



Public Document Pack

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24 January 2024

ECONOMY COMMITTEE

A meeting of the Economy Committee will be held in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 1 February 2024 at 6.00 pm** and you are requested to attend.

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

PLEASE NOTE:

A live webcast of the meeting will be available via the Council's [Web Pages](#)

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 **Thursday, 25 January 2024** in line with current Committee Meeting Procedure Rules.

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 - 14)

The Committee will be asked to approve as a correct record the Minutes of the Special Economy Committee held on 20 November 2023.

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

5. PUBLIC QUESTION TIME

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

6. COMMITTEE REVENUE AND CAPITAL BUDGETS 2024/25 - ECONOMY (Pages 15 - 20)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's overall 2024/25 revenue budget. These recommendations will be submitted to the Policy and Finance Committee on 8 February 2024 when it considers the overall revenue and capital budgets for 2024/25 so recommendations can be made to a Special Meeting of the Council on 21 February 2024 regarding the budgets to be set and level of Council Tax for the District for 2024/25.

7. QUARTER 3 BUDGET MONITORING REPORT (Pages 21 - 26)

The purpose of this report is to appraise the Economy Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

8. APPROACH TO PUBLIC CONSULTATION (Pages 27 - 32)

To seek approval for an approach to determining when to undertake public consultation on proposed projects that come before Economy Committee for decision. Out of scope of this report is the form public consultations takes.

9. KIOSK LETTINGS STRATEGY (Pages 33 - 46)

To present to members an option for a streamlined approach for identifying, selecting, and appointing seasonal and mobile traders across the district.

10. LITTLEHAMPTON TOWN CENTRE IMPROVEMENTS – PHASE 1 (TERMINUS ROAD) (Pages 47 - 52)

The report summaries the works completed, budget and programme.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no feedback reports for this meeting.

11. WORK PROGRAMME (Pages 53 - 56)

The Committee is required to note its Work Programme covering the remainder of the 2023/24 Municipal Year.

12. 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 3 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

13. WATERLOO SQUARE OPTIONS - UPDATE (Pages 57 - 62)

An update on the resolution of Minute 66 of the Economy Committee 13 June 2023.

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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Public Document Pack Agenda Item 3

Subject to approval at the next Economy Committee meeting

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ECONOMY COMMITTEE

20 November 2023 at 6.00 pm

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

Councillors Blanchard-Cooper and McAuliffe were also in attendance for all or part of the meeting.

389. APOLOGIES

Apologies were received from Councillors Edwards and Stanley.

390. DECLARATIONS OF INTEREST

Councillor Walsh declared a Personal Interest in agenda item 6 [Arun Visitor Strategy] as a member of West Sussex County Council.

Councillor Pendleton declared a Personal Interest in agenda item 6 [Arun Visitor Strategy] as a member of West Sussex County Council.

Councillors Nash, Needs and Yeates redeclared their personal interests as a members of Bognor Regis Town Council as confirmed in their Register of Interest forms.

391. MINUTES

The minutes of the Economy Committee meeting held on 5 October 2023, were approved by the committee and signed by the Chair.

392. 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

There were no urgent items presented at the meeting.

393. PUBLIC QUESTION TIME

The Chair confirmed that there were no public questions submitted for the meeting.

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394. ARUN VISITOR STRATEGY

The Tourism Development Officer introduced to members her report and the Visitor Strategy created by Blue Sail Consultants. She explained that the strategy sets out 8 priorities and suggested actions to guide the strategy delivery for the next 5 years', subject to available resources. She confirmed that a members' briefing about the strategy was recently held and a recording of that briefing was still available for members to view should they not have been able to attend.

The Chair then invited questions from members and during the debate the following was raised, it was stated that it was felt there was missing element in terms of what the strategy was marketing. The marketing of the Arun District was believed to not be the right focus. There should be specific focus through Sussex by the Sea on Bognor Regis and Littlehampton as both had unique identities, from Butlins and the seafront with a soon to be refurbished Alexandra Theatre in Bognor Regis to the offering of excellent growing number of restaurants and cafes in Littlehampton. It was suggested that highlighting these offerings would ensure that not only visitors but that residents living in the district would be drawn in to make use of what facilities were available. Additionally, it was commented that there was an under catered sector in terms of glamping, mobile home and caravan tourers that could be tapped into with the attraction of the open spaces between the coastal plain and the downs the district had to offer. It was noted that the marketing of the district as 'Sussex by the Sea' was the subject of the next agenda item.

One member stated that it was disappointing to note that only 2 out of 54 members had taken up the opportunity to be a part of the visitor strategy consultation work that had been completed. It was questioned how the priorities would be shown to be achieved and if a focus on business visitors was the right direction. The actions confirmed that there was a 'clear pull' to Arundel, but it was stated that more work was needed on this aspect, along with understanding the level of interest regarding glamping and alternative accommodation within the district. A focus on advertising Arun as a place to invest was requested. It was queried if a further report would be presented to committee to update on the actions implemented and covering how they were delivering for the district.

Other comments made were that both Bognor Regis and Littlehampton were focused on ensuring that the Towns were as accessible as possible for all abilities. Focus and encouragement should be given to advertising Littlehampton as a 'day trip' destination and working with Coach companies to ensure this was offered should be picked up. It was stated that the marketing behind Sussex by the Sea had been gaining good social media presence and this was a great tool for local businesses to use and feed into. The report stated that Brexit and Covid-19 Pandemic had created challenges, however the challenges also created opportunities that could be pursued to the district's betterment. There was a differing of opinion across the committee in relation to earlier comments made about the opportunities that could be gained from caravan visitors as it was also felt that these visitors would not stay long in the area when travelling through the district and the strategy should focus on achieving visitors who would stay and

make use of the accommodation already available. If the current accommodation was not good enough, then a focus to expand and improve this should also be considered.

The Group Head of Economy was invited by the Chair to respond to the points raised during the debate where she provided a response to the key points raised and confirmed that an additional update report could be brought back to committee as requested.

The recommendations were proposed by Councillor Cooper and seconded by Councillor Walsh.

The Committee

RESOLVED

2.1 that it endorsed the new Visitor Strategy for 2023 – 2028 and;

2.2 that it supported officers' delivery of priorities and actions as set out in the strategy.

395. DESTINATION AWARENESS CAMPAIGN

The Tourism Development Officer provided members with a brief overview of the report where she explained that the campaign was about the Arun district being branded as 'Sussex by the Sea', one of the main talking points is that it not just encourages visitors but residents of the district to visit each of the towns within the district. The marketing campaign is encouraging people to find out more about the Arun district, working with the marketing agency she said there had been a learning curve initially however, the relationship between the agency and the council was very good and progressing well.

The Chair then invited members to ask any questions where the following points were made, advice was given to stop using Twitter and LinkedIn and Instagram and if there was any spare expenditure this should be directed to using TikTok along with consideration being given to the use of social media influencers which would help raise awareness of the district. The reporting data was queried specifically the geographical nature of where the advertising had 'hit', it was suggested that further consideration be given to specific locations to reach the targeted audience. Additionally, it was asked how the number of visitors that had visited the district directly because of seeing a 'post' or 'video' from the campaign would be reported in the future.

The Chair confirmed that 'Sussex by the Sea' would address all the points raised, the recommendation was proposed by Councillor Walsh and was seconded by Councillor Gunner.

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The Committee

RESOLVED

- 2.1 that officers commission a second-year Digital Destination Awareness Campaign with the existing agency. This would ensure continuity of delivery and benefit from the knowledge, experience and working relationship built in year one. Officers would continue to monitor the effectiveness of the second-year campaign, to inform direction of future digital activity.

396. DESIGN BRIEF FOR THE CONVERSION OF THE FORMER BREWERS FAYRE PUB

The Regeneration Lead introduced the report to members where he explained that the purpose of the report was to provide members with a follow up from the Extraordinary Economy Committee meeting held on 19 June 2023 which contained the proposed brief for the design feasibility work that was agreed to be completed at the extraordinary meeting.

The Chair stated he was pleased to see the report and design brief, he confirmed that conversations had taken place regarding the halls capacity for large events, 400 seated with a potential for 600/700 standing, and how this alongside the refurbishment of the Theatre would make it an attractive venue. He then invited comments and questions from members where the following points and statements were made, comments of support for a multipurpose venue were made, it was acknowledged that that the amount of work required would be substantial, however it would create a good connection between the seafront and the town and would be an investment for Bognor Regis.

