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Town Clerk – Laura Chrysostomou

26 September 2023

You are hereby summoned to attend a meeting of the:

### **Property and Personnel Committee**

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

**Date:** Monday 2 October 2023

**Time:** 6.30pm

### **Committee:**

Councillor Dr Walsh KStJ – Chair

Councillor Northeast

Councillor O'Neill

Councillor Butcher

Councillor Tilbrook

Councillor Worne

**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 Butcher, Northeast, O'Neill, Worne are members of Arun District Council
- Councillor Dr Walsh KStJ is a member of Arun District Council and West Sussex County Council

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

### **5. Minutes**

To confirm the Minutes of the meeting held on 6 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.

### **6. 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.

### **7. Chair's Report and Urgent Items**

### **8. Officers Reports**

#### **8.1. Absence Monitoring**

Report attached, pages 7 to 8.

#### **8.2. Staffing Update**

Report attached, pages 9 to 17.

**8.3. Equipment, Facilities, and Property Update**

Report attached, pages 18 to 25.

**8.4. Amenity Team Equipment Update**

Report attached, pages 26 to 27.

**8.5. Manor House Building Survey**

Report attached, pages 28 to 80.

**8.6. Town Council Business Plan 2023 to 2027**

Report attached, pages 81 to 97.

**9. Finance**

**9.1. Committee Budget Monitor**

Report attached, pages 98 to 110.

**10. 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.

**Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 6 March 2023 at 6.30 pm**

**Present:**

Councillor Chace – Chair  
Councillor Butcher  
Councillor Price

**2022 to 2023**

**31. Evacuation Procedures**

The procedures were noted.

**32. Filming of Council Meetings, Use of Social Media and Mobile Phones**

The procedures were noted.

**33. Apologies**

There were apologies from Councillors Rhodes and Tilbrook.

**34. 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.

**35. Minutes**

The Minutes of the meeting held on 28 November 2022, previously circulated, were confirmed as a true record and signed by the Chair.

**36. Public Forum**

There were no members of the public in attendance.

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

There were none.

**38. Officer's Reports**

**38.1. Absence Monitoring Report**

The Committee received the latest report monitoring sickness absence, previously circulated.

**It was Resolved that:**

The report be noted.

**38.2. Equipment Hire Fees Review**

The Committee received a report, previously circulated, which set out proposals to change the event equipment hire list and update the hire charges with effect from 1 April 2023. The list of event equipment available for hire had been updated and unused and rarely hired items removed and the charges revised to reflect increasing costs. The proposals were considered sensible, and it was **Resolved** that:

1. The changes to the event equipment hire list as set out in Appendix 2, attached to the report, be approved.
2. The changes to the hire charges as set out in Appendix 2, attached to the report, be approved and implemented with effect from 1 April 2023.
3. The contents of the report be otherwise noted.

**38.3. Recruitment Update**

The Committee received a report, previously circulated, which contained an update on efforts to recruit to the vacant posts and a proposal to use additional paid for advertising to attract more applicants. The efforts to fill currently vacant posts were noted, together with the resignation of the afternoon receptionist.

**It was Resolved that:**

1. The splitting of the full-time Committee and Civic Officer role into two part-time roles be approved.
2. The contents of the report be otherwise noted.

## **39. Finance**

### **39.1. Committee Budget Monitor**

39.1.1. The Committee received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2022 to 2023. The Committee was also asked to approve a five per cent increase to monthly paid car parking hire charges to cover the costs of the additional administration. It was noted that if approved, the change would not come into effect until 1 April 2024 as the car parking fees from 1 April 2023 had already been agreed.

39.1.2. Outstanding payments for room hire at the Southfields Jubilee Centre had been considered by the Governance and Audit Committee and in response to a question about monitoring progress on reducing these, the Clerk agreed to include progress in the financial reports to the Community Resources Committee in the forthcoming Council.

#### **It was Resolved that:**

1. The monthly paid car parking fees be increased by five per cent with effect from 1 April 2024.
2. The contents of the report be otherwise noted.

## **40. Exempt Business**

There was none.

The meeting closed at 6.36 pm.

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**Chair**

# Littlehampton Town Council

## Non-Confidential

### Committee: Property and Personnel

Date: 2 October 2023

Report by: The Town Clerk

### Subject: Absence Monitoring Report – Quarter 4 2022 to 2023 and Quarter 1 2023 to 2024

#### 1. Summary

- 1.1 Members are provided with the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 for 2023 to 2024.

#### 2. Recommendation

It is recommended that the report be noted.

#### 3. Staff Absence Records

- 3.1 The figures for self-certificated sickness leave are set out below.

Year	1st Apr- 30 <sup>th</sup> Jun	1 <sup>st</sup> Jul- 30 <sup>th</sup> Sep	1 <sup>st</sup> Oct- 31 <sup>st</sup> Dec	1 <sup>st</sup> Jan- 31 <sup>st</sup> Mar	Average
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%	1.58%	<b>0.76%</b>	1.35%
2023/24	<b>0.31%</b>				

- 3.2 The figure for Quarter 1 in 2023 to 2024 decreased compared to the previous quarter (2022 to 2023 Quarter 4). It is also lower than the same period in the previous year (2022 to 2023 Quarter 1). 4 members of staff took self-certificated sickness leave (7 last quarter), this equated to 32.25 hours in reduced staff time. One of these sickness periods totaling 11.1 hours was due to Covid.

3.3 The figures for certificated sickness leave are set out below.

<b>Year</b>	<b>1<sup>st</sup> Apr- 30<sup>th</sup> Jun</b>	<b>1<sup>st</sup> Jul- 30<sup>th</sup> Sep</b>	<b>1<sup>st</sup> Oct- 31<sup>st</sup> Dec</b>	<b>1<sup>st</sup> Jan- 31<sup>st</sup> Mar</b>	<b>Average</b>
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%	1.78%	<b>0.10%</b>	1.62%
2023/24	<b>0.06%</b>				

3.4 One member of staff was recorded absent due to certificated sickness leave for both quarter 4 in 2022 to 2023 and quarter 1 2023 to 2024. This equated to 11.5 hours in reduced staff time.

Laura Chrysostomou  
Town Clerk



## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Property and Personnel Committee**

**Date: 2 October 2023**

**Report by: Town Clerk**

**Subject: Staffing Update**

### **1. Summary**

- 1.1. The report provides updates on staffing and includes the current staff structure for Members's information, Appendix C.

### **2. Recommendations**

- 2.1. The Committee is recommended to:
  1. Note the Urgent Actions regarding the additional apprenticeship posts in the Democratic Services and Administration Teams, Appendices A and B.
  - 2.. Otherwise note the report.

### **3. Updates**

#### **3.1. Corporate Services**

- 3.1.1. A new Events and Business Administration Support Apprentice joined the Events Team on 11 April 2023. This role provides administrative support to the Communications and Marketing Manager and the Events and Town Centre Strategy Manager, and specifically focusses on delivering the Town Council's Events Programme.
- 3.1.2. Town Centre Management has now been fully integrated into the staff structure and following a resignation and successful recruitment process, a new Town Centre Strategy Project Officer is joining the Town Council on 26 September. Working closely with the consultant appointed as part of the UK Shared Prosperity Fund, the Project Officer will support the work of the Town Centre Action Group in delivering the Town Centre Strategy and Action Plan. At the time of writing this report, preparations are underway for interviews to appoint the consultant role.

### **3.2. Democratic Services**

3.2.1. A new Committee and Business Administration Support Apprentice started on 18 April 2023. Previously this post had been vacant since November 2022 and having been unsuccessful recruiting a replacement, the decision was taken to change the role back to an apprenticeship, see the Urgent Action attached, Appendix A. This role focusses on supporting the Council's committee process, as well as providing administrative support to the Assistant Town Clerk and the Community Resources Officer and has been integral in delivering IT support to the new Council.

### **3.3. Museum Team**

3.3.1. The Museum has applied for a grant from the Art Fund via Southeast Museums to pay for an intern to work on refining a cataloguing procedure, in preparation for "Project Time Machine". Working from December 2023 to February 2024, the intern will carry out a pilot project to trial a draft cataloguing procedure on selected items in the Social History Collection and help to scope out timings and set targets for the main project. This work has been provisionally scheduled into normal business should the application be unsuccessful and to ensure that it does not impact on the delivery of the main project. The Community Resources Committee will receive regular updates on the progress of this work.

### **3.4. Amenity and Caretaking Team**

3.4.1. The recruitment to a full time Seasonal (May to September) Amenity Team Operative was unsuccessful. To support the operations of the Amenity Team, there has been an additional 15 casual B team hours per week since July. This will continue until the end of August to ensure growing, and events season operational demands are successfully met. There are no financial implications as these hours were budgeted for in advance.

3.4.2 Following the resignation of the part time Caretaker Cleaner at Southfield Jubilee Centre there was a successful recruitment and the post holder started on 14 August 2023.

### **3.5. Administration**

3.5.1. Following the resignation of the full time Administrative Assistant (employed from 9 January to 19 May 2023) vacant hours were offered internally to existing staff with 25 hours in total being accepted with effect from 1 June 2023.

3.5.2 A new Mayoral and Administrative Officer started on 3 April 2023. The focus of this role is to arrange and manage the Council's Civic functions. The post holder is one of two Administrative Officers to take up the vacant hours from the Administrative Assistant role referred to above.

3.5.3. The part time post of afternoon Clerical Receptionist was appointed to earlier in the year and the post holder started on 17 April 2023. However due to a change in circumstances the post holder resigned and left on 28 July 2023. The decision was taken to change the role to an apprenticeship, see the Urgent Action attached, Appendix B. A full time Clerical and Business Administration Support Apprentice started on 25 September. This role

focuses on the provision of clerical and reception services, as well as providing administrative support including communications for related items such as promoting the venues for hire.

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

- 4.1. A £10,000 contribution to the Town Centre Strategy Project Officer has been received by Arun District Council. However, this was invoiced for the 2022 to 2023 budget, but Arun District Council have confirmed this contribution is for 2023 to 2024 only. The shortfall from 2022 to 2023 will be met from the staffing underspend that year which is in the General Reserves. Going forward there is no further contribution confirmed from Arun District Council.
- 4.2 All of the changes to the structure can be met from the existing salaries budget for 2023 to 2024.

Laura Chrysostomou  
**Town Clerk**

### Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the deputy town clerk or the services manager shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	<b>What decision is required?</b>	<p>The Council has struggled to fill several vacancies including the Committee Assistant (p/t). No applications were received for this post following the latest advertisement.</p> <p>However, whilst interviewing for the Events Apprentice an excellent candidate came to light for the Committee post. This would enable the role to be filled as had been the case twice before, which both times had been very successful.</p> <p>Having spoken to the candidate, he is keen to progress this and the work has been agreed by SIGTA as appropriate for the apprenticeship.</p> <p>The post would be 37 hours per week and would entail an increased cost. The appointment would be in line with the Council's position on apprentices and the filling of the vacancy is now urgent.</p>
2	<b>Why is this decision urgent?</b> <ul style="list-style-type: none"> <li>• Why should it not wait until the next programmed meeting of council or committee?</li> <li>• Why should it not wait until an extraordinary meeting of council or committee is called?</li> </ul>	<p>The post has been vacant for a long period and needs filling particularly with the new Council looming.</p> <p>The matter is too late for Council as this is a matter requiring additional expenditure in 2023 to 2024. The relevant notice period cannot be given. The Council enters the Pre Election period on 27<sup>th</sup> March, precluding calling a Committee.</p>
3a	<b>What are the financial implications?</b>	<p>The cost of a Committee Assistant (p/t) has been included in the Budget at £10,942. The cost of a full time apprentice is £15,647, a difference of £4,705</p>
3b	<b>Has a budget been approved?</b>	No
3c	<b>Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.</b>	<p>The underspend from vacant posts, including this one, for 2022 to 2023 will be returned to General reserves. This sum should be earmarked from General Reserves to meet the costs in 2023 to 2024.</p>

3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and town clerk, the Assistant Town Clerk can give approval.	RFO approved 22 <sup>nd</sup> March 2023
4	Is the decision consistent with Council policies?	Yes
5a	<b>Committee decisions only</b> Is this decision a matter delegated solely to one Committee?	Yes. But Town Mayor and Chair of Policy and Finance have been asked to countersign (23/3/23).
5b	If not, which other Committees have been or will be consulted?	
5c	Was this, or will this be through the urgent action procedure? Please detail	
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	N/A
7	What alternative options have been considered – both practical and financial?	Many alternatives have been tried and all failed.
8	Has the procurement strategy been followed, where expenditure is involved?	N/A
9	Briefly outline any implications relating to: • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact	None
10	Have appropriate risk assessments been undertaken?	N/A
11	Date of consultation with Chair of P&F & Mayor	22/3/23
12	Signature of Chair of P&F & Mayor	23/3/23
13	Date of decision	23/3/23
14	Signature of Town Clerk	23/3/23
15	Signature of Responsible Financial Officer – if required under 3e	23/3/23
16	Date reported to Council or Committee	2/10/23 (P&P)

### 91817 Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

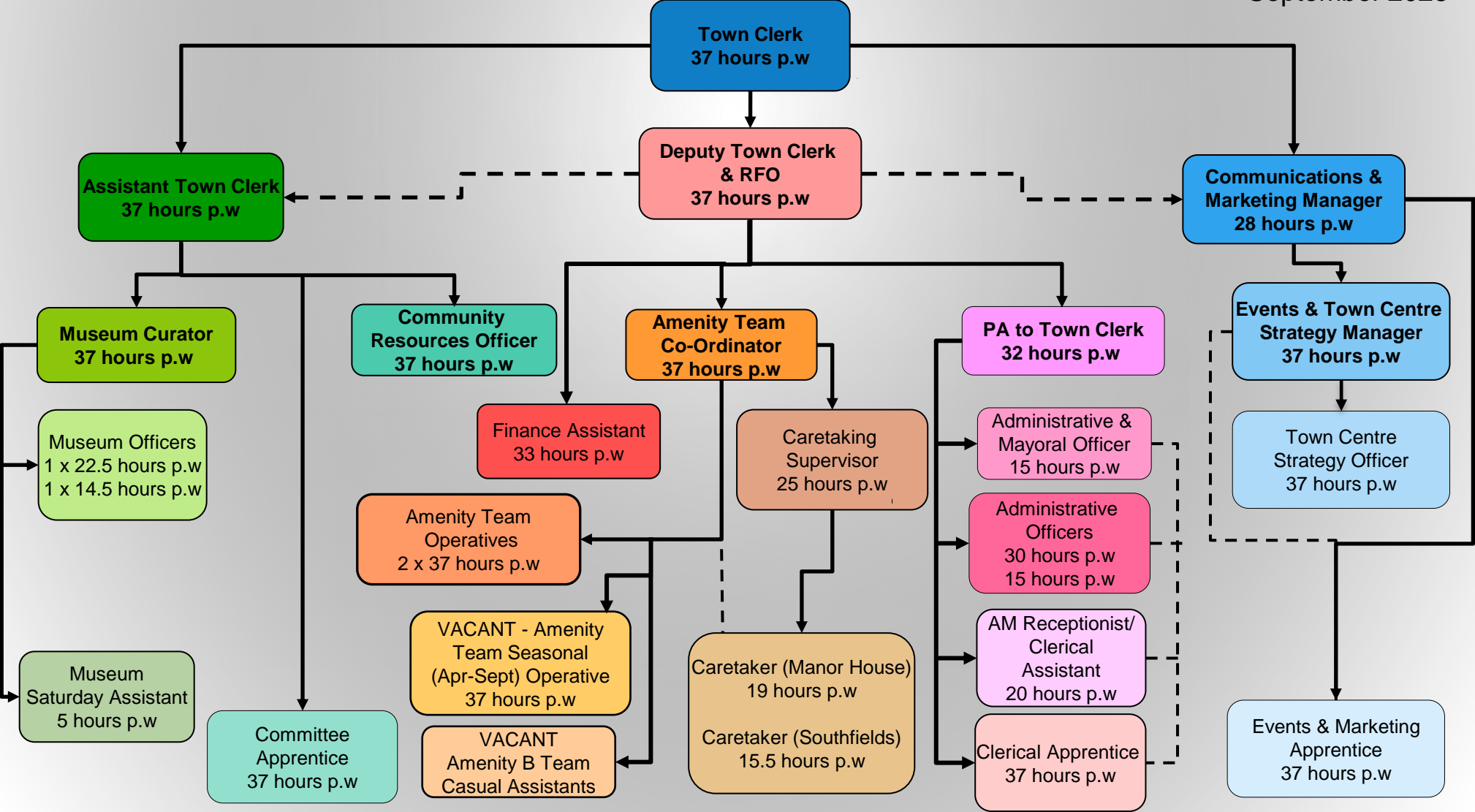
<b>1</b>	<b>What decision is required?</b>	To agree a change to the staffing structure following the resignation of the afternoon clerical receptionist and to replace this post with a full time administrative apprentice.
<b>2</b>	<b>Why is this decision urgent?</b> <ul style="list-style-type: none"> <li>• <b>Why should it not wait until the next programmed meeting of council or committee?</b></li> <li>• <b>Why should it not wait until an extraordinary meeting of council or committee is called?</b></li> </ul>	The current post holder will be leaving in a couple of weeks and the post needs to be covered. The Town Council has had significant vacancies for the last few months and lots of new staff who are not yet fully trained so imminent recruitment to the post is required.
<b>3a</b>	<b>What are the financial implications?</b>	An additional circa £2,000 in a full year.
<b>3b</b>	<b>Has a budget been approved?</b>	This can be met from within the overall staffing budget.
<b>3c</b>	<b>Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.</b>	Salaries
<b>3d</b>	<b>Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision</b>	No
<b>3e</b>	<b>If any of the following apply:</b> <ol style="list-style-type: none"> <li><b>1. A supplementary estimate</b></li> <li><b>2. The use of earmarked reserves</b></li> <li><b>3. Expenditure over £500*</b></li> </ol> <b>Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is</b>	The RFO confirms this can be met within the existing salaries budget and agrees with the change to the structure.

	<p>the deputy Responsible Financial Officer.</p> <p><b>*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</b></p>	
4	<p><b>Is the decision consistent with Council policies?</b></p>	<p>Yes and expands the Town Council's apprenticeship opportunities from two to three</p>
5a 5b 5c	<p><b>Committee decisions only</b></p> <p><b>Is this decision a matter delegated solely to one Committee?</b></p> <p><b>If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail</b></p>	<p>Yes Property &amp; Personnel</p> <p>Both the Chair and Vice Chair of this committee have been consulted through the Urgent Action procedure.</p>
6	<p><b>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc?</b></p> <p><b>If not, is the matter so urgent that this is impractical? If so, why?</b></p>	<p>N/A</p>
7	<p><b>What alternative options have been considered – both practical and financial?</b></p>	<p>Like for like replacement was considered but this post has seen several different post holders recently and a full-time apprentice is an attractive offer that whilst needing additional support does add value to the Council as a whole. The role offers a valuable opportunity and is well suited to an apprenticeship.</p>
8	<p><b>Has the procurement strategy been followed, where expenditure is involved?</b></p>	<p>N/A but recruitment procedures will be adhered to.</p>
9	<p><b>Briefly outline any implications relating to:</b></p> <ul style="list-style-type: none"> <li>• Crime and disorder</li> <li>• Disability discrimination</li> <li>• Human rights act</li> <li>• Freedom of information</li> <li>• Data protection</li> <li>• Environmental impact</li> </ul>	<p>N/A</p>
10	<p><b>Have appropriate risk assessments been undertaken?</b></p>	<p>N/A</p>
11	<p><b>Date of consultation with Chair and Vice Chair</b></p>	<p>10 July 2023 and 11 July 2023</p>

<b>12</b>	<b>Signature of Chair</b>	
<b>13</b>	<b>Date of decision</b>	11 July 2023
<b>14</b>	<b>Signature of Town Clerk</b>	11.7.23
<b>15</b>	<b>Signature of Responsible Financial Officer – if required under 3e</b>	11.7.23
<b>16</b>	<b>Date reported to Council or Committee</b>	P&P 2 October 2023



# STAFF STRUCTURE



## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Property and Personnel**

**Date: 2 October 2023**

**Report by: The Town Clerk**

**Subject: Equipment / Facilities and General Property Update**

### **1. Summary**

- 1.1. This report provides an update on the properties, existing and proposed, under the remit of the Property and Personnel Committee. It should be noted that an update regarding the Manor House is the subject of a separate report on this agenda.

### **2. Recommendations**

The Committee is recommended to:

1. Note the progress with the planning application to deliver the Allotments at Holly Drive.
2. Note the Urgent Action, Appendix B, to commission consultants to undertake the feasibility work for the North Littlehampton Community Centre Project.
3. Note the progress with the projects to deliver the new community facilities in Wick and North Littlehampton and the financial implications.
4. Approve that subject to The Garden of Reflection or a suitable alternative community project proceeding, any remaining street furniture that is beyond repair and cannot be reused be destroyed.
5. Note the Unit 6F rent review and financial implications.

