planning consent was granted for a restaurant at this site under application [BR/156/16/PL](#) and subsequent appeal [2349](#). This consent has now lapsed but does demonstrate the acceptability of a development at this location.
- 4.13. A report to the Economic Committee in July 2021 noted the “Esplanade Skate Park Opportunity Site” as a Corporate Priority Project, which the Committee resolved that officers should explore and progress.
- 4.14. The details of the existing kiosk letting are exempt business and are set out in Appendix A.
- 4.15. The future location of the skatepark at this site is to be considered as part of the business case.
- 4.16. This report also seeks approval to undertake a business case appraisal exploring the option of developing a new permanent outlet at this location replacing the existing kiosk, to include advice on the most appropriate mechanism for delivery.

5. CONSULTATION

- 5.1. No public consultation has taken place nor is proposed in relation to these initial business case appraisals.
- 5.2. If these café developments proceed officers will carry out public consultation at the design stage in accordance with good practice and section 16 of this report, as well as targeted consultation with relevant stakeholders prior to planning applications being submitted.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. Do nothing. Officers to continue managing these existing sites, negotiating lease renewals and/or remarketing the units. Do not explore the viability of developing new cafes at the Esplanade Theatre or Bognor Regis Promenade 'Stalls Zone' sites.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1. There are no financial implications arising from this report at this stage, other than the cost of undertaking business case appraisals, which can be funded from within existing budgets.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. Reduced staffing capacity presents a risk in terms of the ability to deliver this project and others (see section 10 for mitigation).
- 8.2. Progression of any development at the Esplanade Theatre site is dependent on the relocation of the existing skate park.
- 8.3. Legal due diligence of the sites identified may present barriers that prevent or limit the delivery of this project.
- 8.4. The outcome of these business case appraisals may recommend not to proceed at one or both of the proposed sites.
- 8.5. A further report to committee on the completion of these business case appraisals will consider risks associated with any recommended delivery options.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1. Except for due diligence which has not been completed at the time these comments were made there are no other legal implication.

10. HUMAN RESOURCES IMPACT

- 10.1. Given current vacancies and ongoing caseload of officers within the Property, Estates, and Facilities Team it is anticipated that these business case appraisals will be completed by external agents.
- 10.2. The resourcing of any resultant delivery projects will be assessed at the time.

- 10.3. Efforts are underway to recruit to a number of vacancies in the team, including temporary agency staff in order to ensure there is sufficient capacity to progress the team's work programme including this work to consider and deliver additional cafes.

11. HEALTH & SAFETY IMPACT

- 11.1. There will be no health and safety impact as a result of undertaking the proposed business case appraisals.

12. PROPERTY & ESTATES IMPACT

- 12.1. The Property, Estates, and Facilities Team will manage the carrying out of the proposed business case appraisals and any resultant delivery project.
- 12.2. If new outlets are constructed then the ongoing management of these will rest with the Property, Estates, and Facilities Team. However, it is expected that any new outlet would be operated by third party under lease, and that the Council would therefore pass on full repairing obligations to an operator.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1. The recommendation of this report has no direct equalities or social value impact. However, the recommended business case appraisals and any future design development will include appropriate and proportionate consideration in this regard.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1. It will be important that all developments (new or refurbished) going forward consider climate change and sustainability. To help support this the Council should actively include sustainable considerations/options while undertaking business case appraisals. This could include the installation of PV on roofs of buildings (where possible), along with the installation of battery storage to allow for renewable electricity generation on site. It should be noted that this will also help protect future tenants against increases in electricity costs. Other areas could include the installation of non-gas heating systems, LED lighting and improvements to building fabrics to help increase the buildings energy efficiency. There should also be a focus on ensuring tenants have a climate focus on their provisions, examples being ensuring that they operate with a reduced usage/no usage of single use plastics, purchase electricity from renewable electricity supplies (if PV is not viable) and try to source produce locally. There should also be support to staff to encourage behavioural changes to reduce impact on the environment.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. There are no specific crime and disorder implications.

