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28 September 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: 4 October 2022

Time: 2.30 pm

Committee:

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

Peter Herbert, Town Clerk

Agenda

2022 to 2023

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 Non-Exempt Minutes of the meeting held on 14 July 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 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.

8. Exempt Minutes

To confirm the Exempt Minutes of the meeting held on 14 July 2022, circulated to Members of the Sub-Committee only, pages 7 to 9. 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.

9. Officers Exempt Reports

9.1. New Community Centre in North Littlehampton

To consider and comment upon a revised design and cost update for the new Centre. Confidential report, pages 10 to 16, circulated to Members of the Sub-Committee only.

**Minutes of a Virtual Meeting of the Community Centre Sub-Committee held on
Thursday 14 July 2022 at 3.30 pm**

Present:

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

2022 to 2023

This meeting is available to view using the following link:

<https://youtu.be/0tS1Z6CW7-M>

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 no apologies.

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 no further declarations were made.

4. Chair's Report and Urgent Items

There were none.

5. Minutes

The Minutes of the meeting held on 13 April 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.

Councillor Blanchard-Cooper left the meeting at 3.32 pm due to a technical issue.

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.

Councillor Blanchard-Cooper re-joined the meeting at 3.34 pm.

7. 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.

The Sub-Committee adjourned at 3.35 pm.

Summary of Confidential Matters Discussed in the Exempt Part of the Agenda.

The Sub-Committee reconvened at 3:37 pm

8. K2 – New Youth Centre in Wick – Construction Contract

- 8.1. The Sub-Committee received a report, confidential appendix previously circulated to Members of the Sub-Committee only, and presentation from the Town Council's Agent with a recommendation regarding the appointment of a contractor to complete the final design and construction of the K2 Youth Centre. All tenders were compliant and had met the specified criteria. Whilst pricing was the most significant consideration the quality of the bids in terms of experience of similar projects and commitment to delivering the approved scheme were also key considerations. In this respect one bid was the best value in terms of the quality of the tender and being the most competitively priced they were therefore recommended to deliver the building. Following a review of the evaluation of the bids, the Town Council's Agent recommended the appointment of a contractor which was endorsed by the Sub-Committee.

It was therefore Resolved that Council be Recommended to:

Approve the appointment of the recommended contractor to complete the final design and construction of the K2 Youth Centre at a price of £1,579,246.92p.

9. K2 – New Youth Centre in Wick – Project Budget

- 9.1. The Sub-Committee proceeded to consider the impact of this recommendation on the Project budget and discussion turned to the options to bridge the funding

gap. Acknowledging that this was a long-held priority for the Town Council which would deliver much needed improvements in local facilities, pausing delivery was not an option. It was the unanimous view of Members that the concept be preserved, and that the shortfall be met from the Town Council's Reserves. In recommending a further draw on reserves the Sub-Committee was acutely aware that this would reduce the funding available to progress other initiatives identified as priorities by the Council, namely the North Littlehampton Community Centre. It was however considered that borrowing would be a more appropriate avenue to secure any additional funding that might be required to deliver this scheme.

It was therefore Resolved that Council be Recommended to:

1. Approve that the budget shortfall of £291,537 be met from the Town Council's remaining uncommitted Capital Receipts Reserves and that the financial implications be noted.
2. Confirm that unless additional funds become available, its preferred way forward to deliver the North Littlehampton Community Centre would be to borrow and make budgetary provision to include this.

The meeting closed at 4.55 pm.

Chair