

# Arun District Council

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

## 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&amp;G, WSCC, LTC</u>	<u>Monthly</u>
<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. 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.

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### **CONTACT OFFICER:**

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### **BACKGROUND DOCUMENTS:**

None