16. HUMAN RIGHTS IMPACT

16.1. Under The Human Rights Act 1998 it is unlawful for the Council to act in a way which is incompatible with the European Convention on Human Rights. The aim of Human rights is the individual – it is about putting the individual centre stage. This will sometimes mean consulting individuals or groups of individuals before designing services. Individuals are then able to point out how a proposal would affect their dignity, freedom independence etc before the proposal is adopted. It will therefore be necessary for the Council to carry out consultation at the design stage if these café developments proceed.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. There are no specific FOI or Data Protection implications.

CONTACT OFFICER:

Name: Sam Horwill

Job Title: Property, Estates, and Facilities Manager

Contact Number: 01903 737516

BACKGROUND DOCUMENTS:

[Bognor Regis Seafront Strategy](#)

[Bognor Regis Seafront Delivery Plan](#)

[Bognor Regis Seafront Style Guide Issue 3](#)

[Bognor Regis Seafront Stalls Zone](#)

[Esplanade Theatre Site Location Plan](#)

July 2021 Economic Committee – Agenda, Minutes, and Reports

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=352&MId=1475&Ver=4>

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of the Local Government Act 1972.

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REPRESENTATION ON OUTSIDE BODIES – 2023-24

NO	BODY	CURRENT REP	TERM OF OFFICE	RELEVANT COMMITTEE	RELEVANT LEAD OFFICER
1	Littlehampton Harbour Board	Cllr Walsh, Haywood, Roger Spencer [already appointed – 17 March 2021] Cllr Bicknell	4 year until 31 March 2025	Environment	Karl Roberts
1a	Littlehampton Harbour Board – Advisory Group	Butcher	19 May 21 – to May 2024	Environment	Karl Roberts
3	West Sussex Mediation Service	May	1 yr – to Sept 2024	Housing & Wellbeing	Mo Hussein
4	Court of the University of Sussex	Penycate	1 yr–to 31 July 2024	Policy & Finance	Chief Executive
5	Action in Rural Sussex	Nash	1 yr - to Oct 2024	Economy	Denise Vine
6	South-East Employers	Oppler and Warr (sub) Nash (sub) Lawrence	1 yr - to July 2024	Corporate Support	Jackie Follis
7	Tourism South East Sussex	Walsh	1 yr - to May 2024	Economy	Denise Vine
9	South Downs National Park Authority	McAuliffe	4 yrs – May 2019 to May 2024	Planning Policy	Neil Crowther
10	Conservation Area Advisory Committee	Lury and Yeates (sub) Huntley (sub) McAuliffe	1 yr - to May 2024	Planning Policy	Neil Crowther
11	Keystone Centre Management Committee	Northeast	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
12	St Mary's Community Centre, Felpham – Management Committee	Stainton	1 yr - to May 2024	Corporate Support	Antony Baden
13	Bognor Regis Regeneration Board and Bognor Regis Regeneration Steering Group	Stanley	1 yr - to May 2024	Economy	Denise Vine
14	Arun Wellbeing and Health Partnership	Birch and May	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
15	West Sussex Health and Adult Social Care Committee	Needs	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart

REPRESENTATION ON OUTSIDE BODIES – 2023-24

16	LGA's Coastal Issues Special Interest Group – [Appointment made by the LGA]	Wiltshire	1yr to Sep 2024	Environment	Nat Slade
18	Coastal West Sussex Partnership Board (Formerly Coastal West Sussex Area Investment Framework Board)	Lury Sub - Nash	1 yr - to May 2024	Economy	Denise Vine
20	Police and Crime Panel	Haywood Sub - Birch	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart
21	Rural West Sussex Partnership	Nash	1 yr – May 2024	Economy	Denise Vine
22	Safer Arun Partnership	Butcher Sub Cooper [Alison]	1 yr to May 2024	Housing & Wellbeing	Philippa Dart
23	Coastal West Sussex Planning Board	Nash	1 yr to May 2024	Planning Policy	Karl Roberts
24	Coast to Capital Strategic Joint Committee	Leader of the Council Sub: Deputy Leader	1 yr to May 2024	Policy & Finance	Denise Vine
26	West Sussex Fire & Rescue Services Inter Authority Fire & Rescue Liaison Group	Yeates	t.b.c.	Housing & Wellbeing	Philippa Dart
28	Arun Hub Partnership Board [formally known as Integrated Prevention and Earliest Help (IPEH) Board]	Birch	1 year to May 2024	Housing & Wellbeing	Philippa Dart
30	Greater Brighton Economic Board	Leader of the Council – Sub: Deputy Leader –	1 year to May 2024	Policy & Finance	Denise Vine
31	Inter Authority Air Quality Group	Worne [Amanda]	1 year to May 2024	Environment	Nat Slade
32	South East Coastal Group Monitoring Meeting	This is an Officer Group to which the Councillor appointed is invited to attend once per year Wallsgrove	1 year to May 2024	Environment	Nat Slade
33	A27 Arundel Improvements Consultation Group NOTE: This group was disbanded and reformed at Council on 17 March 2021	Leader of the Council plus 3 other Cllrs – Birch McAuliffe Wallsgrove	March 2021 to TBC	Policy & Finance – as a major partnership function	Jackie Follis

REPRESENTATION ON OUTSIDE BODIES – 2023-24

34	Angmering Advisory Group	All Ward Members – Bicknell Cooper [Andy] - Chair Worne [Amelia]	1 year to May 2024	Planning Policy	Neil Crowther
35	North Littlehampton Advisory Group	May Northeast [Chair] Tandy	1 year to May 2024	Planning Policy	Neil Crowther
36	Yapton, Ford & Clymping Advisory Group	All Ward Members Jones - Chair Worne [Amanda]	1 year to May 2024	Planning Policy	Neil Crowther
37	Barnham, Eastergate and Westergate Advisory Group (BEWAG)	All Ward Members Ayling Lawrence Wallsgrove - Chair	1 year to May 2024	Planning Policy	Neil Crowther
38	Aldwick West & Pagham Advisory Group	Hamilton [Chair] Huntley Needs Purser	1 year to May 2024	Planning Policy	Neil Crowther
39	West Bersted Advisory Group	All Ward Members Greenway Lury Yeates - Chair	1 year to May 2024	Planning Policy	Neil Crowther
40	Civil Military Engagement Events Group and Military Champion for Arun District Council [through WSCC]	Turner	1 year to May 2024	Housing & Wellbeing	Philippa Dart
41	WSCC – Joint Climate Board	O'Neill	1 year to May 2024	Policy & Finance	Philippa Dart
42	Arun Integrated Prevention & Earliest Help [IPEH] Hub Partnership Advisory Board	Birch	1 year to May 2024	Housing & Wellbeing	Joy Bradbury Ball
43	Parking and Traffic Regulations Outside London Adjudication Joint Committee - NEW	Warr	1 year to May 2024	Environment	Nat Slade/Lisa Emmens
44	Arun UK Shared Prosperity Fund – Partnership Group - NEW	Leader of the Council Deputy Leader of the Council Chair of Economy	1 year to May 2024	Policy & Finance	

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Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade and Denise Vine			
Pier Road Proposed Closure	D Vine/ M Nicholls	13 June	19 July
Progress Report on Littlehampton Public Realm – Phases 2 & 3	R Carden		
Waterloo Square	S Kaufmann		
Seafront Café Options at Bognor Regis	S Horwill		
Bognor Regis Arcade	N Taylor		
Q4 KPI Report			
Destination Awareness Campaign, Arun District – Year	D Vine / M Murphy	5 Oct	8 Nov
Arun Visitor Strategy	D Vine / M Murphy		
The Alexandra Theatre Business Plan	D Vine / M Gover		
UK Shared Prosperity Fund – Report	D Vine / M Gover		
Cultural Strategy – Arts Council, England	D Vine / M Gover		
Clarence Road Kiosk	N Slade		
Q2 KPI Report		1 Feb	13 March
		16 April	9 May

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