Concern was raised regarding the cost to deliver the project in its entirety, it was questioned where the potential £2/3 million come from to ensure delivery. The Chair stated not all of the detail had been confirmed at this point, this was the early stages of the process. He also advised that there were companies who would be interested in taking on the Royal Hall however, he confirmed that the market had not yet been tested for this interest as yet.

Further concern was expressed that the idea of returning the site back to a 'Royal Hall' was felt to be a 'romantic' notion. When realistically the site required completely modernising. It was suggested that the term 'Royal Hall' should be ditched with a focus on building a space that allowed for long term future use for events such as gigs and sporting events.

Debate then returned to the earlier concern raised regarding how the costs would be found to support delivery of modernising the site. It was commented that the council was currently undergoing a cost saving exercise and how did the project now fit with that focus. It was also queried if consideration had been given to researching a

partnership with Butlins alongside linking with coach companies for securing day trippers to the area. It was stated by one member that whilst they agreed with some of the comments made regarding the potential future uses of the site, the initial cost for the feasibility study alone was £40,000 and once this had been completed the costs would then significantly increase for delivery and the council could not afford this, consideration should be given to knocking it down and rebuilding as this could present a more affordable option. Comments regarding the site being in conflict with the Theatre were also raised as there was an overlap in event offerings between the two. It was also stated that should a private company be brought in to run the site, this would then see a focus for that business to gain profit and was that the best outcome for the council.

The Vice-Chair was invited to speak where he addressed some of the points raised in relation to finances of the project. He also confirmed that that the residents of Bognor Regis had been very vocal about not wanting any more residential units on the seafront. The vision was to provide a tourist attraction for visitors, large conventions, exhibitions and gigs and at this time members were not being asked to make any final decisions or commitments, this was reviewing the options available for consideration.

The Regeneration Lead was then asked to respond to the question raised regarding the statement made by the Chair in relation to how many companies the Council were aware of with an interest in running the site. He confirmed that there had been no formal interest at the current time.

A request was made by Councillor Gunner for a recorded vote to be completed.

The recommendations were proposed by Councillor Walsh and seconded by Councillor Needs.

The Committee

RESOLVED that

- a) it consented to the production of a design feasibility study for the conversion of the former Brewers Fayre Pub into a multi-use hall.
- b) It approved the project brief (appendix A) as the basis for the design feasibility work.

Those voting for the recommendations were Councillors Lawrence, Nash, Needs, Northeast, Penycate, Walsh and Yeates (7). Those voting against the recommendations were Councillors Cooper, Gunner, Lloyd and Pendleton (4). There were no abstentions.

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397. REGIS CAR PARK DEVELOPMENT

The Regeneration Lead introduced his report where he explained that the proposed brief for the design feasibility work that would explore options for the redevelopment of the entire Regis Centre Car Park into a focal point on the esplanade and frontage. The esplanade is almost entirely flats and desperately needs a leisure focal point for people to use combined with a series of interesting things to do and potentially inclusive or meeting space. The report detailed a number of options for consideration which were detailed in paragraph 3.6 of the report and the plan would be to present designs back to members for all the options detailed for members to then make a decision on which option they would like to pursue.

The Chair thanked the Regeneration Lead for his introduction and then announced that there was an amendment to the recommendations to be presented to the committee. After a short discussion it was agreed that the amendment would be presented after members had had the opportunity to discuss the content of the report first. The Chair then invited members to make their comments on the report, where the following points were raised, it was stated that the detail presented from Coast to Capital were exciting and having leisure facilities and places for people to spend money when the sun wasn't shining would be great for the area. Concern was raised by numerous members that there should not be any limit placed on the options to be considered as it was felt that this would mean that some options would not be considered fully which could lead to regret later on. The need for each option to be fully costed and the earning potential for each option was felt to be of significant importance. Clarity was sought regarding the option for the car park and was the plan for an 'undercroft' or an underground car park to be built. It was confirmed that it was planned for an undercroft with decking on the top. Further clarity was sought with reference to the 'Brewers Fayre' building and the former 'Royal Hall' and were these the same building, the Chair confirmed it was the same building being referenced.

After advice from the Monitoring Officer the recommendation in the report were proposed by Councillor Walsh and seconded by Councillor Needs, the amendment that was referred to earlier in the meeting was then proposed by Councillor Nash and seconded by Councillor Needs, the changes can be seen highlighted in **bold**.

- a. The Economy Committee **agrees** to the production of a design feasibility of the Regis Car Park subject to the following:
 1. **There should be no residential development on this site**
 2. **Instead, there should be exploration of cross subsidy for the car park area by using other sites in Bognor Regis owned by Arun to build residential units**
 3. **The option of `decking` the Regis Car Park to be explored given increased usage in the next few years from the refurbished theatre and proposed new hotel**
 4. **The former Brewers Fayre building be preserved with a view to reviving a multi-purpose entertainment / leisure space (the old Royal Hall) in the near future.**

- b. The Economy Committee approves the project brief, **subject to the changes outlined above.**

Members then continued their debate on the amendment presented where comments received were mixed, members of the opposition felt strongly that the amendment was too restrictive, clarity was sought for the proposed amended recommendation 2 what the cross subsidy for the 'other sites' in Bognor Regis was for and what other sites were being considered and what was the financial proposal for them and would we no require a feasibility for each of these sites. The Regeneration Lead, then read out a statement on behalf of the Interim Chief Executive and Director of Growth for members to consider. Where it was advised that members of the committee consider very carefully any amendment to exclude any residential uses at this stage. The work that was being proposed would look at both options, with and without residential on site. When members have the final report then they would be best placed to decide at that point what they want to do. At this stage members would be limiting their options. Members would also be aware that officers had previously advised the council against limiting the options available to you. Officers were fully aware that there were members who would wish there to be no residential on site, however, as yet the council does not know the costs of the things members would like to see incorporated, nor does this work look at any alternative sites for residential (which form part of the amendment). It was also asked that members consider very carefully whether they believed at this early stage there would be support for the scale of residential development on these alternative sites (when identified) that would be necessary to provide the necessary cross subsidy and also off set the loss of existing uses on those sites. It would create financial challenges, of which members were aware of the council's financial position, but also would create delay because realistically the former can not be done until we have identified and agreed the latter. The officer then clarified with the Chair that for recommendation 3, was the intention for just the decking to be completed and nothing else and recommendation 4, the Brewers Fayer does this not now prejudge the feasibility study that had been agreed to be undertaken at the last item on the agenda. The Chair confirmed that the officers understanding of recommendation 3 was correct and that the feasibility study for the Brewers Fayre would take priority over this recommendation.

The Vice-Chair was then invited to make his comments where he ran through each of the options detailed in the amendment. He confirmed that there should be no residential development on the Regis Centre car park site, instead there should be exploration for this development on other sites such as London Road Car Park and Gloucester Road, Hothampton site. The option to explore the decking of the Regis Centre car park given the expected increase in use from the new Hotel along with the other expected regeneration. And that the feasibility study had now been agreed to be completed. In response to this it was stated that the limits these amendments apply to council should it be approved was not easy to understand, limiting the options available to be considered when agreeing a feasibility study. The chair confirmed that there were a number of residents that did not want any residential development included on this site. There had been a number of grand schemes considered over the years, all of which failed. He stated that he felt that with the refurbishment of the Theatre the amendments would be complimentary to this. A question was raised regarding what

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conversations had taken place with Butlins in reference to the comments made by the Vice-Chair regarding considering Gloucester Road, given that this site was not one that the council owned. The Vice-Chair stated that he did not say residential development would be built on this site and to his knowledge no conversations had taken place with Butlins.

Further comments made by other members of the committee were also not in support for any residential development to be considered on the site. A suggestion was made to preserve the function of the former Royal Hall but not necessarily the building. As it was the space that members wanted to protect to ensure that a multipurpose entertainment/ leisure space. The Chair as proposer of the amendment and the seconder Councillor Needs agreed to have this wording added to recommendation 4.

The Regeneration Lead was then reinvited to re-read the statement provided by the interim Chief Executive and Director of Growth to the committee.

The Chair then moved to the vote on the amendment as amended (below), where it was declared as CARRIED.

