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Town Clerk – Laura Chrysostomou

15 August 2023

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

### **Community Centre Sub-Committee**

**Venue:** The New Millennium Chamber, Manor House, Church Street,  
Littlehampton BN17 5EW

**Date:** 21 August 2023

**Time:** 3 pm

#### **Committee:**

Councillor Tandy - Chair  
Councillor Blanchard-Cooper  
Councillor May  
Councillor Long  
Councillor Wiltshire

**Laura Chrysostomou, Town Clerk**

### **Agenda**

#### **2023 to 2024**

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

**3. Apologies**

**4. 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:

- Councillors Blanchard-Cooper, Long, May, Tandy and Wiltshire are Members of Arun District Council

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

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

**6. Minutes – non confidential**

To confirm the non confidential Minutes of the meeting held on 14 March 2023, 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.

**7. Public Forum**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

**8. K2 Car Park - Report attached pages 7 to 10.**

**9. 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.

- 10. North Littlehampton Community Centre** – oral update from the Town Clerk

**Minutes of a Virtual Meeting of the Community Centre Sub-Committee held on  
Tuesday 14 March 2023 at 3 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/qdne8w11rNg>

**21. 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.

**22. Apologies**

There were none.

**23. 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.

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

There were none.

## **25. Minutes**

The Minutes of the meeting held on 4 October 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.

## **26. 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.

## **27. 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.

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

- 28.1. The Sub-Committee had before it a confidential report previously circulated to Members of the Sub-Committee only, a revised design concept and updated estimated costs regarding the planned new community centre in North Littlehampton. The Sub-Committee was pleased with the way in which their wish for a more traditional and affordable design had been interpreted to deliver the flexible and welcoming community space envisaged by the Town Council.
- 28.2. In taking the design forward Members wished to ensure that the toilet provision was adequate and met the regulations in respect of the proposed café area. It was also considered more appropriate that the planned disabled toilet in this area did not open out into the café and instead be accessed from the lobby. In terms of the exterior, Members considered that a brown and green colour palette would suitably reflect the setting of the Centre and that access to the disabled parking bays would be greatly improved by breaking up the proposed hedge to make it less of a barrier. This feedback would be relayed to the developer and it was also noted that the design concept would be shared with the Steering Group at the forthcoming meeting later in the week.
- 28.3. The cost of delivering the revised design was estimated to be within the value of the Section 106 funding agreed for the scheme including indexation. However, the extent of the work that the developer would be undertaking to deliver the Centre was unknown. Based on the experience with the K2 Project, it was thought that the Town Council should expect to incur additional costs post

planning relating to the detailed design of the building and management of the construction contract. Having agreed the design concept, the Sub-Committee was mindful that Council would need to have a clear understanding of the timetable for delivering the Centre, the associated costs in order to approve a budget for this work, and importantly decide how this would be funded. Conscious that this would likely involve some borrowing, it was agreed that this information be urgently requested from the developer and the Sub-Committee be prepared to meet again to agree a recommendation for Council.

**It was therefore Resolved that:**

1. The Sub-Committee's comments as set out in Minute 28.2. above be shared with the developer and that work continue to refine the design for the new centre.
2. The developer be requested to provide a detailed breakdown of the work that they would be undertaking to deliver the Centre and a timetable for delivery.
3. Work continues to establish the additional costs that the Council is likely to incur to deliver the new Centre for presentation to the Sub-Committee with a view to it meeting again to agree a recommendation for Council.

The meeting closed at 3.09 pm.

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**Chair**

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Community Centres Sub-Committee**

**Date: 21 August 2023**

**Report by: Town Clerk**

**Subject: K2 Car Park**

### **1. Summary**

- 1.1. The report sets out options for the future operation and management of the car park which forms part of the new K2 Centre Project in Eldon Way, Wick. The Sub-Committee is requested to review the options and make a recommendation that will be considered by Full Council at an Extraordinary meeting to be held 21 August 2023.

### **2. Recommendations**

- 2.1. The Sub-Committee is recommended to:

Make a recommendation to Full Council regarding the future operation and management of the car park at the K2 Centre in Eldon Way, Wick.

### **3. Background and Update**

- 3.1. The District Council owns and manages the land opposite the existing Keystone Centre where the K2 Centre is currently under construction. The Town Council will be granted a fifty-year lease for the footprint of the building (agreed by Full Council on 15 October 2020) commencing when the Town Council takes ownership of the building. The building is currently programmed for completion by the end of November 2023. An objective of the project has always been to enable the provision of parking on the site of the new centre although how this is to be achieved is outside the scope of the project.
- 3.2. The approved plan provides eleven parking spaces, one of which will be designated for disabled use and one for a minibus. The planning consent for the project requires that the carparking should be constructed in accordance with the submitted plans and that spaces should be retained at all times for this purpose. In addition, Building Control Regulations require all new developments with ten or more parking spaces to have one EV (electric vehicle) charging point and at least one in every five remaining parking spaces to be provided with cable routes providing access to EV charging in the future. Work on this aspect of the project is about to begin.

