

RUSTINGTON PARISH COUNCIL

MINUTES: of the (remote) Monthly Meeting held on 25 January 2021

PRESENT: Councillors J Street (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, M Clayden, Mrs A Cooper, A Cooper, R Grevett, Mrs S Partridge, Ms M Revell, D Rogers, G Tyler and P Warren

In attendance: Mrs C Ward (Clerk of the Council), Ms R Costan (Deputy Clerk of the Council), Mrs C Harris (Finance Manager/RFO) and Mrs E Lamb (PA to the Clerk of the Council)

Prior to the commencement of the formal business of the Meeting, the Chairman advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. He said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at the next Meeting.

The Chairman also reminded the Council that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

The Chairman then advised the Council that he would again manage the Meeting with clear instructions and requests to Members. He said that Members should indicate their desire to speak on any item, by placing a message in 'Chat', or by clicking on the 'raised hand' icon, in Microsoft Teams, to ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

1/21 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Gregory (Indisposition). This apology was accepted by the Council.

2/21 DECLARATIONS OF INTEREST

Councillor Bennett declared a personal interest in Minute 10/21(c) (Minute 6/21 of the Finance and General Purposes Committee Meeting - 25 January 2021). He remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 10/21 (Minute 7/21 of the Finance and General Purposes Committee Meeting - 25 January 2021). He left the Meeting during consideration of this item and took no part in the discussion or vote thereon.

Councillor Street declared a personal interest in Minute 18/21. He remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

3/21 MINUTES

The Minutes of the Monthly Meeting held on 23 November 2020 were signed by the Chairman as a correct record.

4/21 SUSSEX POLICE

Apologies for absence had been received from Inspector Parry and PCSO Becks Bernier.

The Clerk advised the Council that, once again, reports had been received regarding an individual who was in situ begging outside of the Tesco Express Store in Sterling Parade. She said she had contacted PCSO Bernier and Stonepillow, who had both visited the location shortly afterwards, to engage with the individual concerned. She said that as far as she was aware, the Police, in consultation with the Anti-Social Behaviour Team at the District Council, and Stonepillow, were now actively dealing with this issue of concern.

The Council NOTED this information.

5/21 DISTRICT COUNCILLORS

The Clerk reported that apologies had been received from Councillors Gunner and Tilbrook.

The Clerk then advised the Council that the following Report had been previously received and circulated to all Members from District Councillors Bennett, Mrs Gregory and Tilbrook.

Councillor Tilbrook then presented the Report as follows:-

- *At the most recent Full Council Meeting the business from last year's Meeting was finally finished. Changes to the Meeting rules and a commitment to better behaviour from Councillors appears to have made the Council Meetings run more smoothly. Hopefully this will continue at future Meetings*
- *At this Meeting it was agreed that Development Control would be renamed the Planning Committee and its size would decrease from 15 to 11. The former was so that the name would be clearer to Members of the Public and the latter was in line with recommendations from the Council's independent Planning Review to make the Committee run more smoothly*
- *Councillors are currently being consulted on for the Local Plan Review and asked to share their visions and objectives for the area. Over the past two months, workshops have been held to gather this information and brief Councillors on the process*
- *Councillors have also been briefed on the proposed Rampion Wind Farm westward expansion*
- *Cabinet has also agreed new social media guidance for Councillors based on Consultations made by the Standards Committee*
- *As we are once again in lockdown, Dr James Walsh has resumed his Weekly Briefings on Facebook to the Public. As always, we need to encourage the public to follow all the rules and stay safe. Cases are much higher in Rustington and Arun in general than they were for much of last year, although the trend does now appear to be downward again.*

The Council NOTED all of the above information and the Chairman expressed his thanks and appreciation to Councillor Tilbrook for presenting the Report on behalf of Councillors Bennett, Mrs Gregory and himself.

6/21 COUNTY COUNCILLORS

The Clerk advised that an apology for absence had been received from Councillor Dr Walsh.

