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Minutes of the Extraordinary Meeting of the Town Council held on Thursday 18th June 2020 at 6.30pm

Present:

Councillor Chace (Mayor)
Councillor Buckland
Councillor Long
Councillor Molloy
Councillor Northeast
Councillor Price
Councillor Rhodes
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ

2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=ZOozSMuFymg>

19. Virtual Meeting Protocol and Use of Mobile Devices

The Mayor welcomed Members, the press, officers, and members of the public to the meeting and explained how the meeting would be conducted.

20. Apologies

There were apologies from Councillors Baker and Blanchard-Cooper

21. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

22. Town Mayor's Report and Urgent Items

There were none.

23. Public Forum

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. There were none.

24. Officer's Reports

24.1. Keystone Centre Project

- 24.1.1** The Mayor welcomed Mr Davies and Mr Wild from Heyler Davies Architects (HDA) to the meeting. Mr Davies began with a brief introduction to HDA and outline of their experience. He proceeded to present outline drawings and explain the proposal present the design and concept for the new youth centre to replace the Keystone Centre in Eldon Way, Wick. They wanted to make this a flexible and multi-functional facility for the community to take ownership of. This started by looking at the existing building located on Eldon Way and specifically 3 areas: the open spaces, entrance, and connection to outdoor provisions. This was important in understanding the site and needs as well as looking at the potential impact a new build may have on the residential area. Talking Members through a collection of images, they explained their vision and how they wanted it to be exciting, youthful through colours as well as being flexible and fun.
- 24.1.2** Their initial designs and the development of the shape was shown along with an explanation of their process taken so far by rotating and joining two blocks together. After gaining informal feedback from the District Council's Planning Officers they further developed their concept. Showing more detailed plans which outlined the car park, which included 14 spaces, the play area, pathway, crossing and back entrance. Members viewed the floor plans for the two floors, including the facilities on the ground floor being the toilets, an office, kitchen, lobby, canteen, and hall which is segregated. The first floor had a void to look down, landing, Juliet balconies which they couldn't go out of, toilets, a lift as well as multifunctional space and small meeting rooms. When looking at the materials and colours, they explained they wanted it modern but in keeping with the surrounding area. Nothing delicate would be used for the ground floor however they planned on using zinc for the first floor whilst incorporating solar panels for a more sustainable design.
- 24.1.3** The Mayor thanked both Tom and Thomas for their presentation and opened the meeting to questions. Members thought the designs were exciting and were eager to explore the sustainable aspect further. Members wanted to explore the use of a ground source heat pump for this if viable within the budget. It was also considered whether air conditioning or heating units would be used, with electric power being considered however expensive. The decision to have 14 spaces in the car park was heavily supported by

Members as this would encourage more to walk or cycle. Speaking of the bike storage proposed, Members wanted to consider adding a roof to prevent seats getting wet in the rain. The Architects explained that this was considered however they wanted to prevent theft by keeping it in the open and thought this could obscure the entrance. Bike storage could be looked into under the canopy however they didn't want to detract from the building with this.

24.1.4 Looking at the colour scheme of this and possibilities for incorporating others in, Members had many ideas for this. Some wanted to look at incorporating some of the Public Realm colour schemes into the building, but others agreed with the architects to let the children decide. This linked to the issue of ownership and making the children who would use the facility apart of its designing. Holding a competition within Arun Youth Projects for the Children to design and pick the colours was an option to incorporate their ideas as well as Members being keen to have an autograph or graffiti wall. This again would create more ownership as they could sign or add some art to the wall to customise the design more. Regarding the outdoor area, it was noted that this was close to the building meaning a Multi-Use Games Area (MUGA) might impact on the residential properties nearby due to noise.

24.1.5 Regarding the Toilets incorporated in the design, some Members felt having separate Male and Female toilets were becoming quite old fashioned and gender neutral options could be explored. There were also concerns surrounding the location of them being so far away from the main hall creating a troublesome area for children. Ideas of how to prevent this included adding mirrors outside or gaps in the wall so they aren't as tucked away. Members were pleased to see the hall had dividers in as often children liked to go off into smaller groups at the current centre. Lastly, regarding the safety provisions in place, Members wanted to ensure that the Juliet Balconies were mitigated to prevent any incidents occurring.

24.1.6 The Assistant Town Clerk thanked Members for their comments which were noted and would help progress the next detailed stages of the design process. She also clarified that this was a project in partnership with the District Council as the space is their responsibility and it was **Resolved** that:

The presentation and Members comments be noted.

25. Exempt Business

It was **Resolved** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to

the confidential nature of the business to be conducted.

The following item was confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person (including the authority holding that information).

26. Officer's Reports- Exempt

26.1. Keystone Centre Project

- 26.1.1** The Committee received a report (previously circulated) which set out plans for the new Keystone Centre and proposals for Members to consider. The Assistant Town Clerk explained that they were looking to move the project forward if they approved the concept shown. More detailed paperwork was to follow regarding the plans and budget however affordability and deliverability was vital before progressing the project. The Feasibility Study had highlighted a few key points surrounding the need to revisit the budget and sought professional support for guidance to see the project through. Regarding the Project Initiation Document which had been used to guide the development of the project so far, this would continue to be used through to the completion. Important information in this included who was responsible for delivering key elements and the foundation to commission professional services. She continued to explain the history of HDA and outlined the recommendations before Councillors for comment.
- 26.1.2** Members expressed their excitement for the project and continued to discuss the budget of this. Clarity was provided on the figures shown and the variances from the report to the recommendation and that there was a range in budget but aimed to be lower than the price stated. This project was a long standing priority and the Town Council were seeking professionals to help them with contractors and clauses etc. MME consultants would provide this help and could look at efficiency and energy plans. Regarding reporting back to Committee, regular reports would go to Property and Personnel with logistics going to the Community Resources Committee.
- 26.1.3** Regarding the next steps, key users would be consulted on the design and Members looked at previous examples such as the Littlehampton Wave which was impressive. It was noted that apprentices could be an option throughout the process to use. Members supported the idea to involve Arun Youth Projects and agreed the boundary fence was in bad condition. Energy was a key part of this, and lithium batteries could be used as a compact but efficient method rather than polluting with a gas boiler. The money provided would

cover security measures such as CCTV to help with anti-social behaviour. Smaller details such as caretaking was currently being explored and evolving. It was therefore **Resolved** that:

- 1. The broad design concept for the Keystone Youth Centre be approved.**
- 2. Further funding of the project up to a maximum of £266,706 taken from Capital Receipt Reserves to complete the project be approved.**
- 3. Standing Orders be waived, and Heyler Davies Architects be appointed principle architects under a design and build contract to complete the project.**
- 4. A consultant Project Manager be appointed to provide support and act as the Town Council's agent in a CDM capacity, providing technical and contractual project management services and authority be delegated to the Town Clerk in consultation with the Chair of the Property and Personnel Committee to make this appointment.**
- 5. Authority be delegated to the Town Clerk in consultation with the Chairs of the Property and Personnel, Policy and Finance and Community Resources Committee to take the action required to progress the project and that regular updates on progress with the project be reported to the Property and Personnel Committee.**

The meeting closed at 8:47pm.

TOWN MAYOR