- a. The Economy Committee **agrees** to the production of a design feasibility of the Regis Car Park subject to the following:
 1. **There should be no residential development on this site**
 2. **Instead, there should be exploration of cross subsidy for the car park area by using other sites in Bognor Regis owned by Arun to build residential units**
 3. **The option of `decking` the Regis Car Park to be explored given increased usage in the next few years from the refurbished theatre and proposed new hotel**
 4. **The former Brewers Fayre space be preserved with a view to reviving a multi-purpose entertainment / leisure space (the old Royal Hall) in the near future.**
- b. The Economy Committee approves the project brief, **subject to the changes outlined above.**

Having undertaken the vote members of the opposition continued to express their feelings on the amendment having been agreed. The Leader of the Opposition expressed that he believed this was a mistake and would now limit the council to its detriment. This feeling was supported by other members of the opposition and it was requested that the Section 151 Officer provide his comments on the amendment that had been agreed at a future meeting of the committee.

The Chair then undertook the vote for the substantive recommendations that had previously been proposed and seconded.

The Committee

RESOLVED

- a. The Economy Committee agrees to the production of a design feasibility of the Regis Car Park subject to the following:
 1. There should be no residential development on this site
 2. Instead, there should be exploration of cross subsidy for the car park area by using other sites in Bognor Regis owned by Arun to build residential units
 3. The option of `decking` the Regis Car Park to be explored given increased usage in the next few years from the refurbished theatre and proposed new hotel
 4. The former Brewers Fayre space be preserved with a view to reviving a multi-purpose entertainment / leisure space (the old Royal Hall) in the near future.
- b. The Economy Committee approves the project brief, subject to the changes outlined above.

398. BOGNOR REGIS ARCADE UPDATE

The Regeneration Lead provided members with an overview of the report which provided them with an update on the progress of the project. He confirmed that the Council was successful in achieving the Grant that was available from the Brown Field Land Fund and this had now been received. £18,000 per unit was received, the project was now fully underway with project consultants, asbestos removal had been undertaken.

The Chair then invited members for their comments on the report where clarification was sought regarding the figures documented in paragraph 7.1 of the report, in particular the net revenue costs of the scheme of £28,646.00 and this figure was significantly less than the maintenance costs, so could it be confirmed if this figure was the just the interest payments or was it interest and Capital payments. It was confirmed that it was the deficit between the income from the rental and the capital and revenue repayments for the scheme. Due to further detailed financial questions asked, it was suggested that the S151 Officer would be best placed to answer these questions and an answer would be provided outside of the meeting. A query was raised in relation to discussion that was had at a Full Council meeting regarding the shortfall in funds for the repair work needed for the roof and finally, thanks was expressed to Officers for securing the funding and the work already undertaken to this point.

The recommendation to note the update report was proposed by Councillor Yeates and seconded by Councillor Needs.

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399. REVIEW AND UPDATE OF THE ONGOING LITTLEHAMPTON BEACH HUT PROJECT.

The Property, Estates and Facilities Manager advised members that since its meeting in November 2022, Officers had been working to deliver the project in line with the timeline set out by the Committee. He confirmed that planning consent was granted on 10 March 2023 following this, officers had been working to procure the manufacture and supply of the required beach huts. Since drafting the report, the council had reached out to local groups and charities, however interest had been low he confirmed that work would continue to be ongoing on this matter.

The Chair then invited members to make any comments or statements where the following comments and points were raised, the update received was felt to be disappointing, over the 14-year timeframe set out in the report the revenue was expected to be £250 per Beach Hut, this did not show the council's ability to generate revenue well. The figures reported in the appendix to the report were also queried. It was also commented that it was disappointing to hear that there had been a lack of interest seen from local groups and charities. Members then discussed in more detail the value of the beach huts and the area being truly accessible, clarity was sought regarding whether accessible equipment would be provided inside the beach huts, toilet facilities and accessible changing places. One member asked for clarity regarding what made these beach huts accessible, it was confirmed that they would have level access by ramped areas, and they would have larger doors and a larger footprint. There would be no equipment such as hoists inside of the beach huts, the council was currently in the process of installing 8/9 changing places toilets across the district of which 2 will be located just off the Littlehampton promenade. It was stated that it was cost effect to provide the equipment locations in this way but not in each individual beach hut. An explanation on the difference in costs between a standard beach hut and the accessible beach huts was requested where it was confirmed that the costs were dictated by the market.

It was stated by several members that there was now concern that what was being provided was just a larger sized beach hut, which was not what members had in mind when the initial proposal was made to install accessible beach huts.

Before turning to the recommendation, it was proposed by Councillor Gunner and seconded by Councillor Northeast that the wording of the recommendation should have the following words inserted (highlighted in **bold**),

'That it delegates authority to the Group Head of Technical Services to let the three accessible huts to local charities or groups **on the same terms** as set out in paragraph 4.11.'

This amendment was agreed and became the substantive recommendation this was then proposed by Councillor Gunner and seconded by Councillor Northeast.

The Committee

RESOLVED

That it delegates authority to the Group Head of Technical Services to let the three accessible huts to local charities or groups on the same terms as set out in paragraph 4.11.

400. REVIEW AND UPDATE OF THE ONGOING RIVER ROAD GARAGE SITE PROJECT

The Property, Estates and Facilities Manager explained that the report before members was to provide an update on the River Road garage site project in Arundel. It advised that since March 2022 a consultant had been engaged and had prepared an architectural design for the scheme which had been submitted for pre-application planning advice in March 2023. In September 2023 a response to the pre-application was received which set out that the development was permissible in principle, but that the form of the design was not in keeping with the character of the area and would likely be refused if not amended. It also detailed the review completed on the cost and income analysis for the project, this had been necessary as construction, labour and material prices had seen considerable increase since March 2022 when members last considered the project.

The Chair stated he was pleased to see the report before the committee given the feeling from residents since the original decision was made. He then invited comments from members where concern regarding the future of the site was raised, in particular the comments made regarding potential consideration of the disposal of the site, given the councils need to generate income. There was a clear request from members that they wanted to understand what future uses for the site were to be considered. It was confirmed that officers would relook at housing viability options, lease parking options and permit parking was also under consideration. It was stated that if the council were to address the views of the residents of Arundel, then the options considering Parking would be most favourable due to the lack of parking in the area and when considering these options electrical charging points should also be considered.

The recommendations were then proposed by Councillor Nash and were seconded by Councillor Walsh. At this point Councillor Pencyate then proposed an amendment to recommendation 2.2, which was seconded by Councillor Lawrence.

*2.2 A further report be put before members reconsidering **financially and environmentally sustainable** the options for the future of the River Road Garages site in Arundel **that excludes the option for short-stay holiday accommodation**, Corporate Work Programme will be updated to show its expected presentation date in 2024*

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Members then took part in a debate on the amendment where it was raised that members had been overwhelmed by contact received from residents of Arundel since the original decision had been made for the site. The review of the project was welcomed and the research that had been undertaken was impressive. It was now clear that the finances for the project as originally agreed were not a viable option and the amendment proposed was broadly supported. Additionally, it was requested that consideration of a scheme involving 4 small retirement apartments, garages and permit parking be included in the options for the next part of the review as this could provide the council with an income for 52 weeks of the year via rents on the apartments and parking revenue on top. Some members of the opposition highlighted that they were not supportive of the amendment for the following reasons, it was felt that the car parking options were not environmentally sustainable, there would be significant cost to include electrical charging points. It was stated that whilst there was understanding regarding the comments received from residents, it was important to balance this against the needs of the council. It was also commented that given the feedback received on the initial decision, was that residents were worried an air B&B could become a 'party house' could consideration be given to 4 small holiday lets. Final comments heard were that members should be careful not to limit options to be considered and reviewed moving forward, "all options should be considered without limit".

As all members of the committee had spoken, the Chair invited Councillor McAuliffe to address the committee before turning to the vote on the proposed amendment which was CARRIED.

The Committee

RESOLVED

2.1 that the project should not proceed in its current form; and

2.2 A further report be put before members reconsidering financially and environmentally sustainable options for the future of the River Road Garages site in Arundel that excludes the option for short-stay holiday accommodation, Corporate Work Programme will be updated to show its expected presentation date in 2024.

After advice was received from the Monitoring Officer the Chair then undertook a vote to extend the meeting by an additional 30 minutes in line with Part 5, Rules of Procedure (Meetings), Section 2, Committee Procedure Rule 8.1. This was then declared CARRIED.

401. OUTSIDE BODIES UPDATE

There were no updates provided at the meeting.

A query was raised regarding the Leader of the Councils representation on the Greater Brighton Economic Board and the West Sussex Board which were believed to be outside bodies for the council.

The Littlehampton Town Action Group representation had also changed as Councillor Walsh was now a representative on this group and he requested for this to be updated.

