

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ECONOMY COMMITTEE ON 26 JULY 2022

SUBJECT: Changing Places Toilets in Arun District

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

EXECUTIVE SUMMARY:

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

RECOMMENDATIONS:

That the Economy Committee agrees to:

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

1. BACKGROUND:

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

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

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

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

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

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

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

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

enabling improvements and activities to increase visitor spend.

2. PROPOSAL(S):

That the Economy Committee:

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

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

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

3. OPTIONS:

Alternatively:

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

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	X	
Relevant District Ward Councillors	X Arundel & Walberton, Hotham & Rustington	
Other groups/persons (please specify)		X

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	X	
Legal	X	
Human Rights/Equality Impact Assessment		X

Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability	X	
Asset Management/Property/Land	X	
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Financial

The estimated budget costs for the Crown Yard, Arundel and Hotham Park, Bognor Regis CPT facilities for delivery in phase one 2022/23 is estimated at £322,800. £80,000 of this will come from the CPT grant funding awarded and the remaining £242,800 in funding is currently included in the Capital Asset Management budget for 2022/23, approved by Full Council on 23 February 2022. The delivery of the CPT facility at The Street in Rustington on behalf of Rustington PC will see funding of up to £40K from the CPT grant award and the remaining costs (including Property & Estates professional fee charges) will be met in full by Rustington Parish Council. The delivery of the CPT facility at The Arundel Wetland Centre will be undertaken by the Wildfowl and Wetland Trust using funding of £27K from the CPT grant award and the remaining costs will be met in full by WWT. The recommendations will leave £80K of CPT funding and £74K of the Council's funding available for the two remaining Changing Places Toilet schemes:

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

Coastguard PCs)			
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Legal

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

1 – Crown Yard Public Conveniences, Arundel

2 – Wildfowl & Wetlands Centre, Arundel (transfer of grant funding only)

3 – Hotham Park, Bognor Regis

4 – The Street, Rustington (Rustington Parish Council)

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

Sustainability

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

Asset Management / Property / Land.

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

7. REASON FOR THE DECISION:

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

8. BACKGROUND PAPERS:

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