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7 April 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: 13 April 2022

Time: 2.00 pm

Committee:

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

Peter Herbert, Town Clerk

Agenda

2021 to 2022

Virtual Meeting Protocol

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 10 March 2022, circulated herewith, pages 4 to 6. 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 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 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 final tender specification for the building contract, estimated project costs and project timeline.

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 Centre Sub-Committee held on THURSDAY 10 March 2022 at 10 am

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Long

2021 to 2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=mPbPINgLiD8>

23. 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.

24. Apologies

There were apologies from Councillor Chace.

25. 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.

26. Minutes

The Minutes of the meeting held on 24 January 2022, 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.

27. 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.

28. 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.

29. Officers Exempt Reports

29.1. New Youth Centre in Wick

- 29.1.1. The Sub Committee received an update from the Agent on the outcome of the tender pre-qualification questionnaire exercise. Planning consent for the new centre had been given on 18 February 2022 and the pre-qualification questionnaire, being the first stage of the agreed procurement process, had been launched with a deadline of 25 February. The main contractors who would be invited to submit a stage two tender would be selected from the pre-qualification questionnaires.
- 29.1.2. The Agent proceeded to explain in more detail the responses to the pre-qualification questionnaire in terms of the scoring mechanism and the results of their evaluation exercise. The pre-qualification questionnaire had attracted six expressions of interest of which four met the minimum requirements in terms of experience in the construction of youth or community centres of this size within a design and build contract arrangement. The Council's procurement policy required a minimum of five. Having considered the recommendation from the Agent, Members were satisfied that the four bids had met the necessary threshold and should be invited to submit a formal tender for the contract to build the new centre.
- 29.1.3. Turning to the next stage of the tender process, the Agent went on to explain the need to review some key elements of the building specification that were required to inform the final tender document. These would inform the preliminary designs for the formal tender and related to the minimum specifications for the fabric of the building including flooring, walls, gazing, lighting, and power. Members proceeded to consider these elements in more detail taking not consideration the planning conditions and the anticipated use.
- 29.1.4. A primary concern for Members was that the building was flexible enough to accommodate varied small-scale activities whilst providing a suitable environment for youth sessions. It was therefore important that the flooring

and walls in the main and small halls were robust, durable, and easy to clean and maintain. Members therefore favoured polyurethane or vinyl flooring alongside blockwork walls with a finish that could house services. Acknowledging that the architects design concept could also have an impact on the construction methods and materials used, it was also considered prudent that HDA be invited to comment upon these points.

- 29.1.5. Observing the planning conditions surrounding sustainability, Members also wished to see the minimum requirements exceeded and where measures could not be immediately installed that provision was made for them to be introduced later. In terms of heating, ventilation and energy requirements Members expressed the clear view that they wished to move away from the reliance on gas as a major source of power in favour of measures to support the use of more sustainable resources such as electricity. Additional detail in terms of external lighting and building security would be considered later and the final tender would seek information regarding use of local suppliers and subcontractors and community engagement activities. It would also be necessary to link with Arun District Council on the final tender to minimise the impact of their external improvement works on the main building contract.
- 29.1.6. In terms of the wider proposals for the site, it was noted that the approved landscaping scheme provided for enhancements to the existing vegetation on the eastern boundary. Enquiries with the District Council had highlighted that this boundary included fencing with mixed ownership and the Town Council would therefore work with them to deliver these enhancements in accordance with the approved scheme.
- 29.1.7. The next steps would see the Agent take forward the views of Members with the design team and draft a final tender document. The additional input required to finalise the tender would require additional time and it was therefore anticipated that the release date for the final tender would slip to mid-April. The Agent would therefore be revisiting the project timeline and would share that when it was available.

It was therefore Resolved that:

Full Council be Recommended to endorse the work to date and delegate authority the Sub-Committee to appoint the building contractor, linking with Arun District Council as appropriate.

29.2. North Littlehampton Community Centre

It was reported that a meeting was scheduled for 16 March to discuss holistic plans for the community hub including parking, highways, and recreation facilities provision.

It was Resolved that:

The update be noted.

The meeting closed at 12.03 pm.

Chair