402. WORK PROGRAMME

Members noted its work programme for the remainder of the municipal year.

403. EXEMPT INFORMATION

Having been proposed by Councillor Nash and seconded by Councillor Walsh.

The Committee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 3 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

404. CLARENCE ROAD KIOSK

The Property, Estates and Facilities Manager provided members with and update on the redevelopment proposals received from the existing operator of Clarence Road Kiosk.

Following a debate where members asked questions and received answers from officers, Members noted the report update provided.

(The meeting concluded at 9.03 pm)

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Arun District Council

REPORT TO:	Economy Committee – 1 February 2024
SUBJECT:	Committee Revenue and Capital Budgets 2024/25
LEAD OFFICER:	Antony Baden, Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Roger Nash
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s financial planning and budget promotes all the Council’s Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council’s financial planning and budget influences all Directorates of the Council.	
FINANCIAL SUMMARY:	
The draft budgets for this Committee are shown in the appendices.	

1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council’s overall 2024/25 revenue budget. These recommendations will be submitted to the Policy and Finance Committee on 8 February 2024 when it considers the overall revenue and capital budgets for 2024/25 so recommendations can be made to a Special Meeting of the Council on 21 February 2024 regarding the budgets to be set and level of Council Tax for the District for 2024/25.

2. RECOMMENDATIONS

- 2.1 It is recommended that this Committee:
- (a) Agrees the 2024/25 Revenue Budget as illustrated in Appendix A of this report;
 - (b) Agrees the 2024/25 Capital Programme as illustrated in Appendix B of this report; and
 - (c) Recommends to the Policy and Finance Committee that the Revenue Budget for this Committee be included in the overall General Fund Budget when the Policy and Finance Committee considers the overall budgets at its meeting on 8 February 2024.

3. EXECUTIVE SUMMARY

3.1 The purpose of the report is for this Committee to consider and recommend its 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024.

4. DETAIL

4.1 The general background to the budget was included in the Financial Prospects 2024/25 to 2028/29 report to Policy & Finance Committee on 26 October 2023. An updated report was also presented to Policy & Finance Committee on the 8 January 2024.

4.2 Financial forecasting continues to be extremely difficult due to high inflation rates and various other external factors affecting the economy therefore budgets have been compiled on the best information available.

4.3 The basis of revenue budgeting for 2024/25 broadly assumes that current levels of service provision will remain unchanged. This means that whilst cost increases have been included, there is no growth within the budget proposals.

4.4 The net change in the revenue budget between 2023/24 and 2024/25 is an increase of £94k and the key changes are summarized in the table below:

Change	Amount £'000
Salary inflation	66
Increase in property running expenses due to the Alexandra Theatre project and the Whitbread vacating the pub site	126
Savings identified by the Financial Strategy paper	(56)
Other minor changes	(42)
Total	94

4.5 The savings of £56,000 identified in the Financial Strategy paper and referred to in paragraph 4.4 are as follows:

Saving	Amount £'000
Removal of vending machines in Council buildings	20
Delete one post in Economy	36
Total Savings	56

4.6 The level of funding for the capital programme will be determined at the Policy and Finance Committee on 8 February 2024. Existing schemes and new schemes will continue to be reviewed during 2024/25 for affordability and deliverability. The impact of any new borrowing will also be kept under review and reported to Members during the financial year.

4.7 The planned capital programme for this committee totals £4.783 million for 2024/25 and is detailed in Appendix B.

5. CONSULTATION

- 5.1 No consultation has taken place with external organisations regarding this committee's budget, but a wider budget consultation process is taking place in respect of the Council's overall budget.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Not applicable.

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

- 7.1 The revenue budget and the capital programme will be monitored and reported to this Committee throughout 2024/25.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 The risks outlined in the Financial Prospects Report 2024/25 to 2028/29 to Policy & Finance Committee on the 26 October 2023 remain relevant. Members may wish to review these alongside this report.
- 8.2 Members will note that if the savings detailed in paragraph 4.5 are not realised, it will increase the size of the Council's budget shortfall.

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

- 9.1 The Council has a legal duty to ensure its revenue and capital expenditure can be met by its income, inclusive of reserves.

10. HUMAN RESOURCES IMPACT

- 10.1 There are no direct implications. Any subsequent Human Resources impact arising from the savings programme will be managed in accordance with Council policies and procedures.

11. HEALTH & SAFETY IMPACT

- 11.1 There are no direct implications.

12. PROPERTY & ESTATES IMPACT

- 12.1 There are no direct implications.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 There are no direct implications arising from this report, impacts arising from subsequent actions will be identified in future reports.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct implications.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no direct implications.

16. HUMAN RIGHTS IMPACT

16.1 None.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no direct implications.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

2023/24 Budget Report to Full Council - 1 March 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 –Policy & Finance Committee - 26 October 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 update – Policy & Finance Committee - 8 January 2024

[Report](#)

**Economy Committee
General Fund Revenue Budget 2024/25**

Actual 2022-23 £'000	Description	Budget 2023-24 £'000	Budget 2024-25 £'000
Economy Committee			
Direct Services			
(803)	Sundry Properties including Beach Huts	(689)	(584)
1,551	Economic Regeneration	388	367
9	Land Charges	(21)	(31)
76	Tourism	87	90
833	Total for Direct Services:	(235)	(158)
Economy Committee			
Management & Support Services			
681	Administrative Buildings and Facilities Management	782	893
334	Property and Estates Management	506	541
863	Corporate Asset Management	1,396	1,343
1,878	Total for Management & Support Services:	2,684	2,777
	Salary adjustment		(20)
2,711	Committee Sub Total:	2,449	2,599
	<u>Potential Committee Savings</u>		
	Savings identified by Financial strategy		(56)
	Total Potential Committee Savings		(56)
	Committee Total:		2,543

**Economy Committee
Capital Programme 2024/25**

Actual 2022/23 £'000	Description	Original Budget 2023/24 £'000	Updated Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Budget 2027/28 £'000	Note
2,541	Littlehampton Public Realm	0	796	0	0	0	0	1
1,007	Asset Management	539	3,197	1,233	1,046	784	250	2
0	Bognor Regis Arcade, Upper Floors	0	781	3,550	3,660	0	0	3
3,548	Committee Total	539	4,774	4,783	4,706	784	250	

Notes

1. Scheme completed in 23/24.
2. Most of the updated budget 23/24 budget relates to the carry forward of funds from 22/23 due to project slippage. This includes public convenience refurbishments, changing places facilities, Bognor Regis Arcade roof works and beach huts.
3. Bognor Regis Arcade upper floors project part funded by Brownfield Relief Fund (£628k), which will see the unused upper floors brought into residential use (as per Policy & Finance July 2023), total value £7.991m

REPORT TO:	Economy Committee – 1 February 2024
SUBJECT:	Budget Monitoring Report to 31 December 2023
LEAD OFFICER:	Antony Baden – Group Head of Finance & Section 151 Officer
LEAD MEMBER:	Councillor Roger Nash, Chair of Economy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s budget supports all the Council’s Objectives.	
DIRECTORATE POLICY CONTEXT:	
Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
FINANCIAL SUMMARY:	
The report shows the Committee’s Revenue budget and Capital programme forecast out turn position for 2023/24 to the end of Quarter 3.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to appraise the Economy Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

2. RECOMENDATIONS

2.1. It is recommended that the Committee notes the content of this report.

3. EXECUTIVE SUMMARY

3.1. The report sets out in further detail the Committee’s Revenue and Capital programme budget performance projections to the 31 March 2024.

4. DETAIL

4.1. Table 1 below details the 2023/24 forecast revenue budget out turn to the end of Quarter 3 and anticipates an overspend of £118k, which is an adverse movement of £76k against the £42k overspend reported in Quarter 2. The significant change in the forecast is explained in paragraph 4.2 below.

Table 1

Economy Committee					
	Budget	Forecast	Variance	Variance	Movement
	2023-24	Q3	Q3	Q2	
Description	£'000	£'000	£'000	£'000	£'000
Sundry Properties inc. Beach Huts	(689)	(705)	(17)	(23)	6
Economic Regeneration	388	566	179	109	70
Land Charges	(21)	(20)	-	-	-
Tourism	87	87	-	-	-
Admin. Buildings & Facilities Mgt.	782	782	-	-	-
Property & Estates Management	506	475	(30)	(30)	-
Corporate Asset Management	1,396	1,382	(14)	(14)	-
Total for Economy Committee:	2,449	2,567	118	42	76

4.2. **Economic Regeneration** - £179k overspend on salaries as we have prudently included costs until we ascertain whether they can be capitalised which is determined on if the projects working are Capital or Revenue projects. The overspend is partially mitigated by underspends and increased income in other areas.