### **3. Allotments**

#### **3.1. Holly Drive Site**

- 3.1.1. This new allotment site will be delivered by Persimmon Homes as part of their obligations under the North Littlehampton – Hampton Park – Development Agreement. The planning application was submitted in August 2022, but the decision has been delayed whilst matters relating to parking and access are resolved. Authority has been delegated to the Group Head of Planning to approve the plans once these matters are resolved. The modified plan for the site will see a slight reduction in the number of plots from 36 to 34. There will be

boundary fencing and hedging and a trough system to deliver water. Parking provision has been increased from 10 to 14 spaces, including two disabled bays adjacent to the accessible plot provision. The entrance is from Holly Drive and site access arrangements have been altered to facilitate emergency and highways maintenance vehicles alongside allotment tenants and the Town Council's Amenity Team.

- 3.1.2. A copy of the proposed layout is attached, Appendix A to this report and confirmation of the timeframe for delivery is awaited. It is likely that as the scheme progresses further minor changes to the layout will be required and a site management and maintenance plan developed. Authority has previously been delegated to the Town Clerk to agree these to complete the scheme.

## **4. Community Facilities**

### **4.1. K2 – New Youth Centre in Eldon Way**

- 4.1.1. Construction work continues and the project remains on target for handover by the end of November 2023. The roof works are nearing completion with only the work on the gables outstanding. The building is otherwise secure and watertight and various trades are working in the electrical installations and internal finishes. This will trigger payment of the final tranche of funding due from the District Council who are also working on the lease for the building which will be granted to the Town Council
- 4.1.2. Following the decision by Council at the Extraordinary meeting on 21 August 2023, the construction management team are working with Arun District Council and Connected Kerb to deliver their requirements for the car park. October should see the removal of the external scaffolding and completion of the incoming services installations prior to the final fit out. An officer working group had been established by the Town Council to provide guidance on the detailed elements of the workings of the building and how it will be managed and maintained.

### **4.2. North Littlehampton Community Centre**

- 4.2.1. This community centre, incorporating provision for a youth service facility, will be as part of the North Littlehampton – Hampton Park – Development Section 106 Agreement. Following the decision by Council at the Extraordinary meeting on 21 August 2023, consultants have been commissioned to review the current design proposal. In view of the tight timeframe for this work and the specialist knowledge formed during the K2 Project, BAQUS have been appointed through the Urgent Action Procedure, Appendix B, to deliver a feasibility study.
- 4.2.2. Working with the Community Centre's Sub-Committee recommendations on the way forward will be presented to Full Council on 23 November 2023. This will include a needs assessment considering the land uses, revised design proposals and a community engagement exercise to inform the design and support a request for public borrowing should that be an option Council wish to pursue.

## **5. Disposal of Street Furniture**

- 5.1. As part of the Town Centre Public Realm Improvements, the old street furniture, which was owned by the Town Council, and acquired in 1999 as part of a previous High Street regeneration project, was replaced. In 2020 the Council agreed that the items removed should be retained for the continued benefit of residents and where practical reused in the parish. Much of what was removed and could be reused has been taken by voluntary groups to enhance facilities for example at the Railway at Mewsbrook Park, and Chilgrove House.
- 5.2. Last March it was agreed that the remaining items be retained for The Garden of Reflection Project in Wick, a community project which will be delivered with the help of the District Council who own the proposed site. It has been confirmed that this project is proceeding and the District Council plan to refurbish most of the remaining furniture and install it in the garden. Some items will also be used within the seafront parks. It is proposed that any remaining items which are beyond repair and cannot be reused be destroyed.

## **6. Unit 6F rent review**

- 6.1 The Amenity Team unit at lineside Industrial Estate is currently leased for a period of 10 years with a 5-year rent review. The rent review has been confirmed for the remaining 5-year term at a price of £32,850 per annum which is an increase of £6,222 on the previously agreed annual fee (£26,628). The budget for 2023 to 2024 was set at £28,090.
- 6.2 This new annual fee is based on current rentals on the industrial estate and compared to similar sized units. Research into other units in the local area mirror this increase and it must be noted that the current unit comes with substantial outside secure storage as part of the agreement.
- 6.3 The new increased rental fee will be factored into the budget cycle process this year to accommodate this change.

## **7. Financial Implications**

### **7.1. Allotments**

The Allotments grounds maintenance budget for 2023 to 2024 is £10,595 and there is £3,246 in the allotments Earmarked Reserve.

### **7.2. K2 – New Youth Centre in Eldon Way**

The total budget approved for the project is set at a maximum of £1,846,194. This includes a contingency of £160,000, a contribution of £250,000 capital from Arun District Council and £263,464 Section 106 developer contributions from the Kingley Gate development.

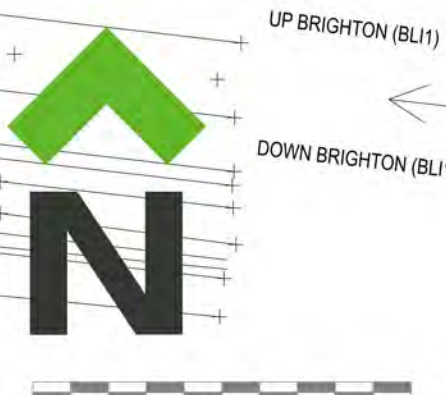
### **7.3. North Littlehampton – New Community Centre**

The North Littlehampton Section 106 Agreement includes £1,000,000 for the construction of a community centre and a further £250,000 for a youth facility. With indexation, the current value of the Section 106 is Circa £1.755M. There is currently £54,969 in earmarked reserves and £20,000 in the 2023 to 2024 budget for revenue costs.

#### 7.4 Unit 6F Rent

The first 6 months of this financial year will be charged at £26,628 and the latter 6 months at £32,850 totaling £29,739. This will leave a £1,649 shortfall which will be met from underspends within this cost centre due to a reduction in wholesale utility costs.

Laura Chrysostomou  
**Town Clerk**



### PLANTING SPECIFICATION

**General Guidance**

All plant hardening to be in accordance with the HTA, handling and establishing techniques Part 1, Part 2 and Part 3 (Landscape) from the Horticulture Trade Association and the CPRE publication 'Tree Handling and all planting to conform to National Planting Specification Guidelines'.

The individual footprint of the plants on site shall be the responsibility of the contractor and shall include the location when on the site during the planting process. Contractors shall ensure that plants are ready to plant when individual planting zones.

Contractor to ensure that smaller plants are located to the front of plant space groups as shown on detailed planting plans.

Contractor shall monitor existing levels around the base of existing trees and shall undertake all planting work ensuring within root protection areas (RPA) in accordance with BS5832:2012. Contractor shall not remove or reduce any root protection fencing without prior consent of the client.

Contractor to check the location of underground services, existing and proposed, prior to the installation of any tree pits or shrub beds and shall identify any potential conflicts to client (landscape architect).

All utilities shall be removed from site and the contractor shall at all times, keep the site free from obstructions and debris.

For the duration of the works the contractor shall keep the site free from any vehicles as far as possible in the hours of 08:00-18:00.

All plants should be supplied in the same species and the same quantities as specified in the planting schedule on the landscape proposals plan. Any proposed replacement species or quantities from the planting schedule should be highlighted to and agreed with the client prior to installation.

All plants shall be hardened at the Contractor's own nursery or at the source prior to planting.

All food grown and collected must be free from any pesticides or herbicides and must be free from any diseases.

The Contractor shall carry out all work with care and attention to ensure that the site is left in a safe and sound condition at the end of the works.

Contractor to ensure that adequate watering and weed control is provided at the time of planting.

Any 'topsoil' retained on site in stockpiles for use in planting works to be stored in accordance with the DEFRA publication 'Code of practice for the sustainable use of soils on construction sites'.

Do not use peat or peat based products.

Prior to planting, planting areas shall be cleared of grass and weed growth (chemical and/or manual) with a proprietary treated herbicide and a period of time shall be allowed to elapse as recommended by the manufacturer before commencement of soil preparation for planting.

All plants are to be watered thoroughly before planting steps to ensure rootball is thoroughly soaked prior to handling.

**Tree Planting**

Generally plant trees in pits with minimum dimensions of:

- 1000 x 1000 x 750-800mm deep for trees to be planted

Shrub pits to be as specified below from them below:

**Shrub Planting**

- 200mm layer of compacted root free draining gravel or pea shingle, wrapped in geo-textile membrane
- 100mm layer of washed medium coarse sand to act as leaching layer between membrane

**Planting Schedule CSA/5111/100**

Hedges to consist of double staggered row at 300mm centres, rows 300mm apart, approx. 5 plants per linear metre. Hedges to be supported by 1m high post and galvanised wire fence (min. 3 wires) running through centre of hedge between rows.

Qty	Name	Common Name	Age	Height	Form	Girth	ChStm	Bilks	Rtr	Ctr	Measure Unit	Density (m <sup>2</sup> /m)	Centres
580	Cornus sanguinea	Common dogwood	1/1	50-60cm				2	B	m	5.00	0.200	
560	Corylus avellana	Hazel, Cobnut	1/1	50-60cm				2	B	m	5.00	0.200	
560	Crataegus monogyna	Common Hawthorn	1/1	50-60cm				2	B	m	5.00	0.200	
560	Ilex aquifolium	Holly	1/1	50-60cm				2	C	3L	m	5.00	0.200
580	Prunus spinosa	Blackthorn	1/1	50-60cm				2	B	m	5.00	0.200	

**Shrub**

Qty	Name	Common Name	Age	Height	Form	Girth	ChStm	Bilks	Rtr	Ctr	Measure Unit	Density (m <sup>2</sup> /m)	Centres
20	Hebe rakaiensis	Hebe		20-30cm(D)	Bushy			5	C	3L	m <sup>2</sup>	5.00	0.450

**Tree**

Qty	Name	Common Name	Age	Height	Form	Girth	ChStm	Bilks	Rtr	Ctr	Measure Unit	Density (m <sup>2</sup> /m)	Centres
2	Acer campestre	Field maple	3x	425-600cm	Standard (Extra Heavy)	14-16cm	175-200cm	5	RB	rr			
2	Betula pendula	Silver birch	3x	425-600cm	Standard (Extra Heavy)	14-16cm	175-200cm	5	RB	rr			
4	Prunus avium	Gean, Wild cherry	2x	300-350cm	Standard	10-12cm	175-200cm	5	RB	rr			
7	Sorbus aucuparia	Mountain ash or Rowan	2x	300-350cm	Standard	10-12cm	175-200cm	4	RB	rr			
5	Tilia cordata	Small-leaved lime	2x	300-350cm	Standard	10-12cm	175-200cm	4	RB	rr			



### LEGEND

**APPLICATION BOUNDARY**

**EXISTING TREES / VEGETATION**

**Softworks**

- EXTRA HEAVY STANDARD TREE**
- STANDARD TREE**
- NATIVE HEDGE PLANTING**
- ORNAMENTAL SHRUB / HERBACEOUS / GRASS PLANTING**
- AMENITY GRASS SEEDING -** 'AZZ (Low Maintenance)' seed mix by Germinall Seeds Ltd or equal and approved. 50g/m<sup>2</sup>

**Hardworks**

- BETUNNED MACADAM SURFACE -** to engineers specification - to access track and 3m wide/ways/roads
- HOGGIN FOOTPATH** Compacted, fine-screened hoggin surfacing, nominal 50mm compacted layer over min. 150mm Duff Type 1 sub-base, surfaced treated timber edging, pegged in place.
- HIGHWAY EASEMENT** Surface material as specified above

**Furniture**

- WATER TROUGH** Self filling water trough with ball valve fed from 30mm metered water supply, ~600mm wide x 2000mm long.
- METERED WATER SUPPLY -** to engineer's details.

**Boundary Treatment**

- SECURITY FENCING** Metal welded mesh fencing, 1.8m high, 50x50mm spacing, Green PVC coated welded mesh. Rodent mesh fencing added to the interior base of security fencing and gates.
- DOUBLE LEAF ACCESS GATE** 1.8m high, hot dip galvanized steel to BS 5344-2, polymer powder coated to BS 3438-Black. To be double-leaf, with 1.2m wide pedestrian gate & 1.8m lockable vehicular gate.
- SQUARE TIMBER BOLLARD -** 100 x 100 x 900mm high square timber bollard by Jacksons Fencing Ltd or equal and approved.
- BOLLARDS -** Fold Down Stainless Steel Post by Broxap Ltd, ref: 0147 0001-001-FD, 100mm high, 60mm diam, not fixed, or equal and approved.
- HIGHWAY EASEMENT ACCESS GATE** To Council's specification.

**ACUSTIC FENCING** As built.

**EXISTING VMESH FENCING** As built.

**VISIBILITY SPLAYS**

**FOR INFORMATION**

**CSA environmental**

Dixons Barns, High Street, Ashwell, North Yorkshire SG7 5NT

01462 743647  
01462 743647  
csaenvironmental.co.uk  
w csaenvironmental.co.uk

**Project:** Littlehampton Allotments

**Title:** Allotment Landscape Proposals

**Client:** Penstemon Homes

Scale	1:200 @ A0	Drawn	SW
Date	January 2021	Checked	GC
Drawn by	CSA/5111/100	Rev	LC

### Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	<b>What decision is required?</b>	<ol style="list-style-type: none"> <li>1. Waive standing orders and appoint BAQUS Construction &amp; Property Consultancy to carry out a feasibility study, community engagement and review the design for the project to deliver a community centre as part of the North Littlehampton Approved Development planning application LU/47/11.</li> <li>2. To repurpose part of the revenue budget that was allocated to support revenue costs for the new community centre and use it to cover the costs of the feasibility study.</li> </ol>
2	<b>Why is this decision urgent?</b> <ul style="list-style-type: none"> <li>• <b>Why should it not wait until the next programmed meeting of council or committee?</b></li> <li>• <b>Why should it not wait until an extraordinary meeting of council or committee is called?</b></li> </ul>	<p>The trigger for the submission of the community centre planning application has been passed and an extension to allow this work to be completed has been informally agreed until March 2024 latest.</p> <p>Resolution of Extraordinary Full Council 21 August 2023, Minute 38.1. that feasibility work would be undertaken by the Sub-Committee to inform the business case and the resources needed to deliver the Centre, incorporating any public borrowing, with a view to making recommendations on the way forward to Full Council on 23 November 2023.</p>
3a	<b>What are the financial implications?</b>	Estimated costs £5K to 10K maximum

<b>3b</b>	<b>Has a budget been approved?</b>	No. See 3c below.
<b>3c</b>	<b>Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.</b>	£20,000 Revenue Budget in 2023 to 2024 for the purpose of earmarking to support revenue costs when building first opens. Earmarked Reserve for the Community Centre has a current balance of £54,000
<b>3d</b>	<b>Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision</b>	N/A
<b>3e</b>	<b>If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</b>	(3) applies
<b>4</b>	<b>Is the decision consistent with Council policies?</b>	Yes
<b>5a</b> <b>5b</b> <b>5c</b>	<b>Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail</b>	No, Full Council. Mayor as Chair of Council and Chair of the Community Centres Sub-Committee consulted and Chair of P&F.
<b>6</b>	<b>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?</b>	N/A.
<b>7</b>	<b>What alternative options have been considered – both practical and financial?</b>	BAQUS are known to LTC as they have been working on the K2 project in capacity as Employers Agent, have all the in-house expertise and can



		complete the work within the limited timeframe.
8	<b>Has the procurement strategy been followed, where expenditure is involved?</b>	For the reasons explained in (7) above, this decision aims to deliver value for money and has therefore not been tendered in accordance with Financial Regulation 15.8
9	<b>Briefly outline any implications relating to:</b> <ul style="list-style-type: none"> <li>• Crime and disorder</li> <li>• Disability discrimination</li> <li>• Human rights act</li> <li>• Freedom of information</li> <li>• Data protection</li> <li>• Environmental impact</li> </ul>	None.
10	<b>Have appropriate risk assessments been undertaken?</b>	N/A.
11	<b>Date of consultation with Mayor as Chair of Council and CC Sub Committee and Chair of P&amp;F</b>	11 & 14 September 2023
12	<b>Signatures of Mayor &amp; and Chair of P&amp;F</b>	18 September 2023
13	<b>Date of decision</b>	14 September 2023
14	<b>Signature of Town Clerk</b>	14 September 2023
15	<b>Signature of Responsible Financial Officer – if required under 3e</b>	14 September 2023
16	<b>Date reported to Council or Committee</b>	P&P 2 October & Full Council 12 October 2023

## **Littlehampton Town Council**

### **Non- Confidential**

### **Committee: Property and Personnel Committee**

**Date: 2 October 2023**

**Report by: Town Clerk**

**Subject: Amenity Team equipment repairs / replacement**

### **1. Summary**

- 1.1 The Amenity Team own several items of machinery to assist them with their duties. This report sets out details regarding the towed cutting deck used to cut the grass at various locations but most specifically, Rosemead Park. The equipment requires repair, and the report sets out possible options to consider and decide upon, including whether it is more cost effective to purchase different equipment.

### **2. Recommendations**

- 2.1 The Committee is recommended to:
1. Consider whether to purchase a new Ride on Mower and approve the relevant expenditure from earmarked reserves.

### **3. Background**

#### **3.1 Current cutting deck**

- 3.1.1 To complete grass cutting of large areas such as Rosemead Park, a cutting deck is attached to the tractor and towed behind to complete the job. This piece of equipment is currently broken and requires a minimum £2,000 repair and the contractor has advised that in their opinion the item is beyond economical repair.
- 3.1.2 It is worth noting that the current set up is not time efficient as the towed deck needs to be removed at the end of each run, manually turned around, and then re-connected to the tractor as the turning circle is too large to simply drive the tractor around and start again. This creates a labour and time intensive job which takes several days to complete.
- 3.1.3 The limited turning circle also impacts the close quarter cutting required around individual trees and plaques based at Rosemead Park. Large areas are left uncut with additional time required to further cut and strim to complete the task.

- 3.1.4 The grass cutting can only be completed during dry seasonal weather as the tractor has cleated tyres which dig into the soft surface at Rosemead Park and ploughs up the grass if used when the ground is soft.
- 3.1.5 Due to the equipment failure mid cut this year, a separate contractor was sourced to finish the grass cutting prior to the Town Show. This contractor used drive on machinery similar to models shown in the below table to finish the job which was completed in one day.

## 3.2 Options

- 3.2.1 The current cutting deck could potentially be repaired for an estimated £2,000 but the age of this item at over 10 years old also needs to be considered for potential further repairs.
- 3.2.2 Research into three new ride on mowers to potentially replace the towed cutting deck has provided the prices listed in the table below:

Item	Cost
Ariens Zenith 52	£8,843.83 plus VAT
Ariens Apex 52	£7,182.50 plus VAT
Cub Cadet XZ6 46	£5,249.17 plus VAT

- 3.2.3 The close cut ride on mowers will provide time efficiencies and can be used at multiple sites without the need of the tractor and will not be weather dependent due to its lighter nature. The ride on mower mulches the grass as it cuts, which is the same as the current grass cutting deck. The dimensions have also been considered and this equipment fits on the Amenity Team trailer for ease of delivery.
- 3.2.4 The options supplied are all steering wheel rather than stick driven which would decrease training time required and increase the number of staff members able to use the equipment. All items are supplied with a 12-month warranty.
- 3.2.5 A new ride on mower should last at least 10 years and would provide flexibility in scheduling the work. Members are therefore asked to consider the option of purchasing a ride on mower and, if agreed, approve the purchase of the recommended option the Cub Cadet model at £5,249.17 and approve expenditure from earmarked reserves.

## 4. Financial Implications

- 4.1 The cost to purchase the Cub Cadet model for £5,249.17 could be met from the Vehicles and Equipment Earmarked Reserves which holds £24,000.

Laura Chrysostomou

**Town Clerk**

# Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel Committee

Date: 2 October 2023

Report by: Town Clerk

Subject: Manor House Building Survey

## 1. Summary

- 1.1 The current condition of the Manor House has recently been professionally assessed to enable preventative maintenance to be planned and budgeted for. The forward planned maintenance forecast schedule is attached as Appendix A for reference.

## 2. Recommendations

- 2.1 The Committee is recommended to:
1. Note the report.
  2. Consider the report findings as part of the forthcoming budget cycle process.

## 3. Building survey

- 3.1 The building survey attached as Appendix A, has provided an approach to all maintenance required for the Short (1 year), Medium (2-5 years) and Long Term (5-10 years) for the Manor House.
- 3.2 It is worth noting that figures supplied are indicative only and could be greater or less than stated.
- 3.3 The following table gives a forecast cost breakdown of required maintenance over the coming 10 years:

	SHORT	MEDIUM	LONG	TOTAL
Repairs & Maintenance	£ 34,400	£ 169,600	£ 267,700	£ 471,700

- 3.4 There are several areas that will require immediate attention / further investigation:
- Windows / Repairs and redecoration - £5,000 Short Term & £100,000 Medium Term required.

