



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

17th July 2020

Notice is hereby given that there will be a meeting of the:

Community Resources Committee

Date: **Thursday 23rd July 2020**

Time: **Commencing at the Earlier Time of 2:15pm**

Committee:

Councillor Blanchard-Cooper (Chair)

Councillor Molloy

Councillor Seex

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

Peter Herbert, Town Clerk

Agenda

VIRTUAL MEETING PROTOCOL

2020/21

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email lrc@littlehampton-tc.gov.uk one clear working day before the meeting and provide details of their question.

1. Mobile Phones

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

2. Apologies

3. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Councillor Blanchard-Cooper is a Member of Arun District Council
- Councillor Seex is a Member of Arun District Council
- Councillor Dr Walsh KStJ is the Leader of Arun District Council and a Member of West Sussex County Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

4. Minutes

To confirm the Minutes of the meeting held on 11th June 2020, circulated herewith (pages 4 - 9). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

5. Chair's Report and Urgent Items

6. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email lrc@littlehampton-tc.gov.uk one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period,

and to enable the Council to answer as many questions as possible at the meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

7. Officers Reports

7.1. Rosemead Park Play Area Equipment Replacement- Report attached (Pages 10 – 13)

8. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

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

9. Presentations: Rosemead Park Play Area Equipment Replacement

To receive presentations and select a preferred contractor to deliver this project.

Minutes of the Community Resources Committee held on Thursday 11th June 2020 at 6.30pm

Present:

Councillor Tandy (Chair)

Councillor Molloy

Councillor Seex

Councillor Turner

Councillor Dr Walsh KStJ

The Mayor, Councillor Chace was also in attendance.

2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=qJzENT-Mt9k&t=753s>

1. Virtual Meeting Protocol and Use of Mobile Devices

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

2. Apologies

There were apologies from Councillor Blanchard-Cooper

3. 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 Councillor Chace declared a personal and prejudicial interest in item 7.3 on the Agenda, Grant Aid Applications, as Chairman of the Littlehampton United Football Club and a personal interest in respect of Creative Heart, 1087 Squadron Air Cadets, 5th Littlehampton Sea Cadets and 4th Littlehampton Scouts who were his Mayoral Charities. . Councillor Chace would leave the

meeting when this item was discussed. Councillor Tandy also declared a personal interest in item 7.6 as the Secretary and Treasurer of the Keystone Centre.

4. Minutes

The Minutes of the meeting held on 12th March 2020 (previously circulated) were confirmed as a true record and arrangements would be made for these to be signed at a later date.

5. Chair's Report and Urgent Items

There were none.

6. 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.

7. Officer's Reports

7.1. Museum Periodic Report

7.1.1 The Committee received a report (previously circulated) which set out updates on visitor engagement, the new website and progress with the Collections Documentation Project. The Assistant Town Clerk highlighted the changes that had occurred as a result of the nationwide lockdown and the positive impact on the Museum's online presence. Recent online exhibition displays, and virtual talks had proven very popular and they were looking to build on this. It was agreed that year on year online engagement figures would be included in future reports. Work on the Collections Documentation Project had proven difficult during lockdown and focussed on digitising the accession registers. Over the summer the project action plan would be evaluated, and this would be brought to the Committee for review in the Autumn.

7.1.2 In addition, the Committee was also asked to consider the potential acquisition of a collection of souvenir items relating to the town. Observing that there were already duplicates in the Collection, Members agreed with the recommendation that they be declined. Members thanked the Museum Team for all their hard work and efforts during Lockdown. It was **Resolved** that:

1. **The Museum update and progress with the Collections Documentation Project be noted.**
2. **The recommended acquisition of items listed in Appendix B be declined.**
3. **Year on year online engagement statistics be included in the periodic report going forward.**
4. **The contents of the report be otherwise noted.**

7.2. Events Periodic Report

7.2.1 The Committee received a report (previously circulated) which updated Members on the impact of the nationwide lockdown and ongoing restrictions on activities as a result of the Covid 19 pandemic. This had led to the cancellation of the Town Council's Events Programme from Easter through to summer including the town Show and Family Fun Day. Whilst there was still hope that the Christmas Lights Switch On would proceed, nothing could be confirmed at this point. The Events Team had been working with contractors, who in the main had confirmed that they would be able to honour their contracts at future Council events. An Easter drawing competition was run in place of the Out and About Events primarily using Facebook and had been very successful. This had been adapted for VE Day and a video broadcast of photos from previous Armed Forces Days Events was planned for broadcast on the Town Council's website and Facebook pages at the end of the month.