Table 2

	Original 2023/24 Budget	Slippage from 2022/23	In Year Additions	Reprofiling & Other Changes	Revised 2023/24 Budget	Forecast Outturn	Variance	2024/25 Budget	2025/26 Budget	2026/27 Budget
Project	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Littlehampton Public Realm	0	796	0	0	796	796	0	0	0	0
Asset Management	539	2,137	1,000	-478	3,197	3,197	0	1,233	1,046	784
Bognor Regis Arcade, Upper floors	0	0	781	0	781	781	0	3,550	3,660	0
Total Economy Committee Capital	539	2,933	1,781	-478	4,775	4,775	0	4,783	4,706	784

- 4.3. Table 2 above details the Committee's 2023/24 forecast capital programme out turn as at Quarter 3. The total capital budget for 2023/24 is £4,775k which includes slippage from the previous year of £2,933k. There have been changes within year of an additional £1m in relation to Waterloo Square approved at Full Council in July and the reduction of £478k in relation to withdrawal of the Arundel Air B&B scheme which was approved at the Economy Committee in November within Asset Management and an additional £781k within the Bognor Regis Arcade scheme.
- 4.4. The Littlehampton Public Realm scheme is complete. Within the £796k forecast is a £111k commitment relating to contract retention. A provision for this will be made at year end.
- 4.5. Asset Management:
- There have been in year additions to the capital programme with the approval of the Waterloo Square project.
 - The additional beach hut project at Littlehampton including wheelchair accessible huts, is progressing. Once the order is placed there is a lead in time of around 16 weeks
 - It has also been decided that the self-catering holiday accommodation project should not proceed in its current form which has reduced the above capital programme additions within year to a nett £522k.
 - The Arcade pitched roof project is progressing, however other essential repairs have been uncovered whilst undertaking this project. Non-essential works will be omitted to keep within budgets and delivery timeframes.
 - Contractors are on site and work is progressing well on the Crown Yard and Rustington changing places facilities project. Both are partly grant funded and the latter is being delivered on behalf of Rustington Parish Council who are funding it.
- 4.6. Site investigation works are progressing well at the Bognor Regis Arcade. The first enabling works contractor is to be appointed imminently to remove asbestos. Works are expected to commence in early/mid-January 2024.

4.7. The Capital programme is being reviewed as part of the budget setting process and will take account of progress against the 2023/24 budget. Any changes will be reported to this Committee for approval by Policy & Finance Committee.

5. CONSULTATION

5.1. Consultation with other stakeholders is not required for this report.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. There are no alternative options to this report.

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

7.1. There are no additional financial implications arising from the matters set out in this report. Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

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

9.1. There are no direct legal implications associated with this report.

10. HUMAN RESOURCES IMPACT

10.1. None.

11. HEALTH & SAFETY IMPACT

11.1. None.

12. PROPERTY & ESTATES IMPACT

12.1. None.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. None.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. None.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. None.

16. HUMAN RIGHTS IMPACT

16.1. None.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. None.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Budget Book 2023/24

Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24.

[Report](#)

Quarter 1 Budget Monitoring Report, Economy Committee, 5 October
Minute 283

[Report](#)

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Arun District Council

REPORT TO:	Economy Committee
SUBJECT:	Approach To Public Consultation
LEAD OFFICER:	Karl Roberts, Director of Growth & Joint Interim CEO
LEAD MEMBER:	Councillor Roger Nash, Chair Of Economy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
There are currently no corporate policies on public consultation.	
DIRECTORATE POLICY CONTEXT:	
The current practice is that public consultation on projects coming before the Economy Committee for decision is only undertaken after approval to do so has been provided by the Economy Committee.	
FINANCIAL SUMMARY:	
Public consultations take time and have a cost. There are however no direct financial implications resulting from this report.	

1. PURPOSE OF REPORT

- 1.1 To seek approval for an approach to determining when to undertake public consultation on proposed projects that come before Economy Committee for decision. Out of scope of this report is the form public consultations takes.

2. RECOMMENDATIONS

- 2.1 That Committee agrees to amend the format of the Economy Committee's work programme to include a statement on whether or not public consultation is proposed to take place in advance of an item's consideration by Economy Committee. In future by noting the work programme the committee will be approving the proposed approach to public consultation for the items on the work programme.

3. EXECUTIVE SUMMARY

- 3.1 It is recognised that it is beneficial to undertake public consultation on significant projects to listen to and learn from local people. Which projects should be subject to public consultation, and at what stage in the decision-making process depends on whether there is a statutory requirement to consult or an internal voluntary policy requirement to consult. Committee is asked to consider and agree a flexible approach to determining those projects on which non statutory public consultation should be undertaken prior to decision by the Economy Committee.

4. DETAIL

- 4.1 Economy Committee take decisions on whether to approve proposed projects. These projects vary in scale from relatively modest schemes affecting an individual small property to multi-million pound regeneration projects.
- 4.2 Some projects will not necessitate public consultation at any stage prior to any required planning permission. All larger scale projects will benefit from public consultation. There will be projects of a scale where the appropriateness of public consultation is more debateable.
- 4.3 As well as project scale, some project types and locations will be of greater public interest than others. The level of public interest or contention in a proposed project will not always be immediately apparent.
- 4.4 As well as on which projects public consultation should be undertaken there is the matter of when is optimal for such consultation to be undertaken.
- 4.5 Economy Committee will be asked to take decisions on projects at different stages. Unless additional resources are required to undertake the development of a proposal, officers may prepare detailed project proposals and present to the Economy Committee for decision on whether to issue all the approvals required to deliver the project, subject to any planning or other permissions needed.
- 4.6 On other projects the Economy Committee will be asked whether it approves resources being applied to the development of a detailed proposal. Larger and more complex projects may have multi-stage committee approvals.
- 4.7 Public consultation can be undertaken after Economy Committee have made a decision to do so. The advantages of this approach are that the Committee when taking a subsequent decision about whether to proceed with a project will have the benefit of the feedback from that consultation. Another feature of this approach is that the Committee has considered a proposed project before it is publicly consulted upon. The drawback of this approach is that it requires at least two committee decisions – the first to approve the public consultation, the subsequent decision to take the decision on the project, which takes more resources and slows decision making.

- 4.8 Alternatively public consultation can be undertaken on proposals ahead of consideration of the matter by the Economy Committee. This has the advantage that Economy Committee can make a final decision on whether a project proceeds with the benefit of the feedback from the public consultation which avoids delay and is a less resource intensive approach. It does however mean that proposed projects may be consulted on without the Committee having given their approval to do so.
- 4.9 The scale, location, and type of projects all impact upon the public interest and are considered too varied to be able to apply criteria to determine which proposals should be subject to public consultation and when.
- 4.10 The approach recommended is to state within the Committee's work programme, whether or not non statutory public consultation is proposed on a project prior to the report being presented to Economy Committee for consideration. The Economy Committee's work programme is included on the agenda of each meeting which gives its members the opportunity to consider whether they are comfortable with the proposed approach to public consultation for each item. The report specific approach to public consultation within the work programme would then be taken as approved by Economy Committee unless it takes an explicit contrary decision.
- 4.11 In summary which projects should be subject to public consultation (in addition to the planning process), and the timing of such public consultation are multi-factorial and debateable.
- 4.12 None of the above precludes early stakeholder engagement.

5. CONSULTATION

- 5.1 No external consultation has been undertaken in the preparation of this report.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Continue with the current approach which can cause delay.
- 6.2 Approve criteria determining which proposals require public consultation and its timing. There are many factors which determine what is suitable including scale, location, type of project proposed, historical context, the nature of the decision that is being taken by Committee etc. This approach is considered to complex and rigid to be practical.
- 6.3 Undertake public consultation on all proposals prior to decision by Economy Committee. This is inconsistent with Local Government Association guidance, can be a waste of time and resources, cause annoyance/consultation fatigue. A universal approach would cause delay to decision making which would restrict the Council's ability to deliver projects.

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

7.1 There are no direct financial implications arising from the proposals in this report.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 The proposed approach is considered to be more likely to ensure that matters where there is likely to be significant public interest are identified and consulted on early. This is expected to reduce the risk of Committee approving projects that prove unexpectedly contentious later.