- 3.3. The District Council has provided two options for the future operation and management of the car park, and these are set out below:

**Option One - Littlehampton Town Council Lease Eldon Way Car Park**

This would see the Town Council take it on by way of a full repairing and insuring lease. The maximum length of the lease would be the same as that agreed for the footprint of the centre, which is fifty years. Under the terms of the lease, the car park must remain free to members of the public and operational for the opening hours of the centre. The Town Council would not be permitted to charge for parking but would have discretion over how parking is controlled. All operational and maintenance costs would be the responsibility of the Town Council, including but not limited to, insurance, re-lining works, maintenance and repair works to the EV charging points, re-surfacing works and parking control. Any abandoned vehicles reported to be within the car park, and any enforcement action required, would also be the responsibility of the Town Council.

EV charging provision could be sublet but must meet the District Council's performance standards which are determined through the ConnectedKerb county wide contract and would be limited to two spaces max. Any lease for EV charging points will be subject to ADC (landlord) agreement not to be unreasonably withheld. The Town Council would be obliged to provide ADC with live access to data regarding the EV charging points and any performance reports upon request.

**Option Two - Arun District Council retain Eldon Way Car Park**

The District Council undertake all operational duties and maintenance in relation to the car park including abandoned vehicles and enforcement action within the car park.

ConnectedKerb would install and operate two EV charging bays as part of the county wide network, overseen by the District Council. The number of EV charging points can flex with demand as EV uptake increases within the period of the ConnectedKerb contract at zero cost to the public purse. To preserve public access to the EV charging points 24 hours a day, the entrance to the car park would be open.

To control the use of the limited number of spaces, and ensure the facilities are utilised by visitors, the District Council would introduce a Pay and Display car park with an option for a time limited free parking period for users of the facilities. The options available regarding the implementation of the free parking period are:

- a) Install a Pay and Display machine which visitors to the centre could use to obtain their free parking period. After this time, visitors would need to pay for additional parking either via the machine in the car park or via a pay by phone app. The maximum stay would be 12 hours with a no return period of 12 hours. This option would be accessible for all.

- b) Access the time limited free parking period via the MI Permit app. Visitors would book onto activities and classes being run at the centre and would be sent a code along with their booking confirmation email. Upon entering the car park, visitors would enter this code into the MI Permit app which would activate their free parking period. After this time, additional parking can be purchased via the machine located in the car park or via the MI Permit app. The maximum stay would be 12 hours with a no return period of 12 hours.

To strike a balance with residents, parking would be available to residents overnight between the hours of 10pm and 8am. Overnight charging of electric vehicles would also be available to residents and members of the public. Parking tickets for this overnight facility would be purchased via the Pay and Display machine within the car park. Residents must leave the car park by 8am or risk being issued with a Penalty Charge Notice.

It should be noted that the District Council would reserve the right to review and update the tariffs and/or the parking structure in the Eldon Way car park in the future.

- 3.4. Any agreement entered into with the District Council would be subject to review, with the initial agreement being for two years and reviewed towards the end of the agreement. Any subsequent agreements would be for a five-year period. The Sub-Committee is therefore requested to review the options and make a recommendation to be considered by Full Council.

A detailed explanation of the options is set out in a **confidential report** that has been circulated to Members of the Council only under separate cover.

- 3.5. There are several factors that Members may wish to take into consideration and these, although not exhaustive, are set out below:
- The need to provide parking for users of the centre for the approved hours of operation which are 7am to 10.30pm, daily.
  - Flexibility to negotiate parking arrangements including charging regime should the Town Council be successful in securing an anchor tenant or long-term hirer.
  - EV charger facilities must meet the District Council's requirements which are derived from the requirement that they adhere to the county wide contract.
  - The Town Council would have to put in place administrative systems to support either option.
  - Should the Town Council opt to take on responsibility of managing the car park this could incur significant additional costs in terms of technology, resources and insurance as well as measures to deter unauthorised parking including potential infrastructure such as a barrier and enforcement action. Furthermore, potential long-term costs of maintaining the surface and supporting infrastructure need to be considered.

#### **4. Financial Implications**

- 4.1. The K2 Project includes provision for the construction of the carpark, including lighting, marked bays and the provision of one EV charging point with provision to expand this to two EV charging points in the future.
- 4.2. Should the Town Council take on the operation and management of the car park, budget provision would need to be put in place sufficient to meet the future anticipated costs of maintaining the surface and supporting infrastructure including enhanced security to deter unauthorised parking as well as appropriate insurance cover.

Laura Chrysostomou  
**Town Clerk**