- Structure / Recommend structural monitoring of the steel frame - £1,200
- External fabric / Masonry re-render within the boiler room - £1,500
- External fabric / repairs or introduction of a render stop to north elevation - £2,000
- Interior / Asbestos Management Survey to update existing report - £1,500
- Roof void / Repairs to decayed rafters in the short term - £1,500
- Lobby & Stairwell / Replacement of Georgian wired glass section to meet current fire regulations - £5,000
- Total potential cost of £17,700 to £117,700

3.5 There are further items listed in the report which have since been repaired so have not been included in the above list.

3.6 Following a report to this committee in November 2022 regarding replacement windows and doors, one lower window in reception and the main reception door have been replaced at a cost of £5,500. Still to be completed are the New Millenium Chamber doors for £4,000 and the lower window of the Chamber entrance for £3,000. Several other windows will require replacement in the short term rather than medium term.

3.7 Officers will source quotes for the 'red flagged' priority items stated in the report as needed due to predicted failure or to ensure health and safety of the building and occupants. Where applicable, report will be brought back to this committee for consideration.

3.8 All other items will be discussed as part of the budget cycle to allow consideration for medium term financial planning for the next three years.

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

4.1 The costs associated with these urgent works are estimated in the region of circa £18,000.

4.2 The previously agreed replacement to the millennium chamber doors and entrance window is in the region of £7,000.

4.3 There is £15,000 remaining in the Manor House maintenance budget for 2023 to 2024, and further expenditure of £6,000 is expected for the remainder of the year. The balance of this budget is normally earmarked at year end. There is £42,839 in ear marked reserves.

Laura Chrysostomou

**Town Clerk**

# PLANNED PREVENTATIVE MAINTENANCE REPORT

CLIENT NAME // LITTLEHAMPTON TOWN COUNCIL  
PROPERTY // THE MANOR HOUSE, CHURCH ST, BN17 5EW



CROSSLEY ANDERSON



## Planned Preventative Maintenance Report

Littlehampton Town Council  
The Manor House  
Church Street  
BN17 5EW



**Date of Inspection:** 07th July 2023

**Report prepared by:** Grant Crossley MRICS  
Director

**Checked by:** Ben Anderson MRICS  
Director

**File reference Report** 23022

**Issue and Date** v2 – 18.08.2023



## **Contents**

- 1.0 Executive summary
- 2.0 Introduction
- 3.0 Capital and Maintenance Definitions
- 4.0 Report Exclusions and Qualifications

## **Appendices**

- A – **Forecast Planned Maintenance Report**
- B – **Photographs**
- C – **Floor Plans**
- D – **Terms of Business**





## 1. Executive Summary

This executive summary is intended to highlight only those key items (contained in the detail of the report) or those which may warrant further investigation, testing, assessment, or monitoring. The report should be read in full to understand the full condition of the property.

### 1.1 Basis of Cost Estimates

The estimates for the forecast expenditure are indicative only and are provided as an “order of magnitude cost allowance” for the identified scope of works and reflect the preliminary nature of the assessment and the limited amount of information and time available. Allowances are exclusive of VAT and rates current as at the date of this report. Works have been estimated on the basis of being undertaken as isolated tasks, not as part of a comprehensive upgrade or refurbishment. Please note items have been identified based on visual inspection only and hence some matters may require further investigation or destructive testing to determine the full scope of the works.

- No items or allowances have been made within the current estimate for the following:
- Negotiated, staged, ‘out of hours’ work or other special forms of contract.
- Future expansion of the building or services.
- Replacement of building fabric, finishes, fitments, fixtures or decorations as a result of elective refurbishments or upgrades due to economic or social changes.
- Statutory authorities’ payments, contributions and compliance orders.
- Costs associated with the relocation, temporary accommodation, disruption to business or loss of profit of the building owner, operator or tenants.
- Costs associated with the investigation, removal, disposal and remediation of hazardous materials or waste.
- Escalation.
- Professional fees, council and authority fees and charges.
- Builder’s margin and mark-up and preliminaries.
- Where budget estimates are shown for any ‘discretionary’ building regulation works, these are high level indicative order of magnitude estimates only and are subject to change through design review / engineered solution and legislation at the time of any physical works.

### 1.2 Principal Considerations

Principal considerations in the table below have been colour coded for ease of reference in accordance with the following risk rating definitions:

- Material / Critical Issue – clarification or resolution required prior to proceeding. Defects that are serious and/or need to be repaired, replaced or investigated as priority items.
- Important Issue – to be considered as part of decision to proceed. Defects that need repairing or replacing but are not considered to be serious or priority items.
- Informative or Minor Issue.



1.3 General Property Condition

Given the age of the property, the building structure and fabric is generally in fair condition with some back-log maintenance. ●

Structural monitoring of the existing steel frame should be considered over the reporting period. ●

Repairs to the cracking observed through the boiler room fire escape masonry structure. ●

General repairs and redecorations to all windows; including replacement of broken glass. ●

Commission / update Asbestos Management Survey. ●

Commission Asbestos R&D Survey prior to internal refurbishment work. ●

Repairs to decayed rafters below the back gutters (within the roof void above WC 110) ●

Review fire strategy and allow for replacement of Georgian Wired Glass cited in the first floor stairwell lobby. ●

Repairs to undulations to paving slabs and stone wall caused by ground heave / root damage ●

Repairs to handrail and stair nosing's of basement staircase. ●

1.4 Forecast Planned Maintenance Schedule

Forecast costs are itemised in detail within Appendix A and are summarised as follows:

Each cost item identified during the inspection and the available documentation has a probability of occurring, ranging from definite to a low likelihood. In order to categorise the costs into a probability matrix the following definitions and corresponding costs apply:

	SHORT	MEDIUM	LONG	TOTAL
Repairs & Maintenance	£ 34,400	£ 169,600	£ 267,700	£ 471,700



## 2. Introduction

### 2.1 Site Location

The property address is:

Littlehampton Town Council  
The Manor House  
Church Street  
BN17 5EW

For the ease of reporting we have assumed that the subject property is oriented to the North-West, fronting the High Street.

### 2.2 Building Description

The Manor House is a Grade II listed building constructed c.1790. The earliest part of the building is the west wing where the main entrance is located with two later extensions added. The premises comprises of a 2-storey cement rendered brick building with a steel frame under a mixture of timber framed mansard and flat roofs with parapet walls. The building is used as the Council Offices. The south facing wing houses the museum on the ground floor and the New Millennium Chamber on the first floor.

Overall the buildings fabric is considered to be in fair condition commensurate with the age, type and use class of the property. The Property has been extended and adapted over time.

Further to our fee proposal dated 23<sup>rd</sup> June 2023 (CA Ref: 23022, Crossley Anderson Real Estate Ltd ("CAREL")) has carried out an inspection of the subject property and presents the Planned Preventative Maintenance Report (PPM).

In general accordance with the instructions, CAREL has completed this report with the principal objective of furnishing sufficient information as to the current condition of the building in terms of its structure, internal and external fabric, the operation of the building services and the impact these have on certain periodic costs and capital expenditure.

The capital and maintenance expenditure forecast cost schedule includes condition-based capital expenditure for repairs and maintenance on a like for like basis.

The report covers the following:

- Building structure
- Building fabric and finishes
- External elements
- 10 year capital and maintenance expenditure forecast

We have not included for reporting on building engineering services in this report.

We confirm that this report has been prepared for Littlehampton Town Council, only and is not for reference by any third party without prior consent of CAREL.



### 2.3 Nature of Inspection, Investigation and Reporting

Our inspection was carried out on 07<sup>th</sup> June 2023 at 9:30am. The weather at the time was sunny and dry at the temperature was 17 degrees.

The following is the basis of information used in the report:

- visual inspection of the building's structure and fabric **internally**
- visual inspection of the building's structure and fabric **externally**
- Inspection of the external elevations from ground level and other suitable vantage points.
- Survey of the roof by utilising a DJI Mini 2 Drone
- A high-level building surveyor's cursory visual review of building services to ascertain those present and highlight any obvious defects and need for further specialist inspections.

We have not reviewed or reported on any other parts of the premises.

Access was not permitted or possible to the following areas:-

- Office 116 and Seminar Room 105 (meetings in progress)
- Store 023
- Female WC 111 (occupied)

Where access was not permitted or possible we cannot confirm that these areas are free from defects. Please refer to the Report Exclusions and Qualifications Section herein for further advice in regard to the inspection procedures and report content.



### 3. Capital and Maintenance Definitions

The summary identifies those items and budget costs which would be of probable concern to an owner.

All items have been designated with an expenditure category probability rating and suggested rectification timing as defined by the tables provided in the schedule.

We have considered the current condition of the building and life expectancy of the various elements of the building. Based on our team's findings, appropriate budget allowances have been made for identified items of maintenance works. These items are limited to within a period of ten years and assume appropriate maintenance and condition based audit procedures are carried out in order to preserve the condition of the asset.

#### Definition of Maintenance

Maintenance can be defined as *"all regular and routine actions necessary for retaining an item or asset in, or restoring it to, its original condition, as far as practicable"*.

We have determined maintenance as all work on existing building assets that is undertaken to achieve the following objectives:

- To prevent deterioration and failure.
- To restore physical condition to a specified standard.
- To recover from structural and services failure.
- To obtain an accurate and objective knowledge of physical and operating condition including risk and financial impact for the purpose of maintenance.
- Partial equivalent replacement of components of the asset.

Our inspection and subsequent reporting is focussed on Condition Based Maintenance (CBM) only and specifically excludes the other maintenance items. We have therefore excluded maintenance items and costs associated with:

#### Planned Maintenance

- **Preventative service maintenance** – Typically carried out as part of annual service maintenance contracts or routine expenditure including: cleaning, gardening, air conditioning servicing and repairs, electrical repairs and testing, etc.
- **Statutory maintenance** – To meet legal or mandatory requirements stated in statutory regulations, standards and building codes. For example maintenance, testing and replacements for fire installations, air conditioning systems, electrical systems, cooling towers, etc.

#### Unplanned Maintenance

- **Routine and breakdown maintenance** – These tasks are normally reactive repairs in response to unforeseen failures and breakages. For example replacement of lighting bulbs and tubes, drainage or pipework repairs, air conditioning repairs, etc.
- **Incident maintenance** – These are unplanned maintenance actions to restore an asset to an operational and safe condition following property damage. For example following vandalism, storm damage or fire.



## Work Codes

### Probabilities

1. **Definite.** Works needed as a result of current or predicted failure or to ensure the health & safety of building occupants and users including work to prevent serious disruption of building activities.
2. **Very likely.** Strong possibility that these works will be required. Normally affects the operational capacity of the building, are likely to lead to serious deterioration and higher future costs of repair or improves the health & safety features of the building.
3. **Likely.** Based on physical condition and theoretical life cycle of the asset, works that are likely to occur and/or are desirable to maintain the environmental quality of the asset and its surroundings.
4. **Fair.** Works that could arise and is subject to standard of maintenance. Suggest these items can be deferred without seriously disrupting the function of the building.
5. **Low.** Works that can be re-assessed at a future date or potentially return a benefit.

### Condition Ratings

**Good** – Performing as intended and operating efficiently.

**Satisfactory** – Performing as intended but exhibiting minor deterioration

**Poor** – Exhibiting major defects and / or not operating as intended.

**Failed** – Life expired and / or serious risk of imminent failure



#### 4. Report Exclusions and Qualifications

The addressee of this report can rely upon it as accurate only as at the date it is first issued. This report may be provided to the original addressee's advisors. However, this report is not to be made available to or relied upon by any third party without the express written agreement of Crossley Anderson (CAREL). In the absence of such express written agreement CAREL accepts no responsibility to any third party in respect of the contents of this report. If CAREL agrees in writing to the provision of this report to a third party, that agreement is subject to the original terms of engagement, scope of works, and all limitations and exclusions to which this report is subject.

The report will be further limited to the defined scope of work, any site specific limitations and the following:

- All information contained herein is gathered from sources we consider to be reliable. However, we cannot guarantee the accuracy of that information and all interested persons should rely on their own enquiries.
- We cannot guarantee that the state of property has not changed after the date of inspection.

Parts of the building built-in, covered up or otherwise made inaccessible during construction, alteration or fitting out, have not been inspected. Therefore we are unable to comment as to whether such elements are free from defect or infestation.

We have not reviewed the Lease. We have assumed there is a fully repairing and insuring lease in place. Therefore we have only accounted for costs associated with the external works and communal areas.

The property has not been inspected specifically to ascertain the following in respect of flooring finishes or structural substrates:

- Design structural capacity for defined or assumed loads.
- Suitability for intended purposes or applications (if change of use is proposed).
- Undulations or sloping areas within or exceeding acceptable limits specified by relevant Standards.

Building services have not been inspected or tested and no design calculations have been undertaken. We have not included for building services within this report.

Measurement of lighting levels does not form part of this report and comment on same would only be made if there was significant and obvious cause for concern as to suitability for purpose.

As footings to buildings were fully concealed below ground floor level, we are unable to comment on their nature and condition. However we would comment, or make recommendations on the above if concerns were apparent during our inspection.

In relation to building structure and fabric, our work involves the inspection of the building and does not include for the sampling or testing of materials. As the building contains concrete and glass elements we are unable to state that deleterious materials were or were not used during construction, as this would involve sampling and analysis which would be beyond our brief.



Furthermore, our inspection and report would not necessarily address any shortcomings associated with the slope or grading of building elements in the form of roofs, floors, gutters, shower bases, etc. unless such items were brought to our attention prior to inspection or the shortcomings were so grossly obvious during inspection.

This report is not a certification, a warranty, guarantee, defects list or wants of repair schedule. It does not identify minor or immaterial defects that would normally be addressed by routine or cyclical repairs and maintenance. It has been scoped in accordance with the instructions given and the time allowed.



# FORECAST PLANNED MAINTENANCE REPORT



## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>1</b>	<b>SUBSTRUCTURE</b>									
1.1	Foundations									
1.1.1	No structural drawings have been provided for review. The property has a lower ground floor level (basement), however the substructure is fully concealed below ground level. We anticipate a combination of corbel and stepped footings due to the age of the premises.	There were no signs of structural defects or inadequacies to suggest possible substructure issues.	No immediate action required.	Satisfactory	4	£0	£0	£0	£0	
<b>2</b>	<b>STRUCTURAL FRAME</b>									
2.1.1	The building is of steel framed construction with steel present within both inner and outer leaf of the masonry. This was concluded by exploratory investigations in May 2016. Repairs where completed localised to sections of the steel frame following a reported which identified extensive corrosion present to the steelwork affecting the outer flange and the web section within the outer masonry leaf.	The structural frame appears in fair condition. Scaring observed to rendered southern facing walls - location of the former vertical cracking and corroded steel frame repairs.	Recommend structural monitoring of the existing steel frame in the short and medium term given the defects diagnosis reported. Long term budget for repairs to corroded steelwork and thermal improvements to prevent interstitial condensation to the structural steel frame.	Satisfactory	1	£1,200	£1,200	£75,000	£77,400	
<b>3</b>	<b>EXTERNAL FABRIC</b>									
3.1	External Elevations									
3.1.1	The premises comprises of a 2-storey cement rendered masonry building with a steel frame.	Painted rendered finish in fair condition generally. Evidence of historic sections of re-rendering observed. Some vertical cracking observed through the string coursing and localised areas of horizontal and vertical cracking to and above the entrance of the 'new millennium chamber'. Damaged external render stopped beads observed adjacent to the car park.	Carry out wholesale external decorations in the medium and long term.	Satisfactory	3	£0	£25,000	£30,000	£55,000	
3.1.2	-	Cracking observed to the masonry structure of the boiler room fire exit staircase enclosure.	Short term allow to remove loose paintwork and debris; brush down exterior and re-render and decorate; replace corroded extract grill.	Poor	1	£1,500	£0	£0	£1,500	
3.1.3	-	Undulations observed to render at base of plinth on the northern elevation.	Recommend repairs / introduction of render stop bead subject to listed building consent in the medium term.	Poor	1	£2,000	£0	£0	£2,000	
3.1.4	-	Minor hairline cracking observed to architrave cornice and blocking course.	Allowance for repairs to the decorative architrave cornice and blocking course in the maintenance period.	Satisfactory	2	£0	£1,500	£0	£1,500	
3.1.5	-	Painted signage and wayfinding.	Good decorative order. Allowance for resignage / decorations in the long term.	Satisfactory	2	£0	£0	£600	£600	

### Forward Planned Maintenance Forecast

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

							Short	Medium	Long	
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>3.2 External Windows and Doors</b>										
3.2.1	<u>Windows</u> Timber sliding sash windows with single glazing. A side timber casement window observed to the rear fire exit; borrowed lights observed above ground floor fire exist doors.	Generally the timber is in poor condition with signs of advanced decay to window cills and glazing bars. Putties are friable generally. Poor decorative order.	We recommend short term repairs and redecorations. Medium term we recommend the windows are replaced in their entirety.	Poor	1	£5,000	£100,000	£5,000	<b>£110,000</b>	
3.2.2	-	Museum Reception 002' bottom sash window over boarded.	Replace broken glass window panes in the short term.	Failed	1	£250	£0	£0	<b>£250</b>	
3.2.3	-	Broken glass window to 'WC 028'	Replace broken glass window panes in the short term.	Failed	1	£250	£0	£0	<b>£250</b>	
3.2.4	<u>External Doors - Exist Door</u>	Timber framed panelled doors with barrowed light above; painted.	We recommend short term redecorations and repairs to external doors and thresholds	Satisfactory	2	£500	£0	£0	<b>£500</b>	
3.2.5	<u>External Doors - Main Entrance</u>	Newly replaced timber door with glazing and borrowed light above.	Good decorative order. Redecorate in the medium term.	Satisfactory	2	£0	£500	£0	<b>£500</b>	
3.2.6	<u>External Doors - New Millennium Chamber</u>	Timber framed panelled doors; painted. Bottom panels have been damaged and subsequently boarded over.	We recommend short term redecorations and repairs to external doors.	Satisfactory	2	£1,000	£0	£500	<b>£1,500</b>	
3.2.7	<u>External Doors - Fire Exit</u>	Combination of flush and glazed timber fire exist doors.	We recommend short term redecoration and repairs to timber external doors.	Satisfactory	2	£0	£500	£0	<b>£500</b>	

## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

							Short	Medium	Long	
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>4</b>	<b>ROOF</b>									
4.1	Roof covering									
4.1.1	<p><u>Roofs</u></p> <p>A combination of roof types: pitched, mansard and flat roofing profiles overlaid with slate tiles; asphalt and built-up felt roof coverings; Asphalt back gutters dressed up parapet walls.</p>	<p>The roof coverings appear in fair condition. Several slipped and broken slate tiles were observed. Patch repairs were observed to the back gutters using a liquid applied system. Some tile hanging applied to the North facing elevation; lead flashings and detailing noted.</p>	<p>Replacement of slipped and broken tiles over the reporting period. Short term recommend a liquid applied waterproofing system to back gutters (subject to listed building consent approval). Replace the flat roof covering to the inverted roof in the short term; including gulley positioned near the borrowed light; regularly maintain outlets from being choked to prevent ingress which is noted internally. Allowance for localised asphalt repairs.</p>	Satisfactory	2	£5,000	£1,500	£5,000	<b>£11,500</b>	
4.1.2	<p><u>Ancillary roofs - 2 No. Flat Roof (Over Entrance Doors)</u></p> <p>Presumed three-layer built-up felt roof covering.</p>	<p>Felt roof covering in poor condition.</p>	<p>Replace felt covering in the medium term by an approved installer obtaining a 15 year roofing warranty.</p>	Poor	2	£0	£2,000	£0	<b>£2,000</b>	
4.1.3	<p><u>Mansafe system</u></p> <p>Line safety system installed (facing East).</p>	<p>Fair condition</p>	<p>Recommend periodic testing and inspections to allow safe access to operative undertaking maintenance works.</p>	Satisfactory	2	£250	£250	£250	<b>£750</b>	
4.2	<u>Chimneys</u>									
4.2.1	<p>Masonry; pained rendered finish; chimney cowls.</p>	<p>Fair condition</p>	<p>Redecorate in the medium term.</p>	Satisfactory	2	£0	£500	£0	<b>£500</b>	
4.2	<u>Roof guttering and downpipes</u>									
4.2.1	<p>PVCu downpipes</p>	<p>Painted; flaking paintwork.</p>	<p>Poor decorative order. Redecorate in the medium term.</p>	Satisfactory	2	£0	£1,000	£600	<b>£1,600</b>	
4.2.2	<p>Cast iron hopper heads and square profile downpipes</p>	<p>Poor decorative order; signs of spot corrosion observed.</p>	<p>Allowance to redecorate caste iron down pipes in the medium term.</p>	Satisfactory	2	£0	£1,500	£0	<b>£1,500</b>	
4.2.3	<p>Asphalt back gutters to intersections and behind parapet walls</p>	<p>Generally in poor condition.</p>	<p>Ongoing routine maintenance to unblock / remove detritus and vegetation growth. Allowance for liquid applied system noted inder item 4.1.1.</p>	Satisfactory	1	£150	£150	£150	<b>£450</b>	

## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

							Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL		
<b>5</b>	<b>INTERIOR</b>										
5	General	We recommend an asbestos management survey is commissioned for all internal parts.	Commission an Asbestos Management Survey for all internal parts all internal parts.	Failed	1	£1,500	£0	£0	<b>£1,500</b>		
5.1	Roof void										
5.1.1	Roof void (access hatch above WC 110)	We accessed the roof void above WC 110 only. Cut and pitched timber roof; rafters overlaid with close boarding. Timber ceiling joists with isowool insulation laid between joists. Condensation staining observed to underside of timber close boarding however retrofit vents have been installed. There is water staining and signs of timber decay adjacent to the back gutters. The Town Council advised this is where the water leaks occurred and have subsequently been patched repaired with a waterproofing coating.	Recommend repairs to decayed rafters in the short term. Medium term retrofit additional layers of thermal insulation at ceiling joist level.	Failed	1	£1,500	£3,000	£0	<b>£4,500</b>		
5.2.2		2 no. Conservation style roof lights.	Clean in the next maintenance period.	Satisfactory	1	£100	£100	£100	<b>£300</b>		
5.2	Second Floor Level										
	<b><u>New Millennium Chamber (121)</u></b>										
5.2.1	Painted lath and plastered ceilings; vaulted with decorative mouldings. Stained wooden decorative panel wall finishes to head height with painted plaster upper finishes. Painted decorative cornice details. Carpeted floor finishes.	Ceilings are in fair decorative condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£3,000	<b>£3,000</b>		
5.2.2		Painted plaster and decorative wooden panelling is in fair condition.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
5.2.3		Painted timber sash windows and frames in fair condition internally, however require cyclical redecoration in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£2,500	£0	<b>£2,500</b>		
5.2.4		Fitted carpet in fair condition.	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£15,000	<b>£15,000</b>		
5.2.5		Panelled door sets within timber lining and architraves; oiled finish. Timber skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>		
	<b><u>Lobby, Store, Stairwell and Lift (outside New Millennium Chamber)</u></b>										
5.2.6	Painted lath and plastered ceilings; painted plastered walls with skirting and architraves. Carpeted floor finishes. Metal nosing's to stairs. Metal balustrading and handrail. Timber handrails.	Ceilings are in fair decorative condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>		
5.2.7		Painted plastered walls is in fair condition. Staggered cracking observed to LHS of stairwell window.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>		
5.2.8		Painted timber sash windows and frames in fair condition internally, however require cyclical redecoration in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>		
5.2.9		Fitted carpet worn and in poor condition.	An allowance should be made for a replacement carpet in the medium term. Replace floor finishes to the staircase in the long term.	Poor	3	£1,000	£0	£1,500	<b>£2,500</b>		
5.2.10		Painted flush door set to store within timber linings. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>		
5.2.11		Lift operational.	Allow for routine test and maintenance certification in accordance with LOLER (Lifting Operations and Lifting Equipment Regulations 1998).	Satisfactory	3	£1,000	£1,000	£1,000	<b>£3,000</b>		

## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>Office 114,115, 117, 119, Store 118 and Kitchenette 113</b>										
5.2.12	Painted lath and plastered ceilings; decorative cornicing. Some textured artex coatings. Painted plastered walls (some woodchip wall paper) with skirting, architraves and picture rails. Decorative panels to window reveals / bays. Carpeted floor finishes (Vinyl to Kitchen).	Ceilings are in fair decorative condition. Some undulations and localised hairline and crazed cracking, friable plaster and historic damp staining observed in Office 114, 115, 117, 119 and Kitchenette 113.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£3,000	<b>£3,000</b>	
5.2.13		Painted plastered walls is in fair condition. Some undulations and localised hairline cracking caused by thermal movement observed.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£6,000	<b>£6,000</b>	
5.2.14		Painted timber sash windows and frames in fair condition internally, however require cyclical redecoration in the medium term. Secondary glazing installed to office 117.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc. Daylight observed behind the radiator within Store 118 - recommend this is sealed in the short term.	Satisfactory	3	£250	£500	£0	<b>£750</b>	
5.2.15		Fitted carpet worn and in poor condition.	An allowance should be made for a replacement carpet in the long term. Replace vinyl sheet floor finishes to the kitchen in the medium term.	Satisfactory	3	£0	£2,000	£10,000	<b>£12,000</b>	
5.2.16		Painted panelled door sets with timber linings and stops. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
5.2.17		Panelled radiators in poor decorative order; signs of flaking and blistering	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
5.2.18		Kitchen base and wall units; laminate worksurface; SS sink and tap; tiled splashback.	The kitchenette is commensurate with use, however dated. The base and wall units and worksurface are functional however may benefit by wholesale refurbishment for aesthetical purposes. Allowance for replacement of tiled splashback in the long term.	Satisfactory	3	£0	£0	£2,500	<b>£2,500</b>	
<b>Lobby 112 &amp; 102 and Stairwell 101</b>										
5.2.19	Painted lath and plastered ceilings; painted plastered walls with picture rail, low level decorative panelling, skirting, architraves, dado rail. Glazed Georgian wired screen to compartmentation stairwell lobby area. Carpeted floor finishes. Metal nosing's to stairs. Timber balustrading and handrail.	Ceilings are in fair decorative condition. Undulations and crazed hairline cracking observed in general. Some historic damp staining observed below the borrowed light.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>	
5.2.20		Painted plastered and decorative panelled walls is in fair condition.	Allow for cyclical redecoration of all previously painted surfaces. Some plastered paintwork below / adjacent to the borrowed light.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>	
5.2.21		Painted timber sash windows and frames in fair condition internally, however require cyclical redecoration in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>	
5.2.22		Fitted carpet in fair condition.	Heavy foot traffic area. An allowance should be made for a replacement carpet in the medium term. Some water staining below the borrowed light. Replace floor finishes to the staircase in the long term.	Satisfactory	3	£0	£1,000	£1,500	<b>£2,500</b>	
5.2.23		Painted flush door set to store within timber linings. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
5.2.24		Glazed screen to stairwell lobby.	Review fire strategy and allow for replacement of Georgian Wired Glass in the short term.	Poor	1	£5,000	£0	£0	<b>£5,000</b>	
5.2.25		Panelled radiators in poor decorative order; signs of flaking and blistering	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
5.2.26		Balustrade panelling and handrail painted / varnished an in fair condition.	Allow for cyclical redecoration of all previously painted / varnished surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>	

**Forward Planned Maintenance Forecast**

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	Short	Medium	Long	TOTAL
						(1 Years)	(2-5 Years)	(5-10 Years)	
<b>Mayors Parlour (104)</b>									
5.2.27	Painted lath and plastered ceilings; Painted plastered walls with skirting, architraves and picture rails. Carpeted floor finishes.	Ceilings are in fair decorative condition.	Allow for cyclical redecoration of all previously painted surfaces. Some hairline cracking observed at ceiling and wall abutment.	Satisfactory	3	£0	£0	£500	<b>£500</b>
5.2.28		Painted plastered walls is in fair condition.	Flaking and blistering of paintwork to the southern wall below windows. Allow for redecoration of all previously painted surfaces.	Satisfactory	3	£1,500	£0	£0	<b>£1,500</b>
5.2.29		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>
5.2.30		Fitted carpet in fair condition.	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>
5.2.31		Panelled timber door sets and linings; varnished. Architraves and skirting boards; painted.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>
<b>Members Library 106, Store 107 &amp; 108</b>									
5.2.31	Painted lath and plastered ceilings; Painted plastered walls *some applied with a textured artex finish) with skirting, architraves and picture rails. Carpeted floor finishes.	Ceilings are in fair decorative condition. Undulations and historic repairs observed. Some hairline cracking to wall abutments.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>
5.2.32		Painted plastered walls is in fair condition. Some textured artex finish. Full height permitter shelving to stores	Allow for redecoration of all previously painted surfaces. Cracking and damp staining observed to the north and eastern walls at heigh level.	Satisfactory	3	£0	£2,000	£0	<b>£2,000</b>
5.2.33		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£1,000	£0	<b>£1,000</b>
5.2.34		Fitted carpet / carpet tiles in fair condition.	An allowance should be made for a replacement fitted carpet and carpet tiles in the long term.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>
5.2.35		Flush timber door sets and linings; painted. Architraves and skirting boards; painted.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>

## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	Short	Medium	Long	TOTAL
						(1 Years)	(2-5 Years)	(5-10 Years)	
<b>Staff Room / Kitchenette (109)</b>									
5.2.35	Painted lath and plastered ceilings, Painted plastered walls with skirting and architraves. Sheet vinyl floor finishes.	Ceilings are in fair decorative condition. Some undulations and localised hairline and crazed cracking, friable plaster and historic damp staining observed.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>
5.2.36		Painted plastered walls is in fair condition. Some undulations and localised hairline cracking caused by thermal movement observed.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>
5.2.37		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>
5.2.38		Vinyl sheet carpet worn.	An allowance should be made for a replacement vinyl sheet floor covering in the medium term.	Satisfactory	3	£0	£2,000	£0	<b>£2,000</b>
5.2.39		Panelled radiators in poor decorative order; signs of flaking and blistering	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>
5.2.40		Kitchen base and wall units; laminate worksurface; SS sink and tap; tiled splashback.	The kitchenette is commensurate with use, however dated. The base and wall units and worksurface are functional however may benefit by wholesale refurbishment for aesthetical purposes. Allowance for replacement of tiled splashback in the long term.	Satisfactory	3	£0	£0	£2,500	<b>£2,500</b>
<b>Male WC 110, Lobby and Store</b>									
5.2.41	Painted lath and plaster ceiling. Painted plastered walls with skirting boards and architraves. WC, wash hand basin and butler sinks with concealed plumbing. Sheet vinyl floor finishes.	Ceilings are in poor decorative order. Some undulations and staggered cracking from the loft hatch observed. Staining and blistered paintwork noted.	Allow for cutting out cracking's and carrying out cyclical redecorations of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>
5.2.42		Painted plastered walls is in fair condition. Some blistered paintwork and cracking and noted at high level within the cleaners cupboard.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>
5.2.43		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>
5.2.44		Vinyl sheet carpet in fair condition.	An allowance should be made for a replacement vinyl sheet floor covering in the medium term.	Satisfactory	3	£0	£1,500	£0	<b>£1,500</b>
5.2.45		The fixtures and fittings are in fair condition commensurate with their age and are of a consistent age and condition.	Allowance to replace the fixtures and fittings in the long term.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>



## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

							Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL		
<b>5.3 Ground Floor Level</b>											
<b>Lobby 017, 019, 020 and 022</b>											
5.3.1	Painted lath and plastered ceilings with cornicing. Painted plastered walls with picture rail, low level decorative panelling, skirting, architraves, dado rail. Carpeted floor finishes. Metal nosing's to stairs. Timber balustrading and handrail.	Ceilings are in fair decorative condition. Undulations and crazed hairline cracking observed in general. Hairline cracking observed to ceiling adjacent to Lobby 022 and 023.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>		
5.3.2		Painted plastered and decorative panelled walls is in fair condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>		
5.3.3		Fitted carpet in fair condition.	Heavy foot traffic area. An allowance should be made for a replacement carpet in the medium term. Some water staining below the borrowed light. Replace floor finishes to the staircase in the long term.	Satisfactory	3	£0	£1,000	£1,500	<b>£2,500</b>		
5.3.4		Painted panelled door sets with timber linings. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>		
5.3.5		Panelled radiators in poor decorative order; signs of flaking and blistering	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£500	<b>£500</b>		
5.3.6		Balustrade panelling and handrail painted / varnished an in fair condition.	Allow for cyclical redecoration of all previously painted / varnished surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>		
<b>Museum Reception 002, Gallery 1-5 &amp; Temporary Gallery</b>											
5.3.7	Painted lath and plastered ceilings; decorative cornicing. Painted plastered walls with skirting, architraves and picture rails. Decorative panels to window reveals / bays. Carpeted floor finishes	Ceilings are in fair decorative condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£4,000	<b>£4,000</b>		
5.3.8		Painted plastered walls is in fair condition. Exhibitions installed which line most of the walls.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£5,000	<b>£5,000</b>		
5.3.9		Painted timber sash windows and frames in fair condition internally, however require cyclical redecoration in the medium term. Some windows have been over boarded by the Museum exhibitions. Other windows have internal security mesh applied.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc. Allow to replace broken glass panes to museum reception window currently over boarded.	Satisfactory	3	£500	£500	£0	<b>£1,000</b>		
5.3.10		Fitted carpet in fair condition	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£10,000	<b>£10,000</b>		
5.3.11		Painted panelled door sets with timber linings and stops. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
5.3.12		Panelled radiators in poor decorative order; signs of flaking and blistering	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		

### Forward Planned Maintenance Forecast

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>Dis WC 009, WC 010 &amp; 01A</b>										
5.3.13	Painted lath and plaster ceiling. Painted plastered walls with skirting boards and architraves. WC, wash hand basin and Doc M pack to Dis. WC. Sheet vinyl floor finishes. Tiled splashback to washand basin.	Ceilings are in fair decorative order. Some undulations and staggered cracking observed generally.	Allow for carrying out cyclical redecorations of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>	
5.3.14		Painted plastered walls is in fair condition.	Allow for cyclical staining / redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>	
5.3.15		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>	
5.3.16		Vinyl sheet carpet in fair condition.	An allowance should be made for a replacement vinyl sheet floor covering in the medium term.	Satisfactory	3	£0	£2,500	£0	<b>£2,500</b>	
5.3.17		The fixtures and fittings are in fair condition commensurate with their age and are of a consistent age and condition.	Allowance to replace the fixtures and fittings in the long term.	Satisfactory	3	£0	£0	£2,500	<b>£2,500</b>	
<b>Lobby 008 and Stairwell 011</b>										
5.3.18	Painted lath and plastered ceilings; painted plastered walls with skirting and architraves. Carpeted floor finishes. Metal nosing's to stairs. Metal balustrading and handrail. Timber handrails.	Ceilings are in fair decorative condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>	
5.3.19		Painted plastered walls is in fair condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>	
5.3.20		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>	
5.3.21		Fitted carpet in fair condition .	An allowance should be made for a replacement carpet in the long term. Including the stair treads and nosing's.	Satisfactory	3	£0	£0	£3,000	<b>£3,000</b>	
5.3.22		Panelled door sets; painted. Painted timber architraves and skirting boards.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>	
5.3.23		Lift operational.	Allow for routine test and maintenance certification in accordance with LOLER (Lifting Operations and Lifting Equipment Regulations 1998). Allowance made in item 5.2.11	Satisfactory	3	£0	£0	£0	<b>£0</b>	

## Forward Planned Maintenance Forecast

### PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW

							Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL		
<b>LTC Reception 018, Office 021 and Local Studies Office 029 (Stanford Room)</b>											
5.3.24	Painted lath and plastered ceilings; Painted plastered walls with skirting, architraves and picture rails. Carpeted floor finishes.	Ceilings are in fair decorative condition. Undulations, cracking and water staining observed within the Stanford Room. Furthermore we noted historic plaster repairs.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,500	<b>£1,500</b>		
5.3.25		Painted plastered walls is in fair condition. Some vertical hairline cracking observed to the LHS of the sash window within the Stanford Room.	Allow for redecoration of all previously painted surfaces.	Satisfactory	3	£0	£2,000	£0	<b>£2,000</b>		
5.3.26		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term. Firm applied to the glass within the Stanford Room which has aged.	Allow for cyclical redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc. Replacement of window film.	Satisfactory	3	£500	£1,000	£0	<b>£1,500</b>		
5.3.27		Fitted carpet in fair condition.	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
5.3.28		Panelled timber door sets and linings; varnished. Architraves and skirting boards; painted.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
<b>Female WC 028 &amp; Kitchenette 027 and Dis WC / Unisex 026</b>											
5.3.29	Painted lath and plaster ceiling. Painted plastered walls with skirting boards and architraves. WC, wash hand basin and Doc M pack to Dis. WC. Carpet and sheet vinyl floor finishes. Tiled splashback to wash hand basin.	Ceilings are in fair decorative order. Some undulations and staggered cracking observed generally.	Allow for carrying out cyclical redecorations of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
5.3.30		Painted plastered walls is in fair condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>		
5.3.31		Painted timber sash windows and frames in fair condition internally, however require cyclical redecorations in the medium term.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>		
5.3.32		Vinyl sheet carpet in fair condition.	An allowance should be made for a replacement vinyl sheet floor covering in the medium term.	Satisfactory	3	£0	£1,000	£0	<b>£1,000</b>		
5.3.33		The fixtures and fittings are in fair condition commensurate with their age and are of a consistent age and condition.	Allowance to replace the fixtures and fittings in the long term.	Satisfactory	3	£0	£0	£2,500	<b>£2,500</b>		
5.3.34		Fitted carpet in fair condition.	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		
5.3.35		Kitchen base and wall units; laminate worksurface; SS sink and tap; tiled splashback.	The kitchenette is commensurate with use, however dated. The base and wall units and worksurface are functional however may benefit by wholesale refurbishment for aesthetical purposes. Allowance for replacement of tiled splashback in the long term.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>		

**Forward Planned Maintenance Forecast**

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>Store 024, 025 and 025A</b>										
5.3.36	Painted lath and plaster ceiling. Painted plastered walls with skirting boards and architraves. Carpet floor finish.	Ceilings are in fair decorative order. Some undulations and staggered cracking observed generally. Historic repairs observed to Store 024.	Allow for carrying out cyclical redecorations of all previously painted surfaces.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
5.3.37		Painted plastered walls is in fair condition.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	3	£0	£0	£1,000	<b>£1,000</b>	
5.3.38		Painted timber sash windows and frames over boarded.	Allow for cyclical staining and redecoration of all previously painted surfaces. Include for general maintenance and refurbishment of interior pulley systems: sash weights and cords / chains etc.	Satisfactory	3	£0	£500	£0	<b>£500</b>	
5.3.39		Fitted carpet in fair condition.	An allowance should be made for a replacement carpet in the long term.	Satisfactory	3	£0	£0	£2,000	<b>£2,000</b>	
<b>5.4 Basement</b>										
<b>Stairwell and Lobby</b>										
5.4.1	Ceilings.	Boarded ceilings and skelings in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Smell of damp due to a lack of ventilation.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	<b>£0</b>	
5.4.2	Generally painted or untreated masonry walls.	Painted and untreated wall finishes (some boarded finishes around the stairwell) are in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Water ingress is evident through external walls and the areas smell of damp due to a lack of ventilation. Flacking paintwork observed. We cannot determine if water ingress is historic or ongoing as the areas have not been maintained for years.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	<b>£0</b>	
5.4.3	Brick paviour floor; painted.	Flooring is generally in poor condition. The block pavioirs are soils and the resin paint is degraded. Some areas are unpainted. As they are back of house storage areas only the condition is commensurate to the use.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	<b>£0</b>	
5.4.4	Timber staircase; handrail	Timber staircase, balustrades and handrails / spindles in poor condition.	Recommend replacement of handrails and loose spindles and stair nosing's	Poor	4	£500	£0	£0	<b>£500</b>	
5.4.5	Doors	Painted flush door sets with timber linings and stops. Original safe doors to 2 no. stires. Painted timber architraves and skirting boards.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	<b>£0</b>	

### Forward Planned Maintenance Forecast

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

							Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL		
<b>Boiler Room</b>											
5.4.6	Ceilings.	Boarded ceilings in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Smell of damp due to a lack of ventilation.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0		
5.4.7	Generally painted or untreated masonry walls.	Painted wall finishes are in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Water ingress is evident through external walls and the areas smell of damp due to a lack of ventilation. Flacking paintwork and spalled brickwork observed. We cannot determine if water ingress is historic or ongoing as the areas have not been maintained for years. There is cracking observed to the rear fire escape route and recommend this is repaired with a Halifax Crack stitching kit	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost included for Halifax repair.	Poor	4	£1,500	£0	£0	£0	<b>£1,500</b>	
5.4.8	Concrete plinths and brick paviour floor; painted.	Flooring is generally in poor condition. The block paviours are soiled. Some areas are unpainted below the mechanical plant. As they are back of house storage areas only the condition is commensurate to the use.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
<b>Store 1-6</b>											
5.4.8	Ceilings.	Boarded ceilings in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Smell of damp due to a lack of ventilation.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
5.4.9	Generally painted or untreated masonry walls.	Painted wall finishes are in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Water ingress is evident through external walls and the areas smell of damp due to a lack of ventilation. Flacking paintwork and spalled brickwork observed. We cannot determine if water ingress is historic or ongoing as the areas have not been maintained for years.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
5.4.10	Brick paviour floor.	Flooring is generally in poor condition. The block paviours are soiled. As they are back of house storage areas only the condition is commensurate to the use.	Back of house areas would benefit from cleaning however noting it is a storage area this is not urgent. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
<b>Switch Room</b>											
5.4.11	Ceilings.	Boarded ceilings in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Smell of damp due to a lack of ventilation.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
5.4.12	Generally painted or untreated masonry walls.	Painted wall finishes are in poor condition and have not been painted or maintained in a long time. As they are back of house storage areas only the condition is commensurate to the use. Water ingress is evident through external walls and the areas smell of damp due to a lack of ventilation. Flacking paintwork and spalled brickwork observed. We cannot determine if water ingress is historic or ongoing as the areas have not been maintained for years.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent albeit the areas are in poor condition. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	
5.4.13	Brick paviour floor; painted.	Flooring is generally in poor condition. The block paviours are soiled. Some areas are unpainted below the mechanical plant. As they are back of house storage areas only the condition is commensurate to the use.	Back of house areas would benefit from refurbishment and redecorations however noting it is a storage area this is not urgent. We recommend you regularly monitor the areas to determine if the condition is deteriorating. Cost not included.	Poor	4	£0	£0	£0	£0	<b>£0</b>	