7.2.2 Minor costs had been incurred on a couple of contracts relating to deposits on sound and production equipment. These had ben progressed through the Urgent Action procedure (Appendices 2 and 3 attached to the report). The Events Team were now focused on a programme to support the Town Centre the details of which would be discussed in more detail at the forthcoming Policy and Finance Committee meeting. It was suggested that a drive-in cinema using one of the many carparks in Littlehampton be considered as an event option in the future. An online photography competition to celebrate Sussex Day had been launched and an Urgent Action progressed allocating £50 from the Community Events Budget as a prize for the winning entry. It was therefore **Resolved** that:

1. **The update on the Easter and Summer Events programme be noted and the Urgent Action decisions regarding prizes and cancellation payments to contractors be noted.**
2. **The plans to launch virtual events be noted.**
3. **The purchase of prizes for virtual events be approved.**

4. **The extension of the events contractor agreements until 2022 be approved.**
5. **The update on Tourism Advertising be noted.**
6. **The update on Council Photography be noted.**
7. **The financial implications be noted.**

Councillor Chace redeclared his personal and prejudicial interest in the following matter and left the meeting at 7:06pm.

7.3. Grant Aid Applications 2020

7.3.1 The Committee received a report (previously circulated) and presentation setting out details of the applications for Grant Aid 2020/21 and feedback from the local groups who had benefitted from the 2019/20 Grant Aid programme. The launch of this year's scheme had highlighted some of the many issues that local groups had faced dealing with the challenges of lockdown in terms how they operate and the capacity to engage in the grant application process. The new Community Resources Officer (CRO) had immediately focussed on establishing relationships with the local groups and supported them with their applications. As a result, 30 applications had been received many of which were delivering services to residents impacted by the pandemic.

7.3.2 The CRO explained that the proposed awards were based on the proportionate impact for Littlehampton residents, increased need during the pandemic and potential risks to the project in light of current restrictions. In considering the applications it was noted that some recommendations were conditional on further information being supplied. This related to approvals, risk assessments, insurance, and accounts. It was therefore proposed that where a grant was approved and this was missing, it would be sought as a condition of the award. In addition to making applications, the current situation had also led some groups to begin evaluating their position in the long term and enquire about Service Funding Agreements. These would be explored with the groups over the summer and a report brought back to the Committee for consideration in September. It was therefore **Resolved** that:

1. **The Grant applications set out in the Appendix attached to the Minutes be approved as recommended.**
2. **The successful projects undertaken last year due to the Town Council grants scheme be noted.**

Councillor Chace re-joined the meeting at 7:22pm.

7.4 Sports Forum Update

The Committee received a report (previously circulated) which set out proposals for this year's Sports Excellence Grants. The Town Clerk explained that the Forum operated the Sports Excellence Grants and Sports Awards annually and that in light of the current restrictions, was proposing some changes. This involved delaying the launch of the Grants until July, when hopefully the current restrictions will have eased and postponing the Sports Awards until October 2021. This was considered sensible and it was therefore **Resolved** that:

- 1. The Sports Awards Ceremony be postponed until October 2021.**
- 2. The launch of the Sports Excellence Grants be delayed to 1st July 2020.**
- 3. The financial implications be noted.**

7.5 Impact of COVID19

Members received a report (previously circulated) which identified the action taken in response to the coronavirus pandemic health emergency and highlighted the service implications and potential financial consequences as they related to the remit of the Committee. The Town Clerk explained that each Committee would receive a similar report culminating in a composite report that would be presented to Full Council on 25th June. The Town Clerk proceeded to highlight some of the key decisions which had been taken under the Urgent Action Procedure and explain where some further decisions were required. Members were pleased to note the successful reappointment of Arun Youth Projects to deliver the Town Council's Youth Services and that the selection process for the contractor to deliver the Rosemead Park Project could recommence in July. In terms of future working arrangements, approval was also sought to extend the existing Floral Contract for a further year and to hold bookings for regular hirers at The Southfields Jubilee Centre until the first of September. The Committee considered these to be practical in the current circumstances and it was therefore **Resolved** that:

- 1. The Urgent Action decision regarding the Youth Service Contract be noted.**
- 2. The actions taken during the lockdown be endorsed and where appropriate, the likely financial consequences be noted.**
- 3. The Existing floral contract with Ferring Nurseries be extended for a further year.**

4. **The bookings for regular Southfields hirers continue to be held until 1st September 2020.**
5. **The contents of the report be otherwise noted.**

7.6 Keystone Project

The Assistant Town Clerk reported that the outcome of the feasibility study would be presented to an Extraordinary Council meeting on the 18th June 2020. It was **Resolved** that:

The update be noted.

8. Finance

8.1 Committee Budget Monitor

The Committee received a report (previously circulated) which contained the year end position for the previous financial year and the income and expenditure position for the first quarter of 2020/21. The report also highlighted any significant variances from budget in Income and Expenditure relating to this Committees budget. It was **Resolved** that:

The report be noted.

9. Exempt Business

There was none.

The meeting closed at 7:35pm

CHAIR

Littlehampton Town Council

Committee: Community Resources Committee

Date: 23rd July 2020

Report by: Town Clerk

Subject: Rosemead Park Play Area Replacement

1. Summary

- 1.1 Following completion of the community engagement exercise in Autumn 2019, the Committee agreed to take forward a project to replace the play equipment at Rosemead Park. A maximum budget of £150,000 was approved and the basis for replacing the current play equipment agreed with the emphasis on providing facilities to suit all abilities. These works were put out to tender on the ContractFinder website in December 2019 seeking bids to deliver the project with a likely budget in the region of £100,000 - £125,000, up to a maximum of £135,000 excluding VAT for an imaginative design.
- 1.2 During the Exempt part of the meeting the Committee will receive presentations from four contractors selected following the evaluation of tenders. Prior to this, all Members will also have had the opportunity to review the plans. The Committee is therefore asked to consider each of the presentations, score them against the criteria set out in Section 3.5 of the report and select a preferred contractor to deliver this project.

2. Recommendations

- 2.1 The Committee is **Recommended** to:
- 1) Consider each of the presentations, score them against the criteria set out in the report and select a preferred contractor.
 - 2) Delegate authority to the Town Clerk in consultation with the Chair and Vice Chair of the Committee to take the action required to progress the project.
 - 3) To agree expenditure up to the maximum £135,000 funded as set out in Section 5 of this Report.

3. Current Position

- 3.1 The brief sought proposals for “an inviting design, providing facilities that are inclusive, suitable to all abilities & ages ranging from 0-14 years and their families. It should provide play equipment and surfacing that is modern yet robust to deter anti-social behaviour or potential vandalism and take into consideration the proximity of the Link Road to the western side of the park”. The budget range was set with the aim of attracting an imaginative design that would reflect the Council’s aspirations for this area. In addition to the standard

requirements of costings, experience and insurance, bidders were also asked to specifically address the following in their submissions:

- A facility that meets the needs of a variety of users and preference will be given to an imaginative design
- Resurfacing appropriate for the type of new equipment
- Equipment to suit all abilities
- An enclosed area with automatic closing gate providing safety
- The play area will need to be separated into older and younger children's play zones with suitable equipment for different ages 0-5, 6-12, 13-14 (with a possible potential of expanding and repositioning of the playground).
- Provision of a robust and vandal proof play area
- An all-weather solid access path from the walkway to the north of the site to the enclosed play area (for buggies and wheelchair access)

3.2 The response to the call for tenders generated five expressions of interest, five site visits were undertaken, and four tenders subsequently received. The tenders have been assessed in accordance with the tender requirements and the Council's Standing Orders, Financial Regulations and Procurement Policy. These require bids to deliver value for money and wherever possible seek to appoint local suppliers and organisations to support the local economy. It should be noted that the Town Council is not obliged to accept the lowest tender. However, if the lowest price acceptable tender is not chosen the Town Council will need to demonstrate that the additional quality being procured is good value.

