

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ENVIRONMENT & NEIGHBOURHOOD COMMITTEE ON 23 SEPTEMBER 2021

SUBJECT: Concept Design and Procurement Heads of Terms for Sunken Gardens, Bognor Regis

REPORT AUTHOR: Rachel Alderson – Principal Landscape & Project Officer
DATE: September 2021
EXTN: 01903 737946
AREA: Services

EXECUTIVE SUMMARY:

The Sunken Gardens is an important green space in central Bognor Regis which is valued by the community but is not achieving its full potential. Consultants have been appointed to prepare refurbishment plans for the gardens.

This report seeks approval for the contract heads of terms and the concept design in order that this can be taken forward for public consultation and delivery.

RECOMMENDATIONS:

1. To approve that the concept design is taken forward for public consultation and the preferred option is implemented by the project team; and
2. To approve the Heads of Terms, as set out in the report, for the Sunken Gardens construction contract procurement process.

1. BACKGROUND:

1.1 Approvals

Previous Committee reports have confirmed the scope of the Sunken Gardens project and budget allocation. The approvals are summarised below.

- Cabinet Decision C/033/16112020 approved:

The scope of the Sunken Gardens project and that the project team progresses its delivery, subject to Full Council approval of recommendation 2.

- Full Council, at their meeting on 13 January 2021 (Minute 414), approved:

A supplementary estimate of £500k for the Sunken Gardens project funded from the

£316k balance of the earmarked reserve identified for unallocated project funding and essential capital maintenance and the balance of £184k which equates to a band D equivalent Council Tax of £2.97.

- ICM/198/22042021 approved the award of contract for consultant services to produce refurbishment designs and oversee implementation of the scheme. The fees are included within the total project expenditure.

1.2 Project Scope

The project scope for the refurbishment of the Sunken Gardens is comprised of the following:

- Removal of the existing play area and relocation of a play facility within the site
- A new southern entrance to the existing gardens
- Refurbishment of planting borders
- Review of seating

1.3 Programme

The delivery of the project will be dependant on any further impact of the Covid-19 pandemic, but it is anticipated that the programme will follow the timescales set out below:

- Public consultation: Autumn 2021
- Detailed design and tender documentation: Early 2022
- Tender process: Spring 2022
- Delivery on site: Summer – Autumn 2022

1.4 Budget

The project team are working to a deliver the scheme within a total budget of £300K, which includes consultant fees, survey costs and the capital works.

2. PROPOSAL(S):

2.1 Heads of Terms

It is proposed to procure a contract for works to the Sunken Gardens on the basis of the following heads of terms:

- a. Scope: Delivery of a public open space refurbishment scheme to the Sunken Gardens in accordance with the preferred option determined by public consultation, contained within a total capital budget of £230K.
- b. Duration of contract: 4 months construction period with 12 months defect period.
- c. Form of contract: JCT Minor Works, with any amendments to the standard terms to be agreed by Legal Services.

2.2 Concept design

The Council's appointed landscape consultants have prepared concept proposals for the refurbishment of the Sunken Gardens and these will be presented at the meeting. It is proposed that these are taken forward for public consultation.

Following consultation, it is proposed that the preferred design will be implemented by the project team.

3. **OPTIONS:**

1. To approve the recommendations as set out.
2. To not approve the recommendations and delay any proposed refurbishment to the Sunken Gardens.

4. **CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓

6. **IMPLICATIONS:**

Financial – Arun District Council (ADC) has committed capital funding to the project as set out in the report.

Legal – ADC will enter into a contract with the preferred supplier following a procurement process.

Human Rights/EIA – An Equalities Impact Assessment is attached to the report.

Asset Management – ADC will retain ownership and therefore management and maintenance responsibility for the site.

7. REASON FOR THE DECISION:

To progress refurbishment proposals for the Sunken Gardens and enhance the open space and facilities for the community.

8. BACKGROUND PAPERS:

Cabinet 9 March 2020

Full Council 22 July 2020, Minute 114

[Cabinet 16 November 2020, Minute 286](#)

[Full Council 13 January 2021, Minute 414](#)

[ICM 22 April 2021, ICM/198/22042021](#)