### Forward Planned Maintenance Forecast

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
6.5	<b>EXTERIOR</b>									
	<b>Car Park</b>									
6.5.1	Tarmacadam car park and roadway with thermoplastic road markings; perimeter timber knee rail. Entrance barrier. Stepped and ramped approach to entrances with handrails.	Car park tarmacadam surface is generally in fair condition; some historic surface repairs and scaring noted.	Allowance for cyclical filling of cracks during the reporting period.	Satisfactory	3	£0	£0	£2,500	<b>£2,500</b>	
6.5.2		Redundant tree stump noted.	Cut and grind down tree stump and make good tarmacadam's and line markings.	Satisfactory	3	£0	£2,500	£0	<b>£2,500</b>	
6.5.3		Road markings are generally in fair condition.	Allowance for re-lining in the medium term.	Satisfactory	3	£0	£1,200	£0	<b>£1,200</b>	
6.5.4		Low level timber boundary treatment is in poor condition with signs of advanced decay to timbers and spot corrosion to fixing plates. Replacement of these elements is required in the medium term.	Replacement of timber knee rails in the medium term.	Satisfactory	3	£0	£1,000	£0	<b>£1,000</b>	
6.5.5		Steps and Ramps; mixture of poured concrete and concrete paving slabs with masonry upstands and retaining walls (some flint infills). Metal balustrade and handrails.	Allowance for localised repointing and masonry repairs in the long term. Redecorate handrails in the long term.	Satisfactory	3	£0	£0	£3,000	<b>£3,000</b>	

## Forward Planned Maintenance Forecast

**PROPERTY: Littlehampton Town Council, The Manor House, Church St, BN17 5EW**

						Short	Medium	Long		
Item	Description of Element	Observations and Comments	Action Required	Condition Rating	Probability	(1 Years)	(2-5 Years)	(5-10 Years)	TOTAL	
<b>Front Entrance and Gardens</b>										
6.5.6	Concrete and tarmacadam roadway; retaining masonry walls with brick piers and flint panels; metal gates; landscaped gardens with planting.	The brick and flint infill walls are in fair condition. Mixture of stone and brick capping's. We noted a number of stones from the internal retaining wall / planter dislodged from the wall capping.	Allowance for brickwork repairs and repointing in the long term. Short term re-bed dislodged stone capping's.	Satisfactory	3	£250	£0	£2,500	<b>£2,750</b>	
6.5.7		There is a metal entrance gate hung from the two brick piers which is in fair decorative order.	Allow for cyclical redecoration of all previously painted surfaces.	Satisfactory	4	£0	£0	£0	<b>£0</b>	
6.5.8		The masonry steps is generally in fair condition. Undulations observed to the top concrete slabbed pathway;	Allowance for brickwork repairs and repointing in the long term. Carry out repairs to the top pathway and stone wall in the short term to prevent slips and trips. Monitor ground heave / root damage caused by adjoining trees.	Satisfactory	4	£1,000	£200	£5,000	<b>£6,200</b>	
6.5.9		Concrete entrance surface is generally in fair condition; some historic surface repairs and scaring noted.	Allowance for cyclical filling of cracks during the reporting period.	Satisfactory	3	£0	£0	£0	<b>£0</b>	
6.5.10		Road markings are generally in poor condition and degraded.	Allowance for re-lining in the short term.	Poor	3	£1,200	£0	£0	<b>£1,200</b>	
6.5.11		Soft landscaping.	Allowance for maintenance and gardening of the grounds in the reporting period. We recommend an arboriculture survey to confirm the trees present and a maintenance plan. Cost not included. It is assumed that a gardening contract is in place.	Satisfactory	3	£0	£0	£0	<b>£0</b>	
<b>TOTAL</b>						<b>£34,400</b>	<b>£169,600</b>	<b>£267,700</b>	<b>£471,700</b>	
<b>1 Definite</b>										
Works needed as a result of current or predicted failure or to ensure the health & safety of building occupants and users including work to prevent serious disruption of building activities.										
<b>2 Very Likely</b>										
Strong possibility that these works will be required. Normally affects the operational capacity of the building, are likely to lead to serious deterioration and higher future costs of repair or improves the health & safety features of the building.										
<b>3 Likely</b>										
Based on physical condition and theoretical life cycle of the asset, works that are likely to occur and/or are desirable to maintain the environmental quality of the asset and its surroundings.										
<b>4 Fair</b>										
Works that could arise and is subject to standard of maintenance. Suggest these items can be deferred without seriously disrupting the function of the building.										

# PHOTOSHEET







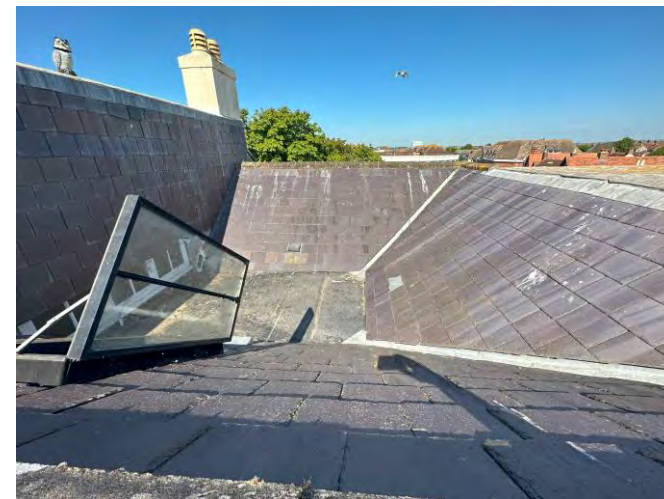
Drone image of a combination of roofs - facing South



Drone image of the premises, car park and boundary



Drone image of the roofs – facing North



Inverted roof, roof lights and borrowed light above the internal stair landing



Roof above the New Millennium Chamber



Interconnection of roof profiles, back gutters and parapet walls



Mansard roof – asphalt roof covering



Inverted roof



Tiled roof, roof vents and liquid applied waterproof coating / repairs to back gutters behind parapet walls



Liquid applied waterproof coating / repairs to back gutters behind parapet walls



Sport corrosion to SVP



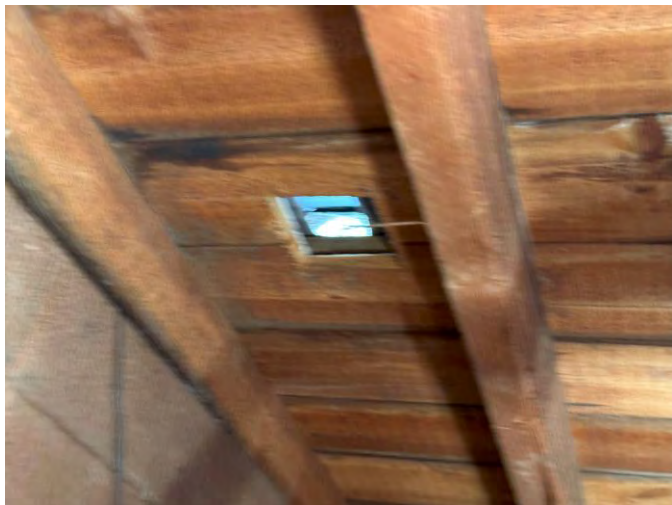
Tile hanging and timber borrowed light above stair landing – water ingress noted internally.



Roof void. Signs of condensation observed and limited insulation at ceiling joist level



Condensation and decay observed to bottom of rafters adjacent to back gutters



Retrofit roof vent observed



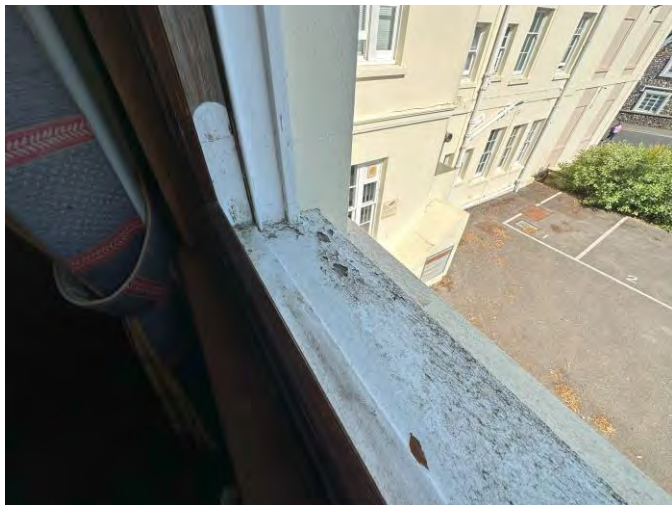
Roof void; conservation style roof lights / access onto inverted roof / mansard to adjacent parapet.



New Millenium Chamber – facing South



New Millenium Chamber – facing East



New Millenium Chamber – painted sash windows signs of decay to window cills.



New Millenium Chamber – Panelled entrance doors



Lobby to New Millenium Chamber



Cracking to LHS of lobby window to New Millenium Chamber



Lift



Office 115



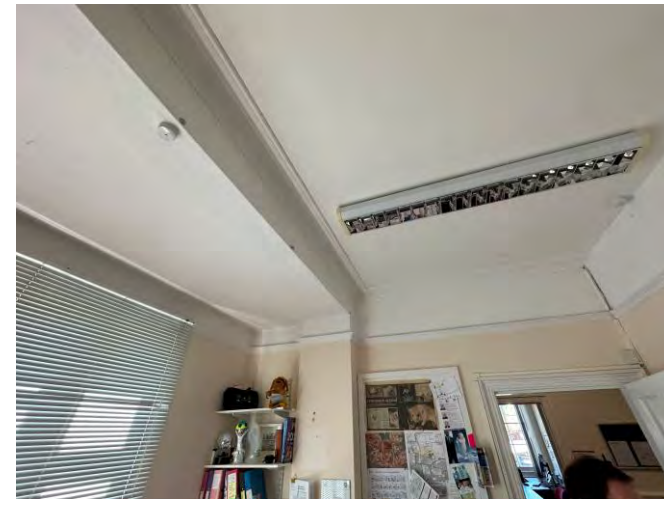
Kitchenette (113)



Office (114) – Crazed cracking to lath and plaster ceiling with historic damp staining observed.



Glazed screen to stairwell lobby – Georgian wired glass



Office (114)



Corridor (112) and Stairwell



Store (118) – Daylight observed behind radiator



Office (114)



Mayors Parlour (104) - Flaking and blistering to external west facing walls.





Male WC (110) – Cracking observed around loft hatch



Male WC (110) Cleaners C/b – Cracking and blistered paintwork to external wall.



GFL Lobby and staircase



Staff Room / Kitchenette (109)



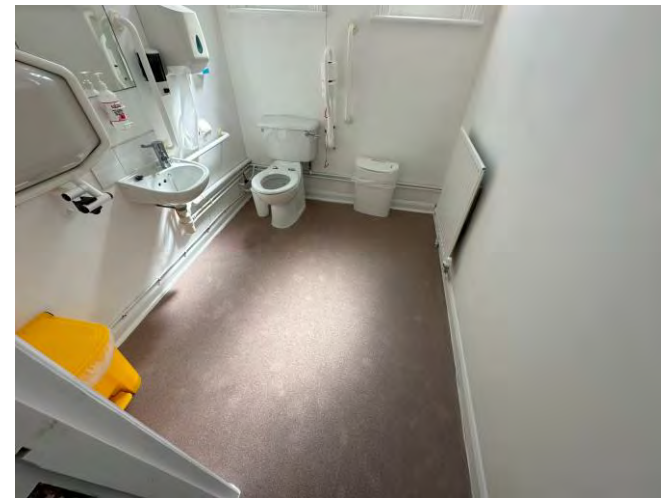
GFL Staircase – Entrance leading up to the New Millenium Chamber



Museum Reception (002) – Sash window over-boarded



Museum Gallery



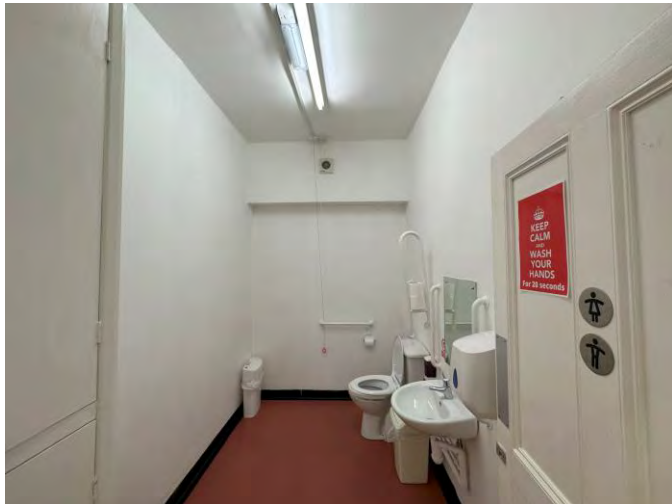
Dis WC (009)



Local Studies / Stanford Office (029) – Cracking, staining and historic repairs observed to ceiling.



Small Kitchenette (027)



Unisex WC (026) / Former Store



Store Room



Entrance lobby (022)



Office (021)



Staircase leading down to Basement



Basement



Basement – Electrical Switch Room



Basement – Boiler Room



Boiler Room Staircase – Cracking observed to rear masonry wall.



Basement Store / Archive Room



External Southern Elevation: ramped approach to New Millennium Chamber lobby



Flaking paintwork and friable putties



Timber framed panelled doors; painted. Bottom panels have been damaged and subsequently boarded over.



Vertical cracking RHS of New Millennium Chamber doors



External East Elevation



uPVC Above ground drainage pipework painted



North east elevation



Rear ramp



Advanced decay to rear timber window cills



Cracking observed to boiler room fire escape



East elevation



Flaking paintwork to uPVC SVP





North east elevation



North east elevation – Undulations observed to render at base of plinth on the northern elevation.



North elevation



Secondary entrance



Undulations to concrete paved pathway



Landscaped front gardens



Concrete steps and handrail, masonry pier and flint infilled walls



Entrance roadway, brick piers and metal gates



Stone planters / retaining walls



Concrete roadway, entrance steps and masonry retaining walls



Car Park and road markings



Car park, road markings and entrance barrier



Tree stump located in rear car park



Rear car park – facing South



Entrance barrier



Timber knee rail.

# FLOOR PLANS

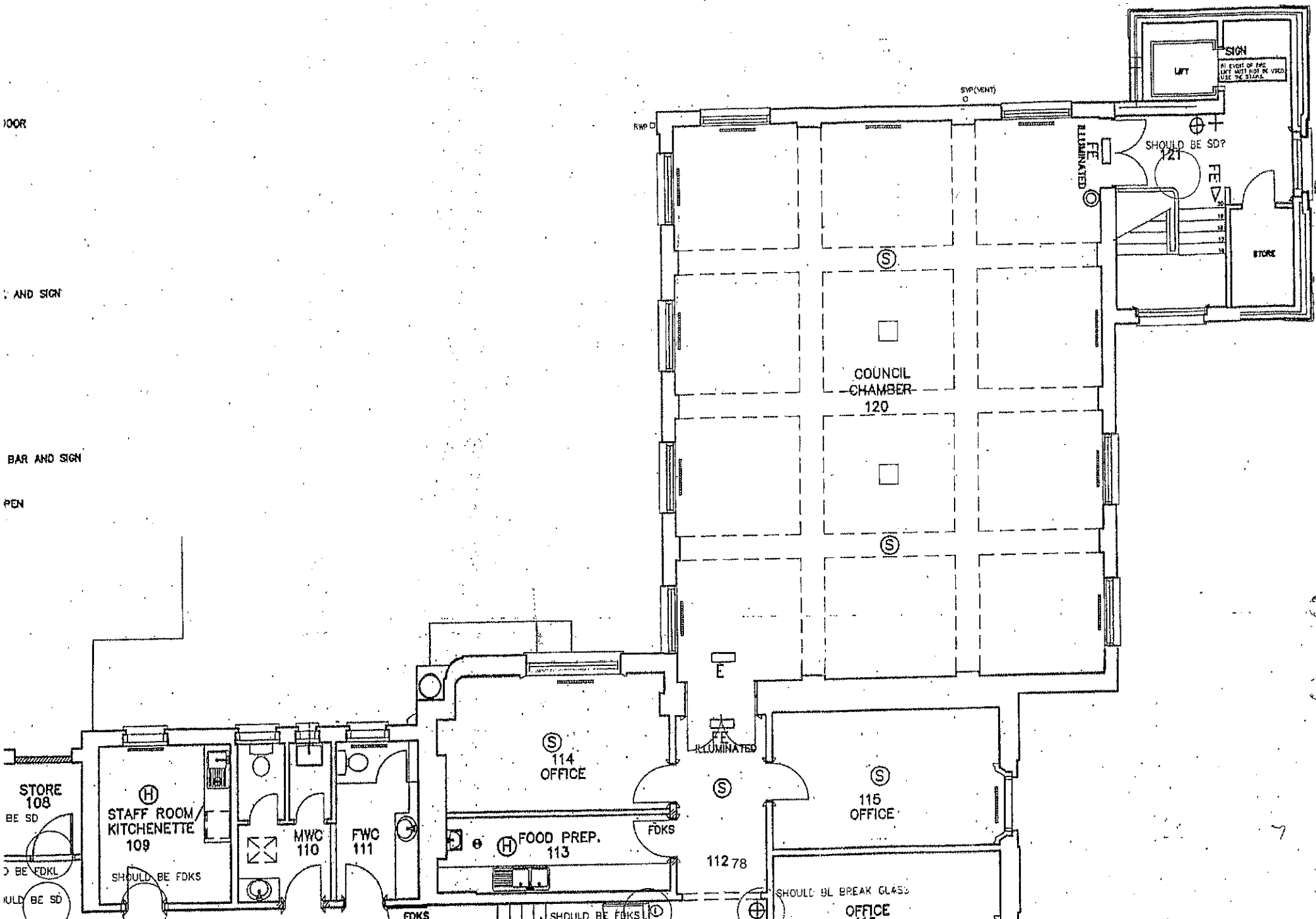


DOOR

AND SIGN

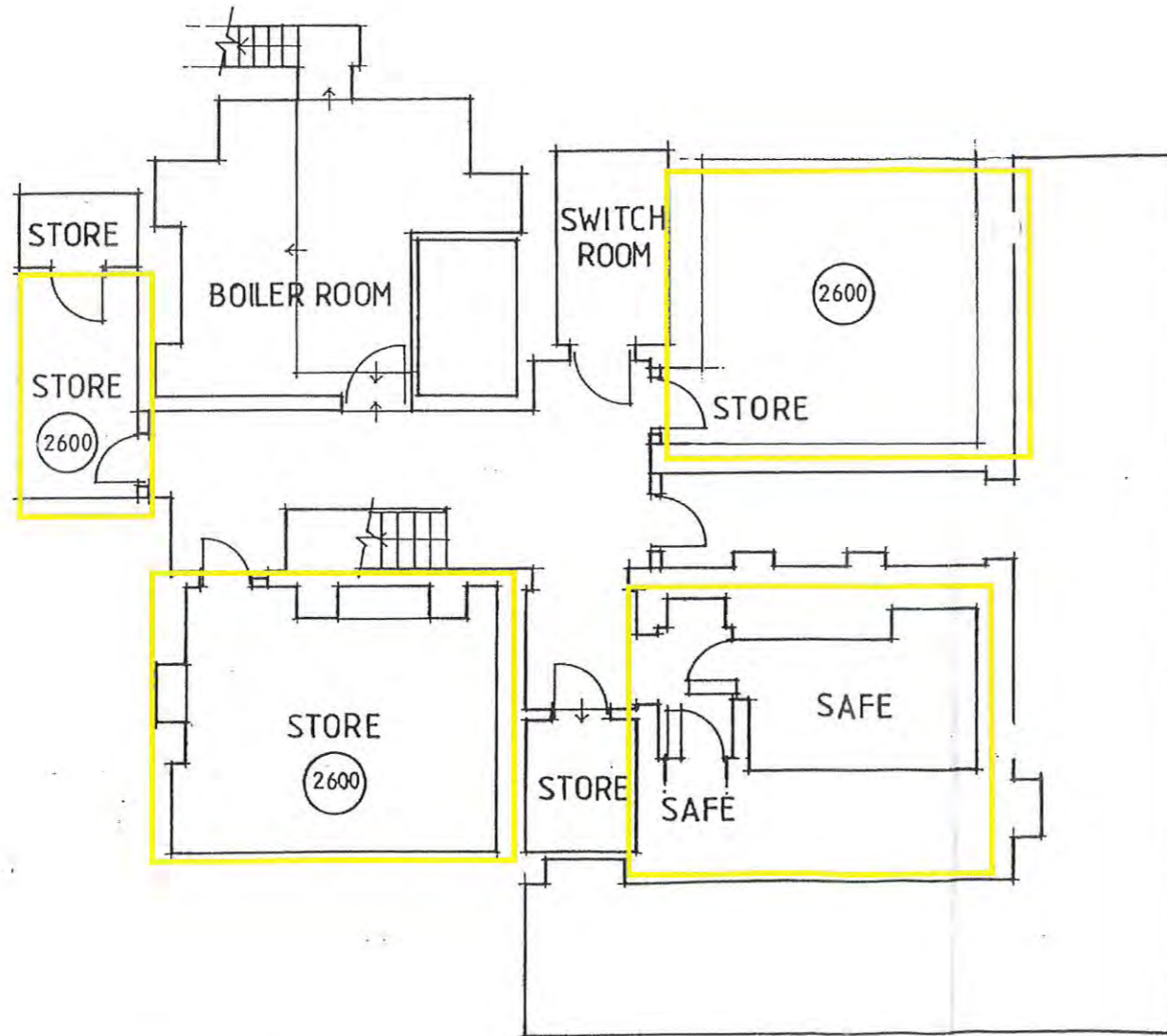
BAR AND SIGN

PEN



7





BASEMENT PLAN

N.B. CEILING HEIGHTS INDICATED THUS (2345)

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REVISIONS

JOB TITLE

LITTLEHAMPTON TOWN COUNCIL  
MANOR HOUSE

DRWG TITLE

BASEMENT PLAN

SCALE

1:100

DATE

SEPT 98

**CLIVE MERCER ASSOCIATES LTD**  
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JOB NO.  
B003.6

DRWG NO.  
20

DRAWN BY  
JC

CHECKED



## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Property and Personnel Committee**

**Date: 2 October 2023**

**Report by: Town Clerk**

**Subject: Town Council Business Plan 2023 to 2027**

#### **1. Summary and Update**

- 1.1. Following the Local Government Elections in May 2023, informal workshops have been held with councillors to understand what the priorities for the new Council might be. These meetings have generated several ideas from the main political groups, individual councillors, and the Senior Management Team. Some of these ideas are new and some overlap with existing work.
- 1.2. These ideas have been collated and allocated to the relevant Committee according to their respective delegated responsibilities. The next step is for these ideas to be presented to each Committee through the September Cycle of meetings so that they can be considered, agreed, and assessed in terms of deliverability and cost to determine their viability and prioritised accordingly.
- 1.3. It is intended that these priorities will feed into the Town Council's emerging Business Plan for the next four years. The draft Business Plan consists of two elements:
  - The draft Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
  - The draft Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.

