

**Minutes of a Virtual Meeting of the Community Centre Sub-Committee  
held on Tuesday 4 October 2022 at 2.30 pm**

**Present:**

Councillor Tandy – Chair  
Councillor Blanchard-Cooper  
Councillor Long

**2022 to 2023**

**This meeting is available to view using the following link:**

<https://youtu.be/5O3MnTt8VAE>

**12. 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.

**13. Apologies**

There were apologies from Councillor Chace.

**14. 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.

**15. Chair's Report and Urgent Items**

There were none.

**16. Minutes**

The Minutes of the meeting held on 14 July 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.

## **17. 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.

## **18. 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.

## **19. Exempt Minutes**

The Exempt Minutes of the meeting held on 14 July 2022 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. New Community Centre in North Littlehampton**

- 20.1. The Sub-Committee had before it a confidential report previously circulated to Members of the Sub-Committee only, a revised design concept and updated costs regarding the planned new community centre in North Littlehampton. This had been prepared in response to an assessment by the Planners of the previous design who sought changes to the exterior of the building to better compliment the wetland setting of the site. In addition, parking provision had also been increased on the opposite side of the road to deal with the overflow from the centre. The changes had resulted in a slight increase in the footprint of the building, but the internal layout and provision was otherwise unchanged. The costs had however increased considerably and currently significantly exceeded the value of the Section 106 funding agreed for the scheme including indexation.
- 20.2. Members proceeded to review the revised design proposal and options for progressing the scheme in more detail. The external design had altered significantly and compared to the previous design, Members concluded that a much simpler design could be achieved that would be both acceptable to the planners and deliver the flexible community space envisaged by the Town Council. Further discussion regarding the use of the main hall highlighted the availability of other sports facilities close by that were viewed as more than adequate for the area. The main aspects of the scheme that members did wish to preserve were the flexibility of having two smaller halls with a partition, a separate entrance to support the youth facilities and a café with provision for an administration office and separate reception.

20.3. With this in mind, it was no longer considered necessary that the main hall be built to sports hall standards and therefore in terms of both height and size, it could be reduced. In sacrificing this element of the scheme it was noted that the likelihood of securing grant funding from some sources was remote. However, this would be balanced by a reduction in the burden of any borrowing that might be required to complete the centre. The focus of the discussion therefore turned to other key elements of the revised design that Members considered could be taken forward to deliver a scheme closer to the funding available. The following additional points were noted:

- Reduction in the use of glazing – move away from floor to ceiling glass panels to reduce both the cost and the impact of solar gain on usage.
- Replace the curve of the roof with a gradient – making it easier to maintain and support the introduction of solar panels which Members wished to see incorporated to meet the energy needs of the building.
- Reconfigure the lobby, foyer and reception areas and re-assess the toilet facilities based on a reduction in the size of the main hall by approximately half.
- Include outdoor seating together with a separate accessible toilet facility as part of the café.

20.4. The Sub-Committee held the strong view that in moving towards a less complex and more traditional community centre design, the scheme remained viable for the Town Council. Emphasising their commitment to collaborating with the developer to deliver the centre it was agreed that these comments be shared with them at the earliest opportunity so that work could continue to produce a more affordable scheme.

**It was therefore Resolved that:**

The Sub-Committee's comments as set out above be shared with the developer and that work continue to refine the design for the new centre.

The meeting closed at 3.31 pm.

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**Chair**