Councillor Purchase provided the Council with a Report on County Council issues as follows:-

- *Letter sent out to all Town and Parish Councils from the Leader of the Council on 2021/2022 Budget Proposals*

- *2021/2022 Budget being considered and set in two weeks' time - proposal by the Administration to increase by a total of 4.99%, which included 3% for Adult Social Care*
- *The controlling Administration are planning to close 32 Family Centres, which locally will affect the Centre in Angmering*
- *Thankfully, a provisional plan to potentially close two Household Waste Recycling Sites has been withdrawn*
- *TRO Angmering Way and The Leas - approved at Informal Meeting and moving forward*
- *TRO Broadmark Lane for yellow lines on junctions with Cudlow Avenue and Knightscroft Avenue - Traffic Engineer confirmed to Councillor Purchase that this TRO was now progressing and was at the design stage (delayed due to COVID-19) - Hoping to have a timeframe soon and Councillor Purchase to provide a report back to the Council as soon as this was received.*

Councillor Bennett expressed his continuing concern that the Joint Eastern Arun Area Committee had not met throughout the Covid-19 crisis, and asked Councillor Purchase if he could pass these concerns on to the Council. Councillor Purchase said that he would be happy to raise this issue again with the County Council.

Councillor Warren referred to the proposed TRO for Broadmark Lane and asked if the Parish Council could be actively involved in the design stage. Councillor Purchase said that he would ask the Traffic Engineer concerned to formally consult with the Parish Council in this regard.

The Council NOTED all of this information and the Chairman thanked Councillor Purchase for his Report.

7/21 CLERK'S REPORT

The Clerk said that she had nothing to report at the present time.

8/21 CHAIRMAN'S REPORT

The Chairman said that he had nothing to report in respect of any official representations/attendance at any events at the present time.

He did, however, advise the Council that he was currently liaising with Ms Sarah Wickens of Store Property Investments Limited, the local Primary Schools and The Angmering School, regarding her kind offer to assist with the enablement of remote learning for pupils in the local community who were finding this very difficult due to a lack of IT equipment, by providing a number of laptops for this purpose.

The Council was pleased to NOTE this information.

9/21 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 16 November 2020 and 21 December 2020.

(Prior to consideration of the following item Councillor Bennett had declared a personal interest as his son was a pupil at the School - Minute 6/21 refers)

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest as Mr P Collins was his son-in-law - Minute 7/21 refers)

10/21 FINANCE AND GENERAL PURPOSES COMMITTEE

(a) Report of Meeting held on 21 December 2020

The Council received the Report of the Finance and General Purposes Committee Meeting held on 21 December 2020.

The Council RESOLVED that the Report of the Finance and General Purposes Committee Meeting held on 21 December 2020 be APPROVED.

(b) Precept - 2021/2022

The Council AUTHORISED the issue of the Precept on the Arun District Council in the sum of £690,000.00 for 2021/2022.

(c) Report of Meeting held on 25 January 2021

The Council received the Report of the Finance and General Purposes Committee Meeting held on 25 January 2021. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Report of the Finance and General Purposes Committee Meeting held on 25 January 2021 be APPROVED.

11/21 EXTERNAL AUDITOR'S CERTIFICATE - COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2020

The Clerk reported that she had previously circulated the External Auditor's Certificate and Opinion in respect of the Accounts for the year ended 31 March 2020 confirming that the Audit had been satisfactorily completed.

She referred to minor matters that had been raised by the External Auditor, and said that these would be rectified prior to the completion of the 2020-2021 Annual Return.

12/21 EMERGENCY PLANNING COMMITTEE

The Clerk referred to Minute 6/20 (Emergency Planning Committee Meeting - 17 August 2020 refers) and reminded the Council of the Committee's previous decision to defer the Meeting planned for November 2020 until sometime in January 2021, given that the Covid-19 crisis was continuing, coupled with the fact that the Arun District Council had not yet reviewed its existing Winter Management Plan.

