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3 March 2022

In accordance with Standing Order 17c of the Town Council's Standing Orders, Notice is hereby given that there will be a virtual meeting of the:

Community Centre Sub-Committee

Date: 10 March 2022

Time: 10 am

Committee:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Chace
Councillor Long

Peter Herbert, Town Clerk

Agenda

Virtual Meeting Protocol

2021 to 2022

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.

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 Chace is a Member of Arun District Council

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

4. Chair's Report and Urgent Items

5. Minutes

To confirm the Minutes of the meeting held on 24 January 2022, circulated herewith, pages 4 to 7. In accordance with the Town Councils' Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email ltc@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 website alongside the meeting minutes.

7. 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. This item is a confidential report 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.

8. Officers Exempt Reports

8.1. New Youth Centre in Wick

The Sub-Committee will receive a confidential update from the Town Council's Agent on the outcome of the tender pre-qualification exercise with a view to making a recommendation to Full Council regarding the final tender arrangements, including the building specification, which will be used to appoint the main building contractor.

8.2. North Littlehampton Community Centre

The Sub-Committee will receive an oral update from the Town Clerk.

**Minutes of a Virtual Meeting of the Community Centres Sub-Committee held on
MONDAY 24 January 2022 at 3pm**

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Long

2021 to 2022

This meeting is available to view using the following link:

<https://youtu.be/PBmvVzcvIBM>

16. 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.

17. Apologies

There were apologies from Councillor Chace.

18. 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 at this point.

19. Minutes

The Minutes of the meeting held on 16 September 2021, previously circulated, were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

20. 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.

21. Exempt Business

It was **Resolved** 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.

This item was 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.

22. Officers Exempt Reports

22.1. New Youth Centre in Wick – Project Progress

Councillor Tandy declared a personnel interest in the following discussion as Secretary and Treasurer of the Keystone Centre Management Committee.

22.1.1. Members had before them a report, previously circulated to members of the Sub Committee only, with an update on the progress of the planning application and the next steps in the Project. This included the current project timeline, costs to date together with the current forecasted cost of delivering the new Centre and the procurement process for the new build. The Assistant Town Clerk reported that the date of the planning decision had been slightly postponed and that a decision was now expected by 9 February 2022. It was not anticipated that this would have a significant effect on the timetable for practical completion expected in June 2023. It was however noted that some of the validation material had required further work which had either been delivered or would be commissioned imminently as it was deemed essential pre-commencement work. In the meantime, discussions with the District Council had continued at Officer level regarding procurement of the outdoor facilities and boundary treatment. Regarding the former, discussion aimed to ensure that the procurement of these facilities was aligned with the main construction whilst the outcome of the planning application would provide clarity regarding the best way forward in respect of boundary treatment.

22.1.2. The Sub Committee then heard from the Town Council's Agent who set out the planned way forward regarding the procurement process to award the main contract for the construction of the centre. It was proposed that the Town Council issue a pre-qualification questionnaire using the Contract Finder website as prescribed in the Town Council's Town Council's Standing

Orders and Financial Regulations. This would enable an assessment of the suitability of potential suppliers with a view to arriving at a shortlist of contractors for formal Invitation to Tender. The Agent explained the principal requirements of the pre-qualification questionnaire, the evaluation process and scoring mechanism that would be applied. It was noted that this approach to the selection of the main contractor as widely used by local authorities as a means of arriving at a well-considered list of suitable tenders. It was envisaged that the pre-qualification questionnaire would be launched at the end of January and the outcome known by Mid-February.

22.1.3. Members proceeded to review this proposal in the context of the current Project Risk Register and Programme. Discussion focussed on the nature of the building contract and how best to protect against the pressures of Brexit and the pandemic on costs and the availability of materials. The Agent explained that no project would ever be without risk and that these were challenging times. However, the most effective way to manage these risks was through the Design and Build Contract which was envisaged for the Project. It was also noted that the planning process had identified and already provided some mitigation through the surveys and reports that had been commissioned to meet the planning validation requirements. The form of contract combined with a contingency aimed to lessen the likelihood of these becoming significant risks to the project as it advanced. The Agent also confirmed that should there be further changes in the programme, this would be timed to ensure that the current building was not demolished until such time as the new centre was ready to use. It was therefore **Resolved** that:

- 1. The work to date be endorsed and the continued work on the project including the updated project timeline be noted.**
- 2. The strategy for tendering the contract for the new build as set out in section four of the report be endorsed.**

The Agent left the meeting at 3.40 pm.

22.1.4. Project Board

As the project moved into the construction tender phase it was considered appropriate that a Project Board be formed. Headed by the Town Council, the Board would bring together representatives from the project team to contribute to the project as required to see the construction through to completion. The Board would report progress to both Councils using existing governance arrangements and be accountable for the successful implementation of the project. It was envisaged that the Board would meet monthly with meetings scheduled according to project milestones and the reporting requirements of both Councils. It was proposed that the Chair of the Sub-Committee would and may attend the Board with representatives from the design team and senior user groups attending when appropriate. The draft terms of reference as set out in the report were supported and it was therefore **Resolved** that:

1. The broad principles of representation and the terms of reference for the Project Board be endorsed and **RECOMMENDED** to Full Council for approval.
2. The contents of the report be otherwise noted.

22.2. North Littlehampton Community Centre Update

There was nothing further to report since the last meeting. Whilst the Town Council remained open to participation in the discussions regarding parking provision for the school, there had been no progress. This remained an obstacle in terms of finalising the plans for this part of the site and it was hoped that an update would be given at the North Littlehampton Steering Group on 15 February. It was **Resolved** that:

The current position be noted.

The meeting closed at 4.01 pm.

CHAIR