3.3 The assessment immediately identified that none of the bids could be excluded from further consideration as each offered a variety of schemes all within the scope of the brief. The companies were therefore invited to make presentations to a meeting of the Committee which had been scheduled to take place on 19th March 2020.

3.4 The tender process was however suspended as the national COVID-19 pandemic hit and the whole Country went into a period of lockdown. The companies were contacted, and each agreed to pause the process until the situation improved. There has now been a gradual easing of restrictions and the bidders were contacted again and all confirmed that they could restart the bid process and were able to make presentations to the Committee.

3.5 The invitation to tender stated that bids would be evaluated to determine the most economically advantageous bid (price/quality) using the following criteria and weighting:

Price (20%)

Subject to the scheme being within the overall budget parameters, contractors were asked to submit a pricing schedule for each element of the work. Price would score 20% weighting based on value for money.

Quality (80%)

- a) **Design:** needs to be innovative and demonstrate an understanding of the brief for the site, the needs of the service and its customers. (20%)

- b) Inclusivity:** is a key focus for this project. The Council will evaluate each item of play equipment based on the inclusivity, appeal and use for a wide range of abilities. (20%)
- c) Durability:** each item of play equipment will be evaluated based on the sustainability, age range, surfacing, play disciplines, challenges, excitement, flexibility to expand and vandalism resistant. (20%)
- d) Presentation:** Presentation score will be assessed against the visual plans and the play area layout plans submitted, the connectivity within the play space and how the proposals respect the surrounding environment. (10%)
- e) Warranties and Guarantees:** The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts. (10%)

Officers have already carried out an assessment of the bids in terms of price, warranties and guarantees. The bids are all within the parameters of the tender and each bidder has also supplied details of the warranties and guarantees as they relate to the equipment included in the individual bids including information on maintenance regimes and parts.

- 3.6** The Committee has highlighted that the new facilities must be suitable for all abilities. In particular Members wished to see plans which were inclusive i.e. offering a combination of play experiences which adds to something that is equally great for each child, and accessible i.e. offering a range of play experiences to children of varying abilities. Members will therefore have the opportunity to explore this further with the bidders at the question and answer sessions and will be asked to score each bid in terms of the remaining criteria of presentation, design, inclusivity, and durability. In addition, each bidder has been asked to provide additional information regarding the impact of the COVID-19 pandemic with particular reference to any changes in terms of design, costs, and timescale for delivery as part of their presentations. Score sheets will be provided.

4. Next Steps

- 4.1** The original timetable for the work envisaged completion by 3rd July 2020. It is estimated that the works will take 8-12 weeks, allowing for clearance and preparation of the site and installation and testing of the equipment. It is therefore proposed that once an appointment is made, Officers will meet with the contractor to agree a new schedule. This will need to consider any points requiring further clarification following this meeting, the current economic climate, and holidays.
- 4.2** The contractor will be liaising regularly with the Community Resources Officer who will be overseeing the delivery of the new facility and be the main point of contact for communications on the progress with the works. There will be a degree of disruption during the works and a strategy is being developed to coordinate communications throughout. It is therefore proposed that subject to a contractor being appointed, authority be delegated to the Town Clerk in consultation with the Chair and Vice Chair of the Committee, to take the action

required to progress the project. Updates on progress will also be reported to this Committee.

5. Financial Implications

- 5.1** The Town Council has received a developer contribution from Anesco following the construction of their solar farm in the sum of £12,000. The Town Council has also accumulated a reserve fund of £76,253.90 towards the redevelopment of the play area.

- 5.2** Any future planning application to develop the land south of the Littlehampton Academy at Elmgrove Road which includes provision under a Section 106 developer agreement for a contribution could be focussed on improvements to this area. This project is identified as a priority for the new Council and if this funding does not come forward additional capital funding from the Capital Receipts EMR was agreed in January 2020 to give a total budget available of up to £150,000.

Peter Herbert
Town Clerk