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

9.1 This report proposes an item- by- item approach to non-statutory consultation using the work programme as the trigger for considering in advance whether consultation will be required. This approach is consistent with central government consultation principles (2018) and the principle that consultation should have a purpose and not just for the sake of it. This approach also allows members to express their preference at an early stage. There are no other governance or legal implications.

10. HUMAN RESOURCES IMPACT

10.1 There are no direct implications.

11. HEALTH & SAFETY IMPACT

11.1 There are no direct implications.

12. PROPERTY & ESTATES IMPACT

12.1 There are no additional implications to those already addressed within the report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 There are no direct implications. The form that public consultations take is out of scope of this report.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct implications.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no direct implications.

16. HUMAN RIGHTS IMPACT

16.1 There are no direct implications.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no direct implications.

CONTACT OFFICER:

Name: Nat Slade
Job Title: Group Head of Technical Services
Contact Number: 01903 737683

BACKGROUND DOCUMENTS:

[Understanding the views of residents | Local Government Association](#)

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Arun District Council

REPORT TO:	Economy Committee – 1 February 2024
SUBJECT:	Kiosk Lettings Strategy
LEAD OFFICER:	Sam Horwill, Property, Estates, and Facilities Manager
LEAD MEMBER:	Councillor Roger Nash - Chair of the Economy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
Options presented in this report will support the Council’s Vision in respect of fulfilling Arun’s economic potential. Encouraging the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.	
DIRECTORATE POLICY CONTEXT:	
This report is presented within the context of Section 123 of the Local Government Act 1972, and the Councils Asset Management Strategy.	
FINANCIAL SUMMARY:	
The proposed Kiosk Lettings Strategy will enable the Property, Estates, and Facilities service to maximise the income stream from kiosk sites with a clearly defined approach to realising these opportunities and achieving best value.	

1. PURPOSE OF REPORT

- 1.1. To present to members the proposed Kiosk Lettings Strategy for adoption, which outlines a clear methodology for identifying, marketing, and managing seasonal and mobile trade opportunities across the district.

2. RECOMMENDATIONS

- 2.1. That committee approves the adoption of the proposed Kiosk Lettings Strategy.
- 2.2. That committee delegates authority to the Group Head of Technical Services to make minor amendments to the strategy including to the appended list of sites to which it applies.

3. EXECUTIVE SUMMARY

- 3.1. To present to members an option for a streamlined approach for identifying, selecting, and appointing seasonal and mobile traders across the district.

4. DETAIL

- 4.1. Previously the Council has referred to seasonal trade opportunities across the district as 'concessions'. While some concession opportunities continued to operate under existing arrangements, any new and pop-up type concessions were withdrawn at the announcement of Covid-19 lockdowns.
- 4.2. Concessions are resource intensive to implement and manage, and therefore the Council has not made any new or pop-up type concession opportunities available since the Covid-19 lockdowns.
- 4.3. The current uncertainty regarding Central Government funding means that Councils need to identify alternative methods of generating income. As a result there has been increasing pressure on Councils to generate income from their assets. The aim of the Kiosk Lettings Strategy is to provide a broad set of principles for the Council to streamline the management of seasonal and mobile trading opportunities, enabling these locations to be actively occupied from the 2024 summer season onwards and contribute to the Councils revenue income stream.
- 4.4. The term 'concession' is misleading, it suggests a charitable or subsidised rent arrangement. Seasonal and mobile trading opportunities across the district should instead be referred to as kiosk sites, and should be managed in a commercial fashion (with due regard to local social and economic benefits) in accordance with the proposed strategy.
- 4.5. The proposed Kiosk Lettings Strategy is attached as an appendix to this report.
- 4.6. In summary the strategy sets out the classification of kiosk sites, the need for periodic review of asset classification, a methodology for marketing and selection of operators, and a set of requirements and principles to govern all kiosk lease and license agreements.

5. CONSULTATION

- 5.1. Relevant internal client services have been consulted in the preparation of the proposed strategy, and will have input into the marketing and selection process when identifying new kiosk site operators.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. To not adopt the proposed Kiosk Lettings Strategy – Without the adoption of this strategy there will be no clear approach to the ongoing management of kiosk sites.
- 6.2. To propose amendments to the Kiosk Lettings Strategy – This will impact timings ahead of the 2024 season and may therefore limit the offers received or the ability of officers to have kiosk sites occupied this year.

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

7.1. The proposed Kiosk Lettings Strategy will enable the Property, Estates, and Facilities service to maximise the income stream from kiosk sites. The outcome of implementing the strategy should provide a useful revenue stream that contributes to improving the Councils financial resilience.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. There is as risk that without the adoption of this strategy, the Council will fail to realise the full and best value of its kiosk site assets.

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

9.1. The strategy outlines that disposals shall be compliant with S123 of the Local Government Act 1972 (both in terms of best value and disposals of public open space). This should be adhered to once the strategy is implemented with records kept of how it has been complied with.

10. HUMAN RESOURCES IMPACT

10.1. Although this strategy outlines a streamlined approach to marketing and management, the reintroduction of 'concessions' will generate an effectively new workstream for the service. However, the implementation of the Kiosk Lettings Strategy is expected to be deliverable within the existing resource of the service.

11. HEALTH & SAFETY IMPACT

11.1. There are no additional health and safety impacts from the proposals of this report.

12. PROPERTY & ESTATES IMPACT

12.1. The ongoing management of kiosk sites will rest with the Property, Estates, and Facilities service, under lease or otherwise.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. The recommendation of this report has no direct equalities impact.

13.2. The proposed strategy includes the consideration of social value with regards to bid assessments and operator selection.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. The proposed strategy includes expectations in terms of plastics use and recycling obligations for kiosk operators, which are to be included in the terms of all lease and license agreements.

14.2. The proposed strategy requires operators to demonstrate an awareness of flood risk by registering for the Environment Agency's free flood warning service and produce business flood plan's where deemed necessary.

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.

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:

[2009-2014 Corporate Asset Management Strategy](#)



Arun District Council

Kiosk Lettings Strategy 2024-2029

Author: Sam Horwill – Property, Estates, and Facilities Manager
Consultees: Parks and Cemeteries Manager
Business Development Manager
Foreshores and Coastal Engineering Manager
Capital Accountant
Senior Property Lawyer

Revisions:	First Draft	10 th Jan 2024	
	Rev1.	16 th Jan 2024	Inclusion of mobile power requirements under section 4

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Kiosk Lettings Strategy

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1. Purpose

The purpose of this strategy is to set out the following:

- The Council's objectives for identifying, selecting, and appointing seasonal and mobile traders on Council owned land across the District.
- The expected benefits of the Kiosk Lettings Strategy.
- The identification of any risks associated with the operation of the Kiosk Lettings Strategy, and proposed mitigation.
- The Corporate implications of the Kiosk Lettings Strategy.

2. Background

Previously the Council has referred to seasonal trade opportunities across the district as 'concessions'. While some concession opportunities continued to operate under existing arrangements, any new and pop-up type concessions were withdrawn at the announcement of Covid-19 lockdowns.

Concessions are resource intensive to implement and manage, and therefore the Council has not made any new or pop-up type concession opportunities available since the Covid-19 lockdowns.

The current uncertainty regarding Central Government funding means that Councils need to identify alternative methods of generating income. As a result there has been increasing pressure on Councils to generate income from their assets. The aim of the Kiosk Lettings Strategy is to provide a broad set of principles for the Council to streamline the management of seasonal and mobile trading opportunities, enabling these locations to be actively occupied from the 2024 summer season onwards and contribute to the Councils revenue income stream.

The term 'concession' is misleading, it suggests a charitable or subsidised rent arrangement. Seasonal and mobile trading opportunities across the district should instead be referred to as kiosk sites, and should be managed in a commercial fashion (with due regard to local social and economic benefits). Assets and locations currently identified as kiosks are listed at Appendix A.

Asset Portfolio

Arun's current general fund asset portfolio comprises corporate properties that are occupied by Council departments, properties which are leased out (including kiosks) and properties that are used for community facilities together with land and structures

for communal use. The portfolio consists of 367 lettable units (including 241 individual beach huts) that generate income for the Council. Annual income generation from the portfolio is budgeted at circa £1.3m for the financial year 2024-2025 from the rental of these properties. These properties consist of:

- Properties predominantly held for service delivery (these assets also create an income stream from rental of part of the buildings), generating an income of £100k;
- Lease properties (not including beach huts), generating an income of £965k;
- Beach huts, generating an income of £200k;
- Leased properties – Concessionary Rentals (these properties have been let at a less than market value to organisations that provide a service to the community), generating an income of £25k;
- Kiosk sites, currently generating an income of £37k.