These will replace the current Strategic Policies and, Aims and Objectives document and the previous Priorities document.

- 1.4. The outcome of the discussions on these ideas by each Committee will be reviewed by the Policy and Finance Committee on 23 October 2023 which is responsible for the overall development of strategic policies. Policy and Finance will make a recommendation on the content of the Business Plan to Full Council for consideration on 23 November 2023.
- 1.5. When the Business Plan is approved, the objectives will be integrated with the Town Council's Capital Programme where appropriate and will also inform the budget setting process in December 2023 / January 2024. Thereafter, this becomes the Action Plan for the Council for the next four years and will be incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. Each Committee will also

receive updates through their respective periodic reports enabling them to monitor progress and keep the Action Plan under review.

- 1.6. Attached for Members comments is the emerging Town Council Strategic Plan, Appendix A, which sets out a draft mission statement, vision, values and overarching strategic priorities for the next four years. The Committee is invited to consider and comment upon the content. These will be collated from each Committee and inform the draft which will be presented to Council for approval in November.
- 1.7. Also attached to this report is a draft Action Plan, Appendix B, setting out the proposals as they relate to this Committee's areas of responsibility for consideration. The Action Plan is divided into three sections, Major Projects, Current Commitments and New Priorities. It also includes financial implications where they are known, potential and / or current partnership projects and a brief commentary setting out any other relevant points. Appendix C is the entire draft Action Plan to provide context.

## **2. Recommendations**

- 2.1. The Committee is recommended to:
  1. Consider and comment upon the emerging Strategic Plan as set out in Appendix A in readiness for submission to the Policy and Finance Committee.
  2. Review and approve the Action Plan as set out in Appendix B in readiness for submission to the Policy and Finance Committee.
  3. Otherwise note the contents of the report.

Laura Chrysostomou  
**Town Clerk**

## Littlehampton Town Council Business Plan

Our four-year Business Plan sets out the direction for Littlehampton Town Council between 2023 to 2027. It helps us to understand where we want to be in the future, as set out in our Strategy, and the steps we will take to get there, as set out in our Action Plan.

The Business Plan provides a structure to inform the development of annual work plans and budgets while being flexible enough to seize new opportunities as they arise. This is a living document which will be reviewed and developed through the four years.



**Our Mission** sets out what we do and how we get it done:

Listen, represent, and lead the town by actively encouraging engagement, community and tourism.

**Our Vision** sets out our future aspirations and the impact we aim to make for the benefit of the community:

A collaborative and reliable council that is publicly accountable, utilises existing resources, and seeks out additional external funding opportunities whilst providing cost effective facilities and services to enhance people's lives.

## **Our strategic priorities**

### **Place**

A multi centred sustainable town with **safe vibrant places** for people to come together

### **People**

An **engaged community** which supports and helps everyone

### **Provision**

**Accessible environmentally friendly services** reaching the broadest spectrum of people

### **Partners**

Working with public and professional organisations to ensure **better outcomes** for all

### **Progress**

Clear evidence of aspirational **transformative actions** being taken to **improve the town and the quality of life**

**Our Values** set out how we operate and how we interact

- Efficiency, effectiveness, and value for money
- Continuous improvement
- Listening and communicating
- Compliance with our statutory and regulatory responsibilities and upholding the Nolan Principles in public life
- Valuable productive partnerships
- Positivity
- Empowerment

### **Our Motto**

Progress

**Our operational framework** is underpinned by our mission, vision, and values, and guides how we work:

Maintaining to a high standard the open spaces and assets that the Town Council is responsible for and seeking the same from other relevant authorities to provide an attractive environment in and around the town for both the local community and visitors.

Seek opportunities to secure financial support for future enhancements to these and other community facilities through Section 106 developer funding and the Community Infrastructure Levy as appropriate.

Work with relevant authorities to ensure that future developments address the needs of the Town including regeneration; deprivation; commerce; education; infrastructure; transport, health and facilities.

Work with the Police and other relevant agencies to make Littlehampton a safer place supporting and promoting community safety initiatives.

Work with partners to ensure all graffiti and flyposting is removed promptly – where permission is given – to keep the town clean and tidy.

Work in partnership to deliver regeneration and progress initiatives for the benefit of the Town to support and promote a vibrant, prosperous, safe, and accessible town.

Work with relevant authorities, local tourist attractions and related businesses to promote tourism.

Actively pursue our representative role with regards to planning and transportation matters in accordance with our Neighbourhood Plan, ensuring that all planning applications received from the District and County Councils for consideration are dealt with in a transparent and timely manner.

To deliver where possible, in conjunction with the community and the Heritage Group, the key objectives of the Neighbourhood Plan.

Promote sustainable transport networks and cycle routes and to press for improved public transport services and traffic management in and around the town.

Through the Town Centre Strategy (2022 to 2030) support the Town Centre as it adapts in the changing economic climate so that it remains a vital element of a successful and thriving centre, providing retail and leisure facilities attracting local and wider community and visitors.

Through the Allotment Strategy (2023 to 2033) make allotments enjoyable, inclusive, sustainable, and affordable for the residents of Littlehampton.

To prioritise, within the budget, funding for local community groups, through Service Funding Agreements or community grant schemes and actively increase awareness and access to grant funding to benefit residents.

To provide high quality, safe, accessible, and flexible spaces across the town to meet the needs of the community.

Through the Museum Documentation Project we work to conserve, safeguard and promote the Museum Collection, making it accessible to a wide audience by providing an education and outreach service and to preserve Littlehampton's cultural heritage.

To support and raise the profile of innovative community art activities to help local people to express their creativity, imagination, and self-expression through all art media, provide a showcase opportunity for local artists and enable local people to develop their artistic skills through signposting and support.

To work in partnership to support sporting, recreational and physical activities to enable local people to experience new sports and activities and to keep fit and healthy.

To facilitate, support and provide community events both universal and targeted to celebrate Littlehampton, encourage civic pride, increase community cohesion, attract visitors and support local businesses.

By supporting and working with local organisations we aim to provide a wide range of youth provision that offers young people enriching opportunities and develops positive relationships between young people and the wider community.

Adopting more environmentally friendly methods of conducting our business as outlined in our Environmental Policy.

Through a revised Communications Strategy, engage meaningfully with residents, businesses, and visitors, in an open, transparent, and accessible way across a variety of channels. To promote the Town Council's assets and services and the Town's facilities and attractions through effective marketing and branding.

To implement and review a suite of strategies, policies, regulations, contracts, and management plans that enable the Council to operate in the most effective, efficient, and ethical way possible, managing our resources appropriately to achieve best value for our community.

To provide training and support for all employees and councillors as part of ongoing learning and development to enable them to fulfil their role to the best of their ability and make a difference to the community we serve.

**Action Plan 2023 to 2027 - P&P - Appendix B**

**Major Projects**

<b>Goal</b>	<b>Description</b>	<b>Timeline</b>	<b>Committee / Officer</b>	<b>Budget / funding / cost</b>	<b>Status</b>	<b>Way Forward</b>
<b>K2 Youth &amp; Community Centre, Wick</b>	This project is underway and will replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. The centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to deliver a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community	Business Plan inc terms & conditions Autumn 2023. Build to be completed November 2023. Internal fit out Dec 2023 to Jan 2024. Operation Spring 2024	<b>Officer-</b> ATC <b>Committee-</b> Progress overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Maximum budget agreed for the project = £1,846,194 (inc contingency of 10% of build cost) . Revenue budget provision has been approved at £30,000 p/a for 2 years from 2022 to 24 & £10,000 projected for 2 years from 2024 to 2026.	<b>PROGRESSING</b> 1. Construction underway with completion currently scheduled for November 2023. First occupation January 2024. 2. Funding earmarked from 2021/22 to meet initial revenue costs of new centre.	
<b>Hampton Park (North Littlehampton) Community Centre &amp; Youth Facility</b>	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. S106 currently valued @ Circa £1.77M LTC will need to top up funding requirement £ amount TBC.	Initial designs started. LTC likely to take responsibility for construction. Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, submit planning application Sept 2023 to March 2024. Planning & loan approval June 2024 Construction tender & appointment July to Sept 2024. Precommencement construction & design work Sept to Dec 2024. Construction Jan to Dec 2025. Open Jan 2026	<b>Officer-</b> ATC <b>Committee-</b> Progress overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Revenue budget provision at £20,000 for 2021 to 2022, £35,000 for 2022 to 2023 and £20,000 for 2023 to 2024 with £20,000 projected for 2 years from 2024 to 2026 to provide initial support until the centre is established.	<b>PROGRESSING</b> 1. Submission date for planning application TBC	

<b>Rosemead Park</b>	(1) Consider allowing concessions to operate on the site (2) Plans for the development of the site utilising the acquired and expected S106 funding (3) Explore obtaining Green Flag Status	(1) Feasibility work 2024 to 2025. (2) Funding must be spent on the purposes specified within 10 years of receipt 2032. (3) 2025 to 2026	<b>Officer-</b> CRO, ATC <b>Committee-</b> CRC & P&P (agreements, fees & maintenance only)	£125,849.26 section 106 received 2022 A further £193,794 section 106 due		
<b>Museum</b>	(1) Collection Documentation Project (2) Project "Time Machine" HLF grant funded project (3) Be vigilant to opportunities to locate the collection	(1) Ongoing to 2025 (2) Project Plan Sept to Dec 2023; Freelance support tender & appointment Feb 2024; Community engagement & evaluation work May to Aug 2024; Develop Audience Engagement Plan Spet 2024 to March 2025; project evaluation & next steps June/July 2025	<b>Officer-</b> ATC, MC <b>Committee-</b> CRC & P&P		(3) Look & Sea Centre – ground floor = ADC concession Plg App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd - work underway	
<b>Hampton Park (North Littlehampton) Allotments sites</b>	(1) Holly Drive (southern) (2) Northen	(1) Plg App. Awaiting approval Sept 2023 Confirm layout Oct 2023 Construction Nov 2023 to July 2024 Market & first tenants Nov 2024 (2) TBC construction unlikely before 2025	<b>Officer-</b> ATC <b>Committee-</b> CRC & P&P (agreements, fees & maintenance)	N/a Delivery is developer funded	PROGRESSING (1) Plg App approval awaited (2) TBC	

### Ongoing Work/ Current Commitments

Goal	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
<b>Staffing Resources</b>	In light of expanding portfolio and emerging business plan review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.	2023 to 2024	<b>Officer-</b> TC, DTC, ATC, C&MM <b>Committee-</b> P&P (potential task & finish group)		PM receptionist altered to apprentice role	



<b>Premises Maintenance Plans</b>	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023	<b>Officer-</b> DTC <b>Committee-</b> P&P	c £466K over 10 years for Manor House	Manor House survey completed July 2023	
<b>Policy Reviews</b>	(1) GDPR (2) Personnel - review suite of policies & implement employee handbook (3) Governance policy review, Civility & Respect Pledge (4) Model Fin Regs and SOs (5) ICT (6) Insurance Policy Review (7) Explore investments with Boom Banking with ADC	(1) GDPR: Audit Aug 2023; Impact Assessments Aug 2023; Review revised policies Oct/Nov 2023; Council to adopt new policies by March 2024. (2) Personnel policies winter 2023 (3) C&R pledge Oct 2023 (4) Jan 2024 (5) Linked with GDPR autumn 2023 (6) Sept 2023 (7) Autumn 2023	<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> P&P, G&A		GDPR audit & impact assessments underway July 2023. Document destruction work underway.	
<b>Business Continuity Plan</b>	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	It will be necessary to review the action that has been taken in the context of business continuity arrangements going forward when we are able to return to normal business.	<b>Officer-</b> Management team <b>Committee-</b> P&P, P&F	N/A	PROGRESSING Actions well tested during the Covid pandemic to be reviewed and updates to the business continuity plan will be brought back to the new Council.	

### New Priorities

Goal	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
<b>Rewilding / Wildflower Meadows / tree wardens</b>	Investigate potential for such schemes with objectives for review. Review the Fitzalan Link Road wildflower planting scheme.		<b>Officer-</b> ATC, CRO <b>Committee-</b> P&P			
<b>Grant Funder</b>	Explore options to enable Council to actively seek and draft funding bids	2025 to 2026	<b>Officer-</b> ATC <b>Committee-</b> P&P, P&F			
<b>Volunteers</b>	Develop framework to support expansion of volunteering opportunities	2026 to 2027	<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> P&P			

<b>Explore environmentally friendly options to reduce energy and water consumption in our buildings</b>	Explore installation of solar panels and rainwater harvesting for existing assets		<b>Officer- DTC Committee- P&amp;P</b>			
<b>Review Floral contract, planters and gateway displays</b>	Floral Contract is a two year contract that expires in 2024 and will need to be reviewed. In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	Review condition of planters autumn 2023 Review summer 2024 Implement spring 2025	<b>Officer- DTC, ATC, CRO Committee- CRC, P&amp;P</b>			
<b>Undertake five year health and safety survey of trees</b>	All trees within the Town Council's ownership must be surveyed every five years	2026	<b>Officer- ATC, CRO Committee- P&amp;P</b>			

KEY

<b>Major Regeneration &amp; Development Initiatives</b>	<b>Communications &amp; Events</b>
<b>Major Projects and Community Resources</b>	<b>Corporate initiatives and projects</b>
<b>Town Centre</b>	<b>Anything highlighted in green involves multiple Committees</b>

Draft Action Plan 2023 to 2027 - Appendix C

Goals	Objectives					
Major Regeneration & Development Initiatives	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
<b>Work with Arun District Council &amp; partners in delivery of Public Realm</b>	Final stages of phases 1,2 and 3 managed by ADC Board Snagging Town Council leading on official launch event	June to Sept 23  Aug to Sept 23 21 Oct 23	<b>Officer-</b> TC <b>Committee-</b> P&F			
<b>Work with Arun District Council &amp; partners in delivery of Seafront Regeneration</b>	(1) Input into planning stage (2) Construction phase	(1) Summer 2023 (2) 2024	<b>Officer-</b> TC, E&TCSM <b>Committee-</b> P&F, CRC			
<b>Work with Arun District Council on Gateway Public Art North Littlehampton</b>	This was being progressed by the District Council and the sum of £40,000 was allocated in the Section 106 development agreement for North Littlehampton to deliver the project. This was planned at prominent points of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Councillors wanted to be involved in the discussions. New Council wish to seek clarification on what is permissible and see local schools and artists engaged in design. To be linked with Town Branding project.	Unknown (Town Branding 2025 to 2026)	<b>Officer-</b> C&MM, ATC <b>Committee-</b> P&F	N/A		
<b>Community Transport Initiative</b>	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used.	Unknown	<b>Officer-</b> ATC <b>Committee-</b> P&T	Bus Expenditure Earmarked Reserve provision of £7,000. NLA S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC).		
<b>West Bank Regeneration Future of the port</b>	Work with the District Council and Harbour authorities to improve facilities and access to the West Bank. Linked with ADC Local Plan. Community voice. Engage with rampion & stakeholders on east/west bank. Port: entrance, defences, environment. Links to branding of the Town.	2023 to 2027	<b>Officer-</b> ATC <b>Committee-</b> P&T			
<b>Major Projects and Community Resources</b>	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward

<b>K2 Youth &amp; Community Centre, Wick</b>	This project is underway and will replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. The centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to deliver a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. - Need to develop a business plan becoming a priority.	Business Plan inc terms & conditions Autumn 2023. Build to be completed November 2023. Internal fit out Dec 2023 to Jan 2024. Operation Spring 2024	<b>Officer- ATC Committee- Progress</b> overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Maximum budget agreed for the project = £1,846,194 (inc contingency of 10% of build cost) . Revenue budget provision has been approved at £30,000 p/a for 2 years from 2022 to 24 & £10,000 projected for 2 years from 2024 to 2026.	PROGRESSING 1. Construction underway with completion currently scheduled for November 2023. First occupation January 2024. 2. Funding earmarked from 2021/22 to meet initial revenue costs of new centre.	
<b>Hampton Park (North Littlehampton) Community Centre &amp; Youth Facility</b>	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. S106 currently valued @ Circa £1.77M LTC will need to top up funding requirement £ amount TBC.	Initial designs started. LTC likely to take responsibility for construction. Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, submit planning application Sept 2023 to March 2024. Planning & loan approval June 2024 Construction tender & appointment July to Sept 2024. Precommencement construction & design work Sept to Dec 2024. Construction Jan to Dec 2025. Open Jan 2026	<b>Officer- ATC Committee- Progress</b> overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Revenue budget provision at £20,000 for 2021 to 2022, £35,000 for 2022 to 2023 and £20,000 for 2023 to 2024 with £20,000 projected for 2 years from 2024 to 2026 to provide initial support until the centre is established.	PROGRESSING 1. Submission date for planning application TBC	
<b>CIL (Community infrastructure Levy)</b>	Review priorities for spending. Consideration be given to directing future funds to Hampton Park Centre & other regeneration projects as identified in Policy 23 of the Neighbourhood Plan		<b>Officer- ATC Committee- P&amp;F, FC</b>	Currently CIL received in 2022 to 23 £2,487.50 is directed to K2. 2023 to 24 - to be determined.		
<b>To analyse the potential impact of the Rampion 2 development and respond to the application</b>	To link with Arun District Council in relation to the development of their Local Impact Assessment		<b>Officer - ATC Committee - P&amp;T</b>			
<b>Hampton Park (North Littlehampton) Allotments sites</b>	(1) Holly Drive (southern) (2) Northen	(1) Plg App. Awaiting approval Sept 2023 Confirm layout Oct 2023 Construction Nov 2023 to July 2024 Market & first tenants Nov 2024 (2) TBC construction unlikely before 2025	<b>Officer- ATC Committee- CRC &amp; P&amp;P</b> (agreements, fees & maintenance)	N/a Delivery is developer funded	PROGRESSING (1) Plg App approval awaited (2) TBC	