She said that as the situation had not really changed in that the Covid-19 crisis had only worsened, and the Arun District Council had still not reviewed its Winter Management Plan, she was suggesting that the date for the next Meeting of the Emergency Planning Committee should be held in abeyance, until such time as the Covid-19 crisis had eased sufficiently enough for both the West Sussex County Council and the Arun District Council to have issued more information that might be of assistance to the Council in revising its own Emergency Plan. She reminded the Council that the annual Meeting of the Committee was already scheduled to be held on 16 August 2021.

Following a brief discussion, the Council RESOLVED that the next Meeting of the Emergency Planning Committee should be the scheduled annual Meeting on 16 August 2021, unless there proved to be a need for a Special Meeting to be called prior to that date.

13/21 ANNUAL ASSEMBLY OF THE PARISH MEETING - 15 APRIL 2021

The Clerk said that the Annual Assembly of the Parish Meeting was scheduled to be held on Thursday 15 April 2021 commencing at 7.30 pm.

She said that the recently received SSALC Newsletter stated that as it was likely that the same restrictions and limitations would apply to public gatherings in April 2021, it was a time to be creative to encourage attendance online, maybe by having an interesting speaker.

She said that the Council would be able to hold the Annual Assembly of the Parish Meeting online, but with a limited Agenda. However, the changes to the Local Government Act 1972, introduced as a result of the 2020 Regulations by the Local Authorities and Police and Crime Panels stated that the Council did not have to hold an Annual Assembly of the Parish Meeting. However, the Legislation was due to expire in May 2021, so the Council might wish to postpone the Meeting set to be held on 15 April 2021. She advised that the Annual Assembly of the Parish Meeting could be held anytime between 1 March and 1 June each year.

Following a further detailed discussion, the Council RESOLVED that this item should be DEFERRED until the next Meeting, when it was hoped that the Government might have updated the appropriate Legislation. In the meantime, the Clerk was also asked to approach the Council's IT Administrator to establish what online options the Council might be able to use to hold the Annual Assembly of the Parish Meeting virtually and most effectively.

14/21 RUSTINGTON YOUTH CENTRE

The Council NOTED the Reports dated October and November 2020, received from Emma Biffi, Arun Youth Projects Service Manager.

Copies of these Reports are attached and form a part of these Minutes.

The Clerk also reported that the Youth Club Team had been conducting detached sessions throughout January. However, the decision had been made to redeploy one of the Youth Workers during her pregnancy and so, for the foreseeable future, there would only be two Youth Workers assigned to the Rustington Youth Club, for which the Council would be charged a reduced rate accordingly.

The Council NOTED this information.

15/21 ELECTRICAL REMEDIAL WORKS - COUNCIL FACILITIES

The Clerk referred to Minute 278/20 and said that a Report from the Deputy Clerk had previously been circulated to Members for consideration. A copy of this Report is attached and forms a part of these Minutes.

The Deputy Clerk then explained in detail, the process that had been followed to produce the Report that was in front of the Council for consideration. She said that the Works were required following the outcome of the Electrical Installation Condition Reports produced for all of the seven building locations managed by the Parish Council. She explained that a variety of installations and repairs were required which were categorised as C1, C2 and C3. She added that the completion of the C3 recommendations were not legally required in order to achieve a satisfactory Electrical Installation Condition Report but that it was recommended that these be included in the work programme in order to future proof the resilience of the Council's buildings. Members agreed that the C3 requirements should be carried out and not excluded when considering the prices detailed within Appendix 1.

The Deputy Clerk went on to explain that eight Tender submissions had been received and each had been reviewed, by herself, in a strict two stage evaluation process to ensure that the requirements of the Council were met. She added that as part of Stage 1 each Tender had been given a weighted score to reflect the quality of their submission in terms of how it had met the specification which had been detailed on the Government's Contract Finder website. Stage 2 of the process detailed the pricing of each Tender in order that a price/quality comparison could be made.

