



## How to contact us

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8 March 2023

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: 14 March 2023**

**Time: 3 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](mailto: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 4 October 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](mailto: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 Report**

### **8.1. New Community Centre in North Littlehampton**

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

**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**