

# Arun District Council

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

## 1. PURPOSE OF REPORT

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

## 2. RECOMMENDATIONS

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

## 3. EXECUTIVE SUMMARY

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

## 4. BACKGROUND

4.1. In 2016, and after extensive public consultation, designs were drawn up and approved by the Council for a five-phase town centre-wide public realm improvement scheme including new paving, lighting, planting and public art.

### 4.2. Funding

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

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

4.4. Coast to Capital Local Enterprise Partnership (LEP) Local Growth Fund awarded £564,274 for Phase 3 (Beach Road, East Street) of the scheme in October 2019.

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

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

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

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

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

- Additional Fibre works
- Paving Sealing
- Additional bollards
- Additional fencing works
- Downpipes and connections
- Extra gully connections
- Changes to kerb lines to accommodate loading bays
- Unexpected ground conditions, including discovery of unknown brick sewer, unmapped services when digging tree pits.
- Relocating tree pits
- Additional chambers required for services
- Sub-base construction to Clifton Road (no base installed when originally constructed).
- Subsequently the total budget allocated for phases 2&3 amounted to £3,911,331 (including contingencies and capital spend only).

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

## **5. DELIVERY**

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

5.2. The works delivered are summarised as follows:

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

## 6. Project Management

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

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

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

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

## 7. Lessons Learned

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

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

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

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

## 8. Additional funding secured – UKSPF

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

## 9. Completing Phases 4 & 5

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

## 10. BUDGET

10.1. The budget is summarised as follows:

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

Figures exclude £100k from City Fibre toward the

costs.

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

Therefore the remaining, unspent budget:

Capital = £132,318\*

## **11. THANK YOU!**

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

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

## **12. CONSULTATION**

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

## **13. OPTIONS / ALTERNATIVES CONSIDERED**

13.1 N/A

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

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

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

## **15. RISK ASSESSMENT CONSIDERATIONS**

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

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

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

## **17.HUMAN RESOURCES IMPACT**

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

## **18.HEALTH & SAFETY IMPACT**

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

## **19.PROPERTY & ESTATES IMPACT**

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

## **20.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

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

## **21.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

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

## **22.CRIME AND DISORDER REDUCTION IMPACT**

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

## **23.HUMAN RIGHTS IMPACT**

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

## **24.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

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

---

**CONTACT OFFICER:**

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

**BACKGROUND DOCUMENTS:**

Appendix A – Cost Report Template - Detailed