Asset Reviews Process and Kiosk Definition

Asset reviews are undertaken to establish the extent to which assets are to be retained, disposed of or amended to bring the performance of those assets into line with the Council's policies and requirements. Where possible, this involves lease regear, reviewing existing use and lease terms. This can sometimes be restricted by the terms of a prevailing lease and each case must be reviewed individually.

As part of the Asset Review process the Council has reviewed the definition and categorisation of kiosk sites. A kiosk site can be defined most simply as an asset or site area which provides an opportunity for seasonal and/or mobile trade. An up-to-date list of kiosk sites can be found at Appendix A. This list and the categorisation of assets may be adjusted from time to time in accordance with Council policy and business need.

The availability of kiosk sites and their suitability for any proposed use is subject to full due diligence and consideration of any necessary planning consents or restrictive covenants and the like. For this reason, not all assets identified in Appendix A will be immediately available.

The Council reviews its general fund assets on an on-going basis. Many existing leases are fixed under contract and so the Council is unlikely to be successful in obtaining variations to these leases unless a lessee were in agreement. As and when any leases affecting defined kiosk sites reach their natural expiry, they will then be managed in accordance with this strategy document.

3. Strategy Aim

The aim of this Strategy is to set out a streamlined process for identifying, selecting, and appointing kiosk operators. A streamlined approach will enable the Council to maintain and improve the income stream that kiosks generate, without absorbing a disproportionate level of estate management resource.

The strategy for appointing kiosk operators will aim to:

- Maximise rental income and minimise operational and management costs to ensure a commercial return is generated for the Council.
- Ensure a variety of offerings in any locale and across the district as a whole.
- Contribute to the amenity of a space, encouraging footfall.
- Generate positive local social and economic benefits.

The Kiosk Lettings Strategy covers an initial 5 year period (2024 – 2029). Officers will keep the strategy under review.

4. Marketing and Management General Principles

Kiosk opportunities will be marketed on the Council website, inviting proposals and expressions of interest for each available site/area, with clear explanation of any formal assessment criteria or requirements, and deadlines as appropriate.

The Kiosk Letting Strategy recognises that financial return is not the sole factor for determining the value of bids received. It recognises the importance of wider social and economic impacts and will give due regard to these in line with the Council's overall strategic objectives. Any and all received bids will be assessed by a panel of officers representing relevant stakeholder services (a template assessment matrix can be found at Appendix B). Bid assessments may require one or more rounds of clarifications, and any offer to a preferred bidder may be subject to further negotiation.

All kiosk operators will be required to enter into either a lease or license agreement, to be determined on a case-by-case basis subject to the circumstance of each operation.

Any kiosk lease or license agreement will be subject to the following:

- Any lease to be excluded from the security of tenure provisions of Part II of the Landlord and Tenant Act 1954.
- Kiosk opportunities not to be let for any term exceeding 36 months.

- Any agreement less than 18 months duration will not be transferable. Alienation provisions may be included for longer agreements, but agreed use clauses shall not be altered.
- The kiosk operator will be responsible for all associated outgoings and compliance with all statutory provisions.
- Any food outlet to achieve and maintain a minimum Food Hygiene Rating Scheme score of 4.
- Any food outlet entering agreements exceeding 12 months to obtain membership of the Eat Out Eat Well scheme within the first 12 months of the agreement and maintain such membership for the duration of any lease or license.
- All kiosk operators to take all reasonable steps to reduce the use of single use plastics and actively seek to reduce and mitigate any impacts on the environment.
- All kiosk operators to be prohibited from providing single use plastics for the sale of food or beverages to members of the public including plastic containers, plastic straws, and plastic cutlery.
- All kiosk operators must ensure that all recyclable waste produced by the tenant is recycled in the appropriate manner, and that all trade waste is managed appropriately under a trade waste or similar arrangement.
- In line with the Councils' declaration of a climate emergency on 15 January 2020 and our pledge to be carbon neutral by 2030, the use of generators to power a mobile business will only be permitted in exceptional circumstances, where no other means of power are available. Alternative means of power, including solar and battery power, should be considered in the first instance.
- If diesel or petrol generators are to be used, the noise from these must not exceed 50dB LAeq. A drip tray must be in use at all times and a spill kit must be kept alongside the generator in view and available for any emergency use. No refuelling should take place on site.
- Full due diligence.
- Approval by delegated authority in accordance with the Councils constitution.
- All kiosk operators on relevant sites must demonstrate an awareness of coastal flood risk by signing up to the Environment Agency's "Flood warning service".
- Where significant flood risk has been identified, kiosk operators shall produce a rudimentary Business Flood Plan.

Any kiosk sites currently operated under existing agreements to be brought into line with this strategy at the expiry of existing agreements.

The Council will not hold any waiting list in relation to kiosk opportunities, and will not be obliged to consider any unsolicited representations outside of the marketing process outlined above.

5. Financial Considerations

The Kiosk Lettings Strategy sets out the broad principles governing the marketing and management of kiosk sites that will be undertaken by the Council in the future.

The outcome of implementing the strategy should provide a useful revenue stream that contributes to improving the Council's financial resilience.

6. Risk

The Property, Estates, and Facilities team continues to improve practices and processes, reducing exposure and improving revenue streams. The implementation of this policy carries no significant risk to the Council, but as with all other service improvements there will be resource implications. Although this strategy outlines a streamlined approach to marketing and management, the reintroduction of 'concessions' will effectively generate a new workstream for the service that may prove challenging to deliver.

7. Corporate Implications

Legal Considerations

Under Section 123 of the Local Government Act 1972 except with the consent of the Secretary of State this Council shall not dispose of land (otherwise than by way of a short tenancy) for a consideration less than the best that can reasonably be obtained. A short tenancy includes the grant of a term not exceeding seven years. Marketing the property and/or obtaining an independent valuation against any proposal assists in evidencing that best value has been obtained for the disposal of a Council asset.

This strategy limits the term of any agreement to a maximum of three years, and so meets the exception of a short tenancy as outlined above. In the interests of best practice however, a streamlined marketing approach has been defined which will demonstrate best value.

Any kiosk site located upon public open space shall require a notice to be published in accordance with Section 123(2A) of the Local Government Act 1972, and any objections considered, ahead of entering into any agreement with an operator.

Resources

The implementation of this strategy will require officer resources from across the organisation (finance, legal, coast protection, parks, economic regeneration, and property) in relation to the marketing and ongoing management of any implemented kiosks.

Appendix A

Kiosk Lettings Strategy
2024-2026

Appendix A

Arun District Council

Asset Reference	Address	Strategic Group
LM2007B	Hotham Park Boat Store/Ticket Office, Upper Bognor Road (A259), Bognor Regis, PO21 1H	Kiosk
LM7024	Mewsbrook Park The Wheelhouse, Hendon Avenue, Littlehampton, BN16 2NB	Kiosk
LM7026	Blakes Road Ticket Office, Blakes Road, Felpham, PO22 7EE	Kiosk
LM7029	Hotham Park Miniature Train Garage, Upper Bognor Road (a259), Bognor Regis, PO21 1HY	Kiosk
LM7030	Marine Park Gardens Putting Green Ticket Office, Marine Drive West, Aldwick	Kiosk
LM7035	Hotham Park Ticket Office, Upper Bognor Road, Bognor Regis	Kiosk
LM7036	Hotham Park Putting Green Sports Office, Upper Bognor Road, Bognor Regis	Kiosk
LM7070	Western Putting Ticket Office, Sea Road, Littlehampton, BN17 5GB	Kiosk
LM7200	Fish Kiosk Site (Op.Lennox Street), The Esplanade, Bognor Regis, PO21 1NF	Kiosk
LM7201	Kiddies Rides Site (Op.Norfolk Street), The Esplanade, Bognor Regis, PO21 1NF	Kiosk
LM7203	Clairvoyant Kiosk Site Waterloo Square, Waterloo Square, Bognor Regis	Kiosk
LM7204	Deck Chair Store (Op. Mountbatten Court), The Esplanade, Bognor Regis, PO21 1JW	Kiosk
LM7206	Food On The Prom Kiosk Site (Op. Mountbatten Court), The Esplanade, Bognor Regis	Kiosk
LM7210	East Promenade Train Bognor Regis, The Promenade, Bognor Regis	Kiosk
LM7211	West Promenade Train Bognor Regis, The Promenade, Bognor Regis	Kiosk
LM7212	Promenade Train Littlehampton, The Promenade, Littlehampton, BN17 5GB	Kiosk
LM8232	Town Quay Steps, High Street, Arundel, BN18 9DH	Kiosk
	Site A, The Promenade, Littlehampton (Western boundary of Harbour Park)	Kiosk
	Site B, The Promenade, Littlehampton (Lighthouse area)	Kiosk
	Site C, The Promenade, Littlehampton (in front of Putting Green)	Kiosk
	Site D, The Promenade, Littlehampton (Coach Park)	Kiosk
	Site E, The Promenade, Littlehampton (east end of Longest Bench)	Kiosk
	Site A, The Promenade, Bognor Regis (Adjacent east side of pier)	Kiosk
	Site B, The Promenade, Bognor Regis (Bullnose site)	Kiosk
	Site C, The Promenade, Bognor Regis (east of Gloucester Road Car Park)	Kiosk
	Telescopes, Littlehampton Prom	Kiosk
	Telescopes, Bognor Regis Prom	Kiosk