<b>Rosemead Park</b>	(1) Consider allowing concessions to operate on the site (2) Plans for the development of the site utilising the acquired and expected S106 funding (3) Explore obtaining Green Flag Status	(1) Feasibility work 2024 to 2025. (2) Funding must be spent on the purposes specified within 10 years of receipt 2032. (3) 2025 to 2026	<b>Officer-</b> CRO, ATC <b>Committee-</b> CRC & P&P (agreements, fees & maintenance only)	£125,849.26 section 106 received 2022 A further £193,794 section 106 due		
<b>Museum</b>	(1) Collection Documentation Project (2) Project "Time Machine" HLF grant funded project (3) Be vigilant to opportunities to locate the collection	(1) Ongoing to 2025 (2) Project Plan Sept to Dec 2023; Freelance support tender & appointment Feb 2024; Community engagement & evaluation work May to Aug 2024; Develop Audience Engagement Plan Spet 2024 to March 2025; project evaluation & next steps June/July 2025	<b>Officer-</b> ATC, MC <b>Committee-</b> CRC & P&P		(3) Look & Sea Centre – ground floor = ADC concession Plg App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd - work underway	
<b>Allotment Strategy &amp; Action Plan</b>	(1) Review and inform budget (2) Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.	Review Action Plan priorities & assess funding requirements Aug to Oct 2023 Agree fees for 2025 by Dec 2023	<b>Officer-</b> CRO, ATC <b>Committee-</b> CRC & AWG		Nov.22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually	
<b>Review Grant and Service Funding Agreement Criteria</b>	(1) Holistic review of criteria, monitoring and evaluation (2) Review funding available aligned to priorities of new Council (3) Review SFA criteria and objectives	(1) September 2023 (2) October to December 2023 (3) SFAs 2025	<b>Officer-</b> ATC, CRO <b>Committee-</b> CRC			
<b>Investigate "Community Grant Lottery"</b>	(1) Potential to expand and widen the grant programme (2) Explore potential for partnership involvement including surrounding parishes		<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> P&F			
<b>Review Bonfire Society SFA</b>	Funding increased to £7,500 for 2023/4 - agreement and funding to be reviewed Autumn 2023	October 2023	<b>Officer-</b> ATC, CRO <b>Committee-</b> CRC			
<b>Rewilding / Wildflower Meadows / tree wardens</b>	Investigate potential for such schemes with objectives for review. Review the Fitzalan Link Road wildflower planting scheme.		<b>Officer-</b> ATC, CRO <b>Committee-</b> P&P			
<b>Town Centre</b>	<b>Description</b>	<b>Timeline</b>	<b>Committee / Officer</b>	<b>Budget / Funding / Cost</b>	<b>Status</b>	<b>Way Forward</b>

<b>Town Centre Strategy and Action Plan</b>	Original aspiration for work was to strengthen Supplementary Planning Guidance with a focus on retaining retail focus and control of HMOs. Now focussed on delivering positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area. Overseen by The Town Centre Action Group (TCAG) which comprises representatives of key stakeholders and authorities with a remit to work in partnership to deliver the objectives and goals in the emerging Strategy & Action Plan.	Town Centre Strategy adopted by LTC Oct 2022 and to be reviewed by the TCAG at its first meeting. Inaugral TCAG meeting September 2023. ADC to consider Strategy at Economy Cttee Oct 2023. Business Forum meeting Oct 2023 Strategy & Action Plan to be agreed by partners Nov 2023	<b>Officer-</b> E&TCSM, TCSP0 & C&MM <b>Committee-</b> P&F	Town Centre Initiatives budget of £10,000 from 2023 to 2024 and projected forward for 2 years to 2026	Business directory compiled. Expressions of interest for business reps for the TCAG sought & confirmed. Preparatory work undertaken in partnership with ADC for TCAG meeting. Invites to inaugral TCAG sent for Sept 2023.	
<b>UK Shared Prosperity Fund Project</b>	As lead partner, work with Arun District Council on the UK Shared Prosperity Fund Bid to appoint a consultant to: •Develop a sustainable and empowered group of Town Centre business representatives. •Engage with freeholders/landlords to develop strong relationships to facilitate other areas of development in the Town Centre. •Support the newly formed Town Centre Action Group to take forward the Town Centre Strategy and Action Plan which aims to coordinate activities to achieve economic growth in the area. •By working in collaboration with partners develop a strong destination identity to increase visitors that stay longer, spend more, return and recommend	Contract to be awarded in September 2023. Project to be completed by end of March 2025	<b>Officer-</b> C&MM & TCSP0 <b>Committee-</b> P&F	Bid of £60k £10k for ADC officer support	Tender issued in partnership with ADC Aug 2023.	
<b>High Street Community Hub</b>	Suggestions to include: (1) Front facing service for Town & District Councils (2) Community Banking facility (3) Flexible space for drop in access to services such as Community Wardens, PCSOs, CAB etc Links with the Town Centre Strategy and Action Plan work	Devise a vision & rationale document setting out objectives, identifying partners, resources needed and funding streams 2023 to 2024 Source premises and deliver 2024 to 2025	<b>Officer-</b> TC, DTC, TCSP0, CRO <b>Committee-</b> P&F			
<b>Town Centre Events</b>	(1) To create annual programme of events designed to attract visitors to the Town Centre as part of the Town Centre Strategy. (2) Deliver an event to celebrate the completion of the	Summer 2023 events planned. October launch event. Shopping incentive prize draw	<b>Officer-</b> E&TCSM, TCSP0 <b>Committee-</b> P&F	(1) £25,000 per annum (2) Public Realm funding	Summer 2023 programme underway. First event successful. Arrangements for launch event underway.	
<b>Town Centre Car Parking Disc Scheme - Review</b>	As outlined in the Town Centre Strategy to review the Car Parking Disc Scheme which is managed by Arun District Council	Review autumn 2023 for implementation January 2024	<b>Officer-</b> TC <b>Committee-</b> P&F	Disc Parking Scheme £28,250 p/a	ADC undertaking informal engagement with Town Council Aug 2023	
<b>Town Centre Policing - Community Wardens Review</b>	The Community Warden initiative was introduced to enhance "policing" in the Town, including Town Centre, Wick and other Town "hotspots". In partnership with ADC the pilot scheme of Community Wardens was introduced in 2021 and provides three Wardens whose work is overseen by the Arun Safer Partnership.	The incoming Council is recommended to undertake a full review / evaluation of the Scheme.	<b>Officer-</b> TC <b>Committee-</b> P&F	Community Wardens- £70,000 p/a		
<b>Communications &amp; Events</b>	<b>Description</b>	<b>Timeline</b>	<b>Committee / Officer</b>	<b>Budget / funding / cost</b>	<b>Status</b>	<b>Way Forward</b>

<b>Review Communications Strategy</b>	Undertake a full review of the 2017 to 2021 Communications Strategy to include developing a Social Media Strategy. Review & refresh of website (launched 2018).	Review strategy autumn/winter 2023 Adopt new strategy Jan 2024 Review website 2024	<b>Officer-</b> C&MM <b>Committee-</b> P&F		Social Media audit undertaken August 2023	
<b>Visit Littlehampton Website Refresh</b>	Refresh the website in consultation with officers and councillors	Review & refresh website in liaison with ADC. Launch Spring 2024	<b>Officer-</b> C&MM, E&TCSM <b>Committee-</b> P&F	£3k from ADC	Started	
<b>Review Progress Newsletter</b>	Capitalising on the increasing popularity of the website, social media and E-Progress, the previous administration reduced the number of paper publications from 4 to 2 a year and stopped door to door delivery, opting for distribution through specific pick up points across the Town. To be reviewed after one year.	Review in 2024	<b>Officer-</b> C&MM <b>Committee-</b> P&F	Budget for 2023 to 2024 =£2,710 rising to £3,000 projected to 2026.		
<b>Town Branding</b>	Work in this area paused by the previous administration pending the completion of the Town Centre Strategy. The incoming Council is recommended to take this	2025 to 2026	<b>Officer-</b> TC, C&MM <b>Committee-</b> P&F			
<b>Events</b>	(1) Review Annual Events Programme (2) Review capacity	2024 to 2025	<b>Officer-</b> E&TCSM <b>Committee-</b> CRC			
<b>Sponsorship</b>	Review sponsorship offer and capacity to successfully obtain	2024 to 2025	<b>Officer-</b> C&MM, TCSP0 <b>Committee-</b> P&F			
<b>Corporate initiatives and projects</b>	<b>Description</b>	<b>Timeline</b>	<b>Committee / Officer</b>	<b>Budget / funding / cost</b>	<b>Status</b>	<b>Way Forward</b>
<b>Embed new administration and develop medium term business plan</b>	(1) Develop & deliver new council induction program (2) Develop new medium term business plan with resource requirements that feeds into budget	(1) May to Sept 23 (2) July to Dec 23	<b>Officer-</b> TC, ATC <b>Committee-</b> Council, P&F, Mayor, Group Leads		Induction program almost completed & reviewed.	
<b>Staffing Resources</b>	In light of expanding portfolio and emerging business plan review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.	2023 to 2024	<b>Officer-</b> TC, DTC, ATC, C&MM <b>Committee-</b> P&P (potential task & finish group)		PM receptionist altered to apprentice role	
<b>Grant Funder</b>	Explore options to enable Council to actively seek and draft funding bids	2025 to 2026	<b>Officer-</b> ATC <b>Committee-</b> P&P, P&F			
<b>Volunteers</b>	Develop framework to support expansion of volunteering opportunities	2026 to 2027	<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> P&P			

<b>Neighbourhood Plan 2014-2029 (Arun Local Plan Review) *</b>	LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan.	There is no timeframe within which neighbourhood plans are required to be reviewed but, when other policies are updated, e.g. the Arun Local Plan, this may mean that existing neighbourhood plan policies become out-of-date / conflict with a strategic policy / superseded by other local policies. Review LNP 2025 to 2026	<b>Officer-</b> ATC <b>Committee-</b> Council, P&T		July 23 - ADC have confirmed they are recommencing work on updating the ALP •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan	
<b>Premises Maintenance Plans</b>	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023	<b>Officer-</b> DTC <b>Committee-</b> P&P	c £466K over 10 years for Manor House	Manor House survey completed July 2023	
<b>Explore environmentally friendly options to reduce energy and water consumption in our buildings</b>	Explore installation of solar panels and rainwater harvesting for existing assets		<b>Officer-</b> DTC <b>Committee-</b> P&P			
<b>Community Centre Business Plan development</b>	To develop business plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	Develop business plans and review of terms & conditions Sept to Dec 2023	<b>Officer-</b> DTC, ATC, CRO, PA to TC <b>Committee-</b> CRC			
<b>Policy Reviews</b>	(1) GDPR (2) Personnel - review suite of policies & implement employee handbook (3) Governance policy review, Civility & Respect Pledge (4) Model Fin Regs and SOs (5) ICT (6) Insurance Policy Review (7) Explore investments with Boom Banking with ADC	(1) GDPR: Audit Aug 2023; Impact Assessments Aug 2023; Review revised policies Oct/Nov 2023; Council to adopt new policies by March 2024. (2) Personnel policies winter 2023 (3) C&R pledge Oct 2023 (4) Jan 2024 (5) Linked with GDPR autumn 2023 (6) Sept 2023 (7) Autumn 2023	<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> P&P, G&A		GDPR audit & impact assessments underway July 2023. Document destruction work underway.	



<b>Review Floral contract, planters and gateway displays</b>	Floral Contract is a two year contract that expires in 2024 and will need to be reviewed. In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	Review condition of planters autumn 2023 Review summer 2024 Implement spring 2025	<b>Officer-</b> DTC, ATC, CRO <b>Committee-</b> CRC, P&P			
<b>Review Christmas Lighting contract</b>	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Review autumn 2025 Implement Christmas 2026	<b>Officer-</b> E&TCSM <b>Committee-</b> CRC			
<b>Review Youth Services contract</b>	The Youth Service contract was awarded for three years to include 2023, 2024 and 2025.	Review 2025 to implement October 2026	<b>Officer-</b> ATC, CRO <b>Committee-</b> CRC			
<b>Undertake five year health and safety survey of trees</b>	All trees within the Town Council's ownership must be surveyed every five years	2026	<b>Officer-</b> ATC, CRO <b>Committee-</b> P&P			
<b>Business Continuity Plan</b>	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	It will be necessary to review the action that has been taken in the context of business continuity arrangements going forward when we are able to return to normal business.	<b>Officer-</b> Management team <b>Committee-</b> P&P, P&F	N/A	PROGRESSING Actions well tested during the Covid pandemic to be reviewed and updates to the business continuity plan will be brought back to the new Council.	
<b>Digitisation</b>	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: (1) Bookings, Allotments, Accounting (2) Assets (3) Job Tickets (4) Agendas, Minutes and live streaming of Committee Meetings	Review options and costings autumn 2023 Implement (1) by April 2024	<b>Officer-</b> DTC, C&MM, PA to TC <b>Committee-</b> P&F		Investigation underway	
<b>Forums for stakeholder presentations</b>	To provide a forum for stakeholder presentations or access to various statutory service providers		<b>Officer-</b> TC, ATC <b>Committee-</b> Council			
<b>Councillor Surgeries and workspace</b>	(1) Implement councillor surgeries - could be in Council venue, on Community Stall or promoting external	(1) Autumn 2023	<b>Officer-</b> ATC, C&MM, PA to TC			
<b>Mayors for Peace</b>	Council lobbied to sign up <a href="https://www.mayorsforpeace.org/en/">https://www.mayorsforpeace.org/en/</a>	2024 to 2025	Full Council			
<b>Review of speed limits in and around the Town Centre should the opportunity come forward.</b>	Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.		<b>Officer -</b> ATC <b>Committee -</b> P&T			

# Littlehampton Town Council

## Non-Confidential

### Committee: Property and Personnel

Date: 2 October 2023

Report by: Town Clerk

### Subject: Committee Budget Monitor

#### 1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2023 to 2024. A table of exact budget codes this committee is responsible for are shown in Appendix A.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

#### 2. Recommendations

- 2.1 The Committee is recommended to:
  - 1) note the report

#### 3. Budget Monitor 2023 to 2024

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

#### 3.2 Central Administration and Support Services

- 3.2.1 Expenditure is in line with expectations.

#### 3.3 Town Centre Management

- 3.3.1 The budget for the War Memorial maintenance is earmarked for the three-year maintenance contract. 2023 to 2024 is year two of that contract.

#### 3.4 Amenity Team

- 3.4.1 Income for Amenity Team services has achieved £1,184 year to date against a budget of £2,000.
- 3.4.2 £2,064 has been used from Earmarked Reserves leasing the electric van year to date.
- 3.4.3 The Tools & Equipment budget is largely spent due to replacement items being required (Hammer drill £224 & Interchangeable batteries for multiple items £708). Vehicle & Equipment EMR has £24,000 if required.

#### 3.5 Manor House Hire

- 3.5.1 Overall hire income has achieved £11,595 against a budget of £16,945 year to date.
- 3.5.2 £3,249 has been received for car park hire against a budget of £5,362.
- 3.5.3 Manor House room hire has received £8,190 against a budget of £11,000.

<b>Income</b>	<b>Budget 2023/24 £</b>	<b>Income 2023/24 £</b>	<b>Expected Income £</b>	<b>Variance £</b>
Car Parking	5,362	3,249	5,362	(2,113)
Room Hire	11,000	8,190	11,000	(2,810)
Catering Income	530	93	200	(107)
Equipment hire	53	60	85	(25)
<b>Total</b>	<b>16,945</b>	<b>11,592</b>	<b>16,647</b>	<b>(5,055)</b>

### 3.6 Corporate Management

3.6.1 Expenditure is in line with expectations.

### 3.7 Manor House

3.7.1 £4,495 of the £20,000 maintenance budget has been spent year to date with a further invoice of £3,000 just received for the window replacement. There is a separate report detailing the recent building survey noted on this agenda.

3.7.2 Building rates were £1,619 higher than originally budgeted for and this will be met from underspends in this cost centre.

### 3.8 Street Lighting

3.8.1 The annual street lighting maintenance agreement of £1,264 has been paid and was slightly higher than the budget of £1,200.

### 3.9 Southfields Jubilee Centre

3.9.1 £981 has been spent of the building maintenance budget against a budget of £3,000.

### 3.10 Museum

3.10.1 £453 of the £950 building maintenance budget has been spent year to date.

## 4. Salaries

4.1 The overall Salaries year to date spend is shown below. These figures show 4 months costs and do not include the budgeted pay award which is yet to be confirmed.

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Expenditure Detail</u></b>							
7102 SALARIES	710,747	248,178	802,045	553,867		553,867	30.9%
<b>Total Overhead</b>	<b>710,747</b>	<b>248,178</b>	<b>802,045</b>	<b>553,867</b>	<b>0</b>	<b>553,867</b>	<b>30.9%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>710,747</b>	<b>248,178</b>	<b>802,045</b>	<b>553,867</b>	<b>0</b>	<b>553,867</b>	<b>30.9%</b>
<b>Net Income over Expenditure</b>	<b>(710,747)</b>	<b>(248,178)</b>	<b>(802,045)</b>	<b>(553,867)</b>			

Laura Chrysostomou  
Town Clerk

## Appendix A

The areas of budget responsibility that sit within this Committee have been outlined in the table below:

<b>Cost Centre</b>	<b>Budget Code</b>	<b>Budget description</b>
101 Central Admin and Support Services	7100	First Aid
	7102	Salaries
	7104	Training
	7105	Travel & Subsistence
	7109	Recruitment advertising
	7298	IT
	7312	Health and safety
	7351	Waste disposal
103 Town Centre Management	6351	Memorial Maintenance
105 Amenity Team	All budget lines	
108 Manor House Room Hire	All budget lines	
109 Corporate Management	7102	Salaries
	7112	Pension contribution (pension strain costs)
201 Manor House	All budget lines	
202 Lighting	All budget lines	
303 Southfields Jubilee Centre	7102	Salaries
	7307	Building Maintenance
308 Museum	7102	Salaries
	7307	Building Maintenance
310 K2 Community Centre	7102	Salaries
	7307	Building Maintenance
7102 Salaries	All salaries including oncosts (national insurance and pension costs)	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 CENTRAL ADMIN &amp; SUPPORT SVS</b>							
3001 PRECEPT RECEIVED	1,366,037	723,260	1,446,520	723,260			50.0%
4050 PHOTOCOPIER INCOME	4	0	25	25			0.0%
4900 MISCELLANEOUS INCOME	151	0	0	(0)			0.0%
4901 CHARGES FOR SERVICES	82	0	0	0			0.0%
8001 RECHARGE OUT O/Hs	0	0	(175,593)	(175,593)			0.0%
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Income</b>	<b>1,366,274</b>	<b>723,260</b>	<b>1,270,952</b>	<b>547,692</b>			<b>56.9%</b>
7100 FIRST AID	298	107	488	381		381	21.8%
7102 SALARIES	70,888	27,477	65,770	38,293		38,293	41.8%
7104 TRAINING	4,171	1,415	4,500	3,085		3,085	31.4%
7105 TRAVEL & SUBSISTENCE	1,495	616	1,800	1,184		1,184	34.2%
7109 RECRUITMENT ADVERTISING	150	500	3,000	2,500		2,500	16.7%
7114 PROTECTIVE CLOTHING	0	17	0	(17)		(17)	0.0%
7204 POSTAGE	884	64	450	386		386	14.2%
7205 TELEPHONE	3,145	1,327	3,600	2,273		2,273	36.9%
7207 PRINTING	498	96	1,400	1,304		1,304	6.9%
7208 STATIONERY	1,816	706	2,200	1,494		1,494	32.1%
7210 PUBLICATIONS	0	106	125	19		19	85.0%
7211 FURNITURE & EQUIPMENT	512	728	900	172		172	80.9%
7214 EQUIPMENT MAINTENANCE	71	284	800	516		516	35.6%
7216 INTERNET	829	29	820	791		791	3.5%
7217 EQUIPMENT RENTAL	1,640	993	1,615	622		622	61.5%
7291 LICENCES	55	55	55	0		0	100.0%
7298 IT	29,510	11,676	31,386	19,710		19,710	37.2%
7299 SUPPLIES	689	312	500	188		188	62.4%
7305 INSURANCE	8,480	1,876	9,300	7,424		7,424	20.2%
7308 SECURITY	0	(18)	0	18		18	0.0%
7312 HEALTH & SAFETY	189	0	1,000	1,000		1,000	0.0%
7351 WASTE DISPOSAL	2,323	763	3,200	2,437		2,437	23.9%
7499 OTHER OVERHEADS	55	0	275	275		275	0.0%
8000 RECHARGE IN O/Hs	(127,697)	0	42,435	42,435		42,435	0.0%
9320 EMR - PROJECTS	0	2,000	0	(2,000)		(2,000)	0.0%
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Indirect Expenditure</b>	<b>0</b>	<b>51,131</b>	<b>175,619</b>	<b>124,488</b>	<b>0</b>	<b>124,488</b>	<b>29.1%</b>
<b>Net Income over Expenditure</b>	<b>1,366,273</b>	<b>672,129</b>	<b>1,095,333</b>	<b>423,204</b>			
<b>Grand Totals:- Income</b>	<b>1,366,274</b>	<b>723,260</b>	<b>1,270,952</b>	<b>547,692</b>			<b>56.9%</b>
<b>Expenditure</b>	<b>0</b>	<b>51,131</b>	<b>175,619</b>	<b>124,488</b>	<b>0</b>	<b>124,488</b>	<b>29.1%</b>
<b>Net Income over Expenditure</b>	<b>1,366,273</b>	<b>672,129</b>	<b>1,095,333</b>	<b>423,204</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>1,366,273</b>	<b>672,129</b>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 TOWN CENTRE MANAGEMENT</u>							
4002 GRANT RECEIVED	35,300	0	0	0			0.0%
TOWN CENTRE MANAGEMENT :- Income	<u>35,300</u>	<u>0</u>	<u>0</u>	<u>0</u>			
6351 MEMORIAL MAINTENANCE	5,950	0	2,335	2,335	2,335		0.0%
6361 NOTICE BOARDS	0	518	500	(18)	(18)		103.6%
6366 GENERAL TOWN MAINT	692	97	720	623	623		13.5%
6401 TOWN CENTRE INITIATIVES	2,329	478	10,000	9,522	9,522		4.8%
6404 TC PARTNERSHIP INITIATIVES	28,250	28,250	28,250	0	0		100.0%
6405 TOWN BRANDING AND MARKETING	5,000	50	5,000	4,950	4,950		1.0%
6425 COMMUNITY WARDENS	32,292	70,000	70,000	0	0		100.0%
6426 TC EVENT MATCH FUNDING	24,958	7,286	50,000	42,715	42,715		14.6%
6429 CAPITAL COSTS	0	750	0	(750)	(750)		0.0%
7102 SALARIES	14,522	13,096	43,285	30,189	30,189		30.3%
7304 ELECTRICITY	141	110	270	160	160		40.8%
8000 RECHARGE IN O/Hs	29,102	0	33,088	33,088	33,088		0.0%
9320 EMR - PROJECTS	(4,865)	0	0	0	0		0.0%
TOWN CENTRE MANAGEMENT :- Indirect Expenditure	<u>138,370</u>	<u>120,635</u>	<u>243,448</u>	<u>122,813</u>	<u>0</u>	<u>122,813</u>	<u>49.6%</u>
Net Income over Expenditure	<u>(103,070)</u>	<u>(120,635)</u>	<u>(243,448)</u>	<u>(122,813)</u>			
Grand Totals:- Income	35,300	0	0	0			0.0%
Expenditure	138,370	120,635	243,448	122,813	0	122,813	49.6%
Net Income over Expenditure	<u>(103,070)</u>	<u>(120,635)</u>	<u>(243,448)</u>	<u>(122,813)</u>			
Movement to/(from) Gen Reserve	<u>(103,070)</u>	<u>(120,635)</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>105 AMENITY TEAM</b>							
4112 EQUIPMENT HIRE INCOME	0	739	0	(739)			0.0%
4900 MISCELLANEOUS INCOME	0	53	0	(53)			0.0%
4901 CHARGES FOR SERVICES	6,004	392	2,000	1,608			19.6%
8001 RECHARGE OUT O/Hs	0	0	(213,695)	(213,695)			0.0%
AMENITY TEAM :- Income	<u>6,004</u>	<u>1,184</u>	<u>(211,695)</u>	<u>(212,879)</u>			<u>(0.6%)</u>
6350 STREET SCENE EXPENDITURE	2,245	1,122	2,000	878	878	878	56.1%
6367 VEHICLE/PLANT MAINTENANCE	5,390	3,027	7,775	4,748	4,748	4,748	38.9%
6368 TOOLS/EQUIPMENT	1,429	1,689	1,775	86	86	86	95.2%
6380 LINESIDE UNIT RENT	26,568	19,971	28,090	8,119	8,119	8,119	71.1%
6644 VEHICLES/EQUIPMENT F A	7,000	0	6,500	6,500	6,500	6,500	0.0%
7102 SALARIES	118,685	38,822	136,730	97,908	97,908	97,908	28.4%
7114 PROTECTIVE CLOTHING	692	626	1,400	774	774	774	44.7%
7205 TELEPHONE	270	65	440	375	375	375	14.8%
7216 INTERNET	1,915	247	3,200	2,953	2,953	2,953	7.7%
7301 RATES	10,479	11,976	11,210	(766)	(766)	(766)	106.8%
7302 WATER	399	3	405	402	402	402	0.8%
7304 ELECTRICITY	4,385	349	7,200	6,851	6,851	6,851	4.9%
7305 INSURANCE	1,631	0	1,820	1,820	1,820	1,820	0.0%
7306 CLEANING	518	428	800	372	372	372	53.5%
7307 BUILDING MAINTENANCE	925	316	775	459	459	459	40.8%
7308 SECURITY	1,094	724	1,500	776	776	776	48.3%
7312 HEALTH & SAFETY	211	123	220	97	97	97	55.8%
7499 OTHER OVERHEADS	0	0	100	100	100	100	0.0%
8000 RECHARGE IN O/Hs	(186,298)	0	0	0	0	0	0.0%
9320 EMR - PROJECTS	(4,194)	2,064	0	(2,064)	(2,064)	(2,064)	0.0%
AMENITY TEAM :- Indirect Expenditure	<u>(6,657)</u>	<u>81,554</u>	<u>211,940</u>	<u>130,386</u>	<u>0</u>	<u>130,386</u>	<u>38.5%</u>
Net Income over Expenditure	<u>12,661</u>	<u>(80,370)</u>	<u>(423,635)</u>	<u>(343,265)</u>			
Grand Totals:- Income	6,004	1,184	(211,695)	(212,879)			(0.6%)
Expenditure	(6,657)	81,554	211,940	130,386	0	130,386	38.5%
Net Income over Expenditure	<u>12,661</u>	<u>(80,370)</u>	<u>(423,635)</u>	<u>(343,265)</u>			
Movement to/(from) Gen Reserve	<u>12,661</u>	<u>(80,370)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>108 MANOR HOUSE HIRE</b>							
4051 CAR PARKING INCOME	4,646	3,465	5,362	1,897			64.6%
4110 MANOR HOUSE ROOM HIRE	12,897	8,190	11,000	2,810			74.5%
4111 ROOM HIRE CATERING INCOME	291	93	530	437			17.5%
4112 EQUIPMENT HIRE INCOME	132	60	53	(7)			113.2%
4900 MISCELLANEOUS INCOME	2	4	0	(4)			0.0%
MANOR HOUSE HIRE :- Income	<u>17,969</u>	<u>11,811</u>	<u>16,945</u>	<u>5,134</u>			<u>69.7%</u>
7102 SALARIES	9,174	3,054	10,360	7,306		7,306	29.5%
7206 ADVERTISING	0	0	500	500		500	0.0%
7291 LICENCES	1,034	0	1,034	1,034		1,034	0.0%
7409 ROOM HIRE EXPENSE	323	158	1,200	1,042		1,042	13.1%
7499 OTHER OVERHEADS	0	0	100	100		100	0.0%
8000 RECHARGE IN O/Hs	5,950	0	7,807	7,807		7,807	0.0%
9320 EMR - PROJECTS	(1,034)	0	0	0		0	0.0%
MANOR HOUSE HIRE :- Indirect Expenditure	<u>15,448</u>	<u>3,211</u>	<u>21,001</u>	<u>17,790</u>	<u>0</u>	<u>17,790</u>	<u>15.3%</u>
Net Income over Expenditure	<u>2,522</u>	<u>8,600</u>	<u>(4,056)</u>	<u>(12,656)</u>			
Grand Totals:- Income	17,969	11,811	16,945	5,134			69.7%
Expenditure	15,448	3,211	21,001	17,790	0	17,790	15.3%
Net Income over Expenditure	<u>2,522</u>	<u>8,600</u>	<u>(4,056)</u>	<u>(12,656)</u>			
Movement to/(from) Gen Reserve	<u>2,522</u>	<u>8,600</u>					



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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>109 CORPORATE MANAGEMENT</u>							
4800 BANK INTEREST	28,630	12,256	22,000	9,744			55.7%
CORPORATE MANAGEMENT :- Income	<u>28,630</u>	<u>12,256</u>	<u>22,000</u>	<u>9,744</u>			55.7%
6407 NEWS LETTER	14,975	3,589	7,710	4,121	4,121		46.5%
7102 SALARIES	145,574	44,679	145,350	100,671	100,671		30.7%
7112 PENSION CONTRIBUTION	4,250	1,104	4,075	2,971	2,971		27.1%
7303 GAS	0	44	0	(44)	(44)		0.0%
7401 AUDIT FEES	2,807	(2,592)	3,100	5,692	5,692		(83.6%)
7402 LEGAL/VALUATION FEES	2,000	0	2,000	2,000	2,000		0.0%
7403 BANK CHARGES	277	354	640	286	286		55.3%
7405 PUBLICITY	1,864	454	2,220	1,766	1,766		20.5%
8000 RECHARGE IN O/Hs	70,535	0	88,545	88,545	88,545		0.0%
9320 EMR - PROJECTS	1,125	2,495	0	(2,495)	(2,495)		0.0%
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>243,407</u>	<u>50,127</u>	<u>253,640</u>	<u>203,513</u>	<u>0</u>	<u>203,513</u>	<u>19.8%</u>
Net Income over Expenditure	<u>(214,777)</u>	<u>(37,871)</u>	<u>(231,640)</u>	<u>(193,769)</u>			
Grand Totals:- Income	28,630	12,256	22,000	9,744			55.7%
Expenditure	243,407	50,127	253,640	203,513	0	203,513	19.8%
Net Income over Expenditure	<u>(214,777)</u>	<u>(37,871)</u>	<u>(231,640)</u>	<u>(193,769)</u>			
Movement to/(from) Gen Reserve	<u>(214,777)</u>	<u>(37,871)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201</u> <u>MANOR HOUSE BUILDINGS</u>							
4900 MISCELLANEOUS INCOME	2,513	0	0	0			0.0%
	<u>2,513</u>	<u>0</u>	<u>0</u>	<u>0</u>			
MANOR HOUSE BUILDINGS :- Income	2,513	0	0	0			
6680 MANOR HOUSE	22,000	4,495	20,000	15,505	15,505	15,505	22.5%
7102 SALARIES	24,047	8,072	25,780	17,708	17,708	17,708	31.3%
7114 PROTECTIVE CLOTHING	56	19	150	131	131	131	12.9%
7205 TELEPHONE	147	78	155	77	77	77	50.4%
7212 LIFT MAINTENANCE	150	150	200	50	50	50	75.0%
7214 EQUIPMENT MAINTENANCE	0	0	1,825	1,825	1,825	1,825	0.0%
7216 INTERNET	0	384	0	(384)	(384)	(384)	0.0%
7291 LICENCES	860	0	400	400	400	400	0.0%
7301 RATES	24,576	27,904	26,285	(1,619)	(1,619)	(1,619)	106.2%
7302 WATER	530	236	732	496	496	496	32.2%
7303 GAS	7,426	1,034	20,000	18,966	18,966	18,966	5.2%
7304 ELECTRICITY	7,727	1,418	24,000	22,582	22,582	22,582	5.9%
7306 CLEANING	1,373	759	1,600	841	841	841	47.4%
7308 SECURITY	3,029	2,318	3,333	1,015	1,015	1,015	69.6%
7311 CONTRACT CLEANING	1,926	2,286	2,415	129	129	129	94.6%
7499 OTHER OVERHEADS	165	0	125	125	125	125	0.0%
8000 RECHARGE IN O/Hs	(79,963)	0	42,739	42,739	42,739	42,739	0.0%
9320 EMR - PROJECTS	(860)	0	0	0	0	0	0.0%
9327 EMR BULDING MAINT	(13,188)	2,614	0	(2,614)	(2,614)	(2,614)	0.0%
	<u>(0)</u>	<u>51,768</u>	<u>169,739</u>	<u>117,971</u>	<u>0</u>	<u>117,971</u>	<u>30.5%</u>
MANOR HOUSE BUILDINGS :- Indirect Expenditure							
	<u>2,513</u>	<u>(51,768)</u>	<u>(169,739)</u>	<u>(117,971)</u>			
Net Income over Expenditure							
Grand Totals:- Income	2,513	0	0	0			0.0%
Expenditure	(0)	51,768	169,739	117,971	0	117,971	30.5%
Net Income over Expenditure	<u>2,513</u>	<u>(51,768)</u>	<u>(169,739)</u>	<u>(117,971)</u>			
Movement to/(from) Gen Reserve	<u>2,513</u>	<u>(51,768)</u>					

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>202 LIGHTING</u>							
4901 CHARGES FOR SERVICES	362	0	650	650			0.0%
	<u>362</u>	<u>0</u>	<u>650</u>	<u>650</u>			<u>0.0%</u>
LIGHTING :- Income	362	0	650	650			0.0%
6151 LIGHTING CONTRACT MAINT.	1,170	1,264	1,200	(64)		(64)	105.3%
7102 SALARIES	276	93	340	247		247	27.3%
7304 ELECTRICITY	178	62	2,265	2,203		2,203	2.7%
	<u>1,624</u>	<u>1,419</u>	<u>3,805</u>	<u>2,386</u>	<u>0</u>	<u>2,386</u>	<u>37.3%</u>
LIGHTING :- Indirect Expenditure	1,624	1,419	3,805	2,386	0	2,386	37.3%
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,419)</u>	<u>(3,155)</u>	<u>(1,736)</u>			
Grand Totals:- Income	362	0	650	650			0.0%
Expenditure	1,624	1,419	3,805	2,386	0	2,386	37.3%
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,419)</u>	<u>(3,155)</u>	<u>(1,736)</u>			
Movement to/(from) Gen Reserve	<u>(1,262)</u>	<u>(1,419)</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>303 SOUTHFIELDS JUBILEE CENTRE</b>							
4112 EQUIPMENT HIRE INCOME	6	27	50	23			54.0%
4242 RENTAL INCOME	23,462	11,636	20,000	8,364			58.2%
4244 PRS FEES RECEIVED	818	456	0	(456)			0.0%
4901 CHARGES FOR SERVICES	2,712	160	825	665			19.4%
	<u>26,998</u>	<u>12,279</u>	<u>20,875</u>	<u>8,596</u>			<u>58.8%</u>
SOUTHFIELDS JUBILEE CENTRE :- Income	26,998	12,279	20,875	8,596			58.8%
6901 CHARGES FOR SERVICES	311	115	0	(115)	(115)		0.0%
7102 SALARIES	28,365	9,966	26,155	16,189	16,189		38.1%
7114 PROTECTIVE CLOTHING	0	20	170	150	150		11.9%
7204 POSTAGE	0	0	30	30	30		0.0%
7205 TELEPHONE	2,191	0	70	70	70		0.0%
7207 PRINTING	0	0	50	50	50		0.0%
7211 FURNITURE & EQUIPMENT	648	200	400	200	200		50.0%
7214 EQUIPMENT MAINTENANCE	211	0	450	450	450		0.0%
7216 INTERNET	329	131	280	149	149		46.6%
7291 LICENCES	1,221	(1,200)	1,700	2,900	2,900	(70.6%)	
7298 IT	300	0	306	306	306		0.0%
7301 RATES	2,620	1,375	5,715	4,340	4,340		24.1%
7302 WATER	1,162	251	1,170	919	919		21.5%
7303 GAS	4,531	1,150	9,315	8,165	8,165		12.4%
7304 ELECTRICITY	5,330	1,701	5,445	3,744	3,744		31.2%
7306 CLEANING	496	266	610	344	344		43.6%
7307 BUILDING MAINTENANCE	4,000	981	3,000	2,019	2,019		32.7%
7308 SECURITY	2,995	3,026	2,320	(706)	(706)		130.4%
7309 GROUNDS MAINTENANCE	0	286	0	(286)	(286)		0.0%
7311 CONTRACT CLEANING	1,304	242	1,240	998	998		19.5%
7312 HEALTH & SAFETY	49	0	200	200	200		0.0%
7499 OTHER OVERHEADS	0	0	100	100	100		0.0%
8000 RECHARGE IN O/Hs	16,066	0	18,244	18,244	18,244		0.0%
9320 EMR - PROJECTS	2,350	0	0	0	0		0.0%
9327 EMR BULDING MAINT	3,105	0	0	0	0		0.0%
	<u>77,584</u>	<u>18,510</u>	<u>76,970</u>	<u>58,460</u>	<u>0</u>	<u>58,460</u>	<u>24.0%</u>
SOUTHFIELDS JUBILEE CENTRE :- Indirect Expenditure	77,584	18,510	76,970	58,460	0	58,460	24.0%
Net Income over Expenditure	<u>(50,586)</u>	<u>(6,231)</u>	<u>(56,095)</u>	<u>(49,864)</u>			
Grand Totals:- Income	26,998	12,279	20,875	8,596			58.8%
Expenditure	77,584	18,510	76,970	58,460	0	58,460	24.0%
Net Income over Expenditure	<u>(50,586)</u>	<u>(6,231)</u>	<u>(56,095)</u>	<u>(49,864)</u>			
Movement to/(from) Gen Reserve	<u>(50,586)</u>	<u>(6,231)</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>308 MUSEUM</b>							
4002 GRANT RECEIVED	1,140	0	0	0			0.0%
4540 MUSEUM SALES	1,095	335	900	565			37.2%
4542 DONATIONS	507	256	350	94			73.1%
4544 EXHIBITION COMMISSION	0	0	75	75			0.0%
4546 LOAN BOX INCOME	393	30	250	220			12.0%
4600 CENTENARY BOOK INCOME	87	5,697	0	(5,697)			0.0%
4900 MISCELLANEOUS INCOME	4,000	0	0	0			0.0%
4901 CHARGES FOR SERVICES	1,902	0	0	0			0.0%
MUSEUM :- Income	<u>9,123</u>	<u>6,318</u>	<u>1,575</u>	<u>(4,743)</u>			<u>401.2%</u>
6300 MUSEUM STOCK	297	180	250	70		70	72.0%
6301 COLLECTION MANAGEMENT	4,825	224	1,000	776		776	22.4%
6302 EXHIBITIONS	1,020	911	1,300	389		389	70.1%
6304 EDUCATION & OUTREACH	104	0	150	150		150	0.0%
6313 CHARITY DON PROFIT FROM WIDMB	42	0	0	0		0	0.0%
6314 MUSEUM EVENTS	590	425	1,000	575		575	42.5%
6901 CHARGES FOR SERVICES	1,759	0	0	0		0	0.0%
7102 SALARIES	81,253	28,101	91,160	63,059		63,059	30.8%
7110 VOLUNTEERS	0	0	125	125		125	0.0%
7204 POSTAGE	0	0	50	50		50	0.0%
7206 ADVERTISING	1,713	1,838	2,218	380		380	82.9%
7207 PRINTING	261	0	600	600		600	0.0%
7213 SUBSCRIPTIONS	583	20	610	590		590	3.3%
7298 IT	650	320	695	375		375	46.0%
7307 BUILDING MAINTENANCE	224	453	950	497		497	47.6%
7408 HOSPITALITY	0	0	75	75		75	0.0%
8000 RECHARGE IN O/Hs	70,392	0	91,350	91,350		91,350	0.0%
9328 EMR- MUSEUM	0	540	0	(540)		(540)	0.0%
MUSEUM :- Indirect Expenditure	<u>163,713</u>	<u>33,013</u>	<u>191,533</u>	<u>158,520</u>	<u>0</u>	<u>158,520</u>	<u>17.2%</u>
Net Income over Expenditure	<u>(154,590)</u>	<u>(26,695)</u>	<u>(189,958)</u>	<u>(163,263)</u>			
Grand Totals:- Income	9,123	6,318	1,575	(4,743)			401.2%
Expenditure	163,713	33,013	191,533	158,520	0	158,520	17.2%
Net Income over Expenditure	<u>(154,590)</u>	<u>(26,695)</u>	<u>(189,958)</u>	<u>(163,263)</u>			
Movement to/(from) Gen Reserve	<u>(154,590)</u>	<u>(26,695)</u>					

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Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>310</u> <u>KEYSTONE CENTRE</u>							
3002 ADC CONTRIBUTION	78,430	0	0	0			0.0%
	<u>78,430</u>	<u>0</u>	<u>0</u>	<u>0</u>			
KEYSTONE CENTRE :- Income	78,430	0	0	0			
6431 REVENUE COSTS	30,000	0	30,000	30,000		30,000	0.0%
9320 EMR - PROJECTS	(30,000)	0	0	0		0	0.0%
9345 CAPITAL RECEIPTS RESERVE	470,750	462,584	0	(462,584)		(462,584)	0.0%
KEYSTONE CENTRE :- Indirect Expenditure	<u>470,750</u>	<u>462,584</u>	<u>30,000</u>	<u>(432,584)</u>	<u>0</u>	<u>(432,584)</u>	<u>1541.9%</u>
Net Income over Expenditure	<u>(392,320)</u>	<u>(462,584)</u>	<u>(30,000)</u>	<u>432,584</u>			
Grand Totals:- Income	78,430	0	0	0			0.0%
Expenditure	<u>470,750</u>	<u>462,584</u>	<u>30,000</u>	<u>(432,584)</u>	<u>0</u>	<u>(432,584)</u>	<u>1541.9%</u>
Net Income over Expenditure	<u>(392,320)</u>	<u>(462,584)</u>	<u>(30,000)</u>	<u>432,584</u>			
Movement to/(from) Gen Reserve	<u>(392,320)</u>	<u>(462,584)</u>					