Asset Register
Strategic Group = Kiosk

05/01/2024

Appendix B

Kiosk Lettings Strategy
2024-2026

Appendix B

Arun District Council

Criteria	PEF		Parks		Economic Regeneration		Total	Out of
	Score (0-5)	Comment	Score (0-5)	Comment	Score (0-5)	Comment		
Social impact								15
Environmental impact								15
Economic impact								15
Commercial offer								15
							0	60

Example Bid Assessment Matrix

04/01/2024

Arun District Council

REPORT TO:	Economy Committee – 1 February 2024
SUBJECT:	Littlehampton Public Realm Improvements: Phase 1 - Terminus Road and Station Forecourt
LEAD OFFICER:	Denise Vine, Group Head of Economy
LEAD MEMBER:	Councillor Roger Nash - Chair of Economy Committee
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> <p>Phase 1 is now complete, also within budget, however, programme was delayed slightly due to WSCC not allowing resurfacing works during August.</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 (Phase 1).

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 August 2018 the Arun Growth Deal as reported to WSCC, identified Littlehampton Public Realm Improvements (LHPRI) in the town centre as a priority for the regeneration of the West Sussex coastal economy, aligning with the [Economic Reset Plan \(2020-24\)](#) and [‘Our Council Plan’ \(2021-25\) \(WSCC\)](#). The LHPRI scheme responds to some of the economic challenges posed by the COVID-19 pandemic and supports growth of the Littlehampton visitor economy and hospitality sector. It also promotes sustainable travel options and connectivity by enhancements to Littlehampton station as a key gateway into the town improving access and connectivity to seaside amenities and providing upgrades to digital capability.

4.4. In February 2022, the Cabinet Member for Support Services and Economic Development at West Sussex County Council (WSCC), approved the allocation of £1.253m as contribution towards the delivery of Littlehampton Public Realm Improvements project at Terminus Road and approved the appointment of Arun District Council (ADC) as the delivery body for the LHPRI Terminus Road capital project.

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. It was agreed by the delivery Board, that this contract should be extended to include the Phase 1, Terminus Road works.

5.2. The works delivered are summarised as follows:

- 2 new trees
- 2 benches outside the station
- 2 pairs of new bins
- 3988 Sq m of upgraded roads and wider footways
- 1 new double stack cycle shelter, providing 24 spaces, replacing the old shelter.
- Improved pedestrian crossings (uncontrolled)
- Improved street lighting
- Pedestrian priority at junctions
- Reconfigured station forecourt and station parking entrance to provide a better pedestrian experience.

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). The PM, also ensured WSCC were fully informed of all works and submitted billing to WSCC to ensure all costs have been met.
- 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:

<u>Meeting</u>	<u>Attendees</u>	<u>Frequency</u>
<u>Board</u>	<u>ADC, F&G, WSCC, LTC</u>	<u>Monthly</u>
<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. This was determined during the phase 2&3 delivery and enabled us to 'get in early' for phase 1. 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 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 to phase 1, as had been done within phases 2&3.
- 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, however, once works commenced, more services, drains, sewers and ducts were discovered, none of which were identified previously.
- 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 and also allowed for within the ongoing maintenance, as it will need to be re-sealed every 4-5 years.
- 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.

8. COMPLETING PHASES 4 & 5

- 8.1. It is proposed 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.

9. BUDGET

- 9.1. The budget is summarised as follows:

The overall project cost for Phase 1 is £1,157,243. The allocated WSCC budget is £1,253,000 equating to an approximate project underspend (£95,757).

At the time of writing, there are still provisional sums for remaining lighting columns which are outstanding on delivery, as well as some additional signage and a fixed price for the publicity event. These are expected to total less than £25,000.

Taking into consideration these items and an unspent contingency of £30,844 it is expected the final underspend to be around £100,000 against the original WSCC budget allocation.

We are also confirming with WSCC the recharging arrangements for the retention fee which we estimate to be around £27,000 and this is already included in the project cost.

10. 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.

11. CONSULTATION

11.1. 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.

12. OPTIONS / ALTERNATIVES CONSIDERED

12.1 N/A

13. COMMENTS BY THE GROUP HEAD OF FINANCE AND SECTION 151 OFFICER

13.1 This is a project update report and there are no financial implications.

14. RISK ASSESSMENT CONSIDERATIONS

14.1. 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.

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

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

16.HUMAN RESOURCES IMPACT

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

17.HEALTH & SAFETY IMPACT

17.1. H&S reports were included as part of the project delivery and provided by F&G. One minor incident was logged.

18.PROPERTY & ESTATES IMPACT

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

19.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

20.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

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

21.CRIME AND DISORDER REDUCTION IMPACT

21.1. New CCTV system installed in phases 2&3 and clearer lines of sight have improved the monitoring and thus helping to reduce crime and disorder.

22.HUMAN RIGHTS IMPACT

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

23.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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

CONTACT OFFICER:

Name: Denise Vine

Job Title: Group Head of Economy

Contact Number: 01903 737846

BACKGROUND DOCUMENTS:

None

Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade and Denise Vine Pier Road Proposed Closure Progress Report on Littlehampton Public Realm – Phases 2 & 3 Waterloo Square Seafront Café Options at Bognor Regis Bognor Regis Arcade Q4 KPI Report	D Vine/ M Nicholls R Carden S Kaufmann S Horwill N Taylor	13 June	19 July
Destination Awareness Campaign, Arun District – Year Arun Visitor Strategy The Alexandra Theatre Business Plan Cultural Strategy / Creative Vision for Bognor Regis (Arts Council, England) Budget Process Report	D Vine / M Murphy D Vine / M Murphy D Vine / M Gover D Vine / M Gover A Baden	5 Oct	8 Nov

Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
<p>Karl Roberts, Nat Slade and Denise Vine</p> <p>Budget Monitoring Report Q1</p> <p>Littlehampton Town Centre Action Group and Plan</p> <p>Pier Road, Littlehampton – Proposed Road Closure</p> <p>Bognor Regis Arcade – Project Update</p> <p>Former Brewers Fayre – Brief for the design feasibility for conversion into a 'Royal Hall'</p> <p>Harvester Restaurant, Littlehampton</p> <p>Regis Car Park – Brief for the design feasibility for the redevelopment of the Regis Car Park, Bognor Regis</p>	<p>A Baden</p> <p>D Vine / M Nicholls</p> <p>M Nicholls</p> <p>N Taylor</p> <p>N Taylor</p> <p>N Taylor</p> <p>N Taylor</p>		

Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade and Denise Vine			
Special Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Clarence Road Kiosk Review and Update of the Ongoing Littlehampton Beach Hut Project Review and Update of the Ongoing River Road Garage Site	S Horwill / N Slade S Horwill S Horwill	1 Nov – Cancelled – changed to 20 November	10 January 2024
Approach to Public Consultation Seasonal Seafront Traders Strategy Fitzleet Multistorey Car Park Option Update Arun/WSCC Growth Deal Refresh UK Shared Prosperity Fund – Report Q2 KPI Report	N Slade S Horwill S Horwill D Vine D Vine / M Gover	1 Feb	21 February 2024 [Special – Budget] 13 March 2024

Economy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Nat Slade and Denise Vine			
Additional Beach Huts	N Slade	16 April	9 May 2024
Q2 Budget Monitoring Report	A Baden		

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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