Members then discussed their individual reasoning for eliminating certain Tenders and narrowed down their choice to Company 3 and Company 6. Following further discussion Members concluded that they felt that the price submitted by Company 3 was more realistic and that of Company 6 was potentially under-priced and therefore may not reflect the final cost of project. Members were reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

Following a detailed discussion, Councillor Bennett PROPOSED the following:-

"That the Tender received from Company 3 in the sum of £15,694.51 excluding VAT, be accepted"

This Proposal was Seconded by Councillor Cooper.

The Vote in respect of this Proposal was then recorded as follows:-

For the Proposal: Councillors Bennett, Ceiriog-Hughes, Clayden, Mrs Cooper, Cooper, Grevett, Mrs Partridge, Ms Revell, Tyler and Street

Against the Proposal: Councillors Mrs Broomfield, Broomfield, Mrs Callaghan, Rogers and Warren

The Proposal was, therefore, CARRIED by 10 Votes to 5 Votes.

Councillor Warren requested that the cost of the works in question should be borne from the Council's Capital Fund Account.

16/21 RUSTINGTON HERITAGE ASSOCIATION

(a) Cancelled Meeting - 19 November 2020

The Council NOTED the Reports, News and Information that would have been presented at the cancelled Meeting, scheduled to be held on 19 November 2020.

(b) Newsletter

The Council NOTED the December 2020 Newsletter.

17/21 NUMBER 12 BUS SERVICE

The Council NOTED the Number 12 Bus Service Statistics for December 2020.

The Clerk also reported that the Bus Service Statistics for November 2020 had also been received, but had not been circulated to Members with the Agenda, which had totalled 1,096.

(Prior to consideration of the following item Councillor Street had declared a personal interest in his capacity as a Teacher at The Angmering School)

18/21 THE ANGMERING SCHOOL - SMALL HOLDING PROJECT - PRESENTATION FROM MATTHEW WHATFORD, DEPUTY HEADTEACHER

The Clerk referred to Minute 266/20 and said that she had previously circulated a letter received from Mr Matthew Whatford, Deputy Headteacher, asking the Council to consider supporting the small holding Project financially.

In his letter Mr Whatford advised that the Project currently had funding to cover the cost of dedicated staffing for approximately six hours per week from various sources including Angmering and East Preston Parish Councils, Sussex Police and Persimmon Homes. However, in order to be able to provide a further three hours per week of staff time, he was asking if the Council could consider making a financial

contribution of somewhere in the region of £2,500.00 towards the Project. He advised that the impact of the Project on young people from Rustington was significant, as these accounted for 25% of The Angmering School's population. He also confirmed that any additional hours would be allocated to the expansion of the provision to open up sessions for the School's feeder Primary Schools, with Rustington Schools including Summerlea, Rustington Community, Georgian Gardens Primary Schools being key beneficiaries of this.

Following a detailed discussion, the Council RESOLVED that a financial contribution of £2,500.00 should be made towards the Small Holding Project for the financial year commencing 1 April 2021. It was further AGREED that the possibility of any future annual contributions should be considered once the Project was actively operating and a Report assessing its effectiveness and success had been received from Mr Whatford or, if operational, the independent Trust that was planned to be set up to manage the Project.

The Council further AGREED that, as no provision had been made in the Council's 2021/2022 Budget, this expenditure should be borne from the Council's balances.

Councillor Cooper left the Meeting at this juncture.

19/21 PUBLIC CONVENIENCES

(a) Review of Public Convenience Provision

The Clerk referred to Minute 259/20 and said that she had previously circulated a Proposal from Biffa for the Toilet Cleansing Services.

She said that the service to be provided, albeit in three units rather than four, was most comprehensive and provided for a static operative to service the units on a constant walking rotation between 1 May and 30 September (11.00 am to 7.00 pm) and a three times daily inspection and clean from 1 October to 30 April. All units would be opened by 8.00 am each morning. The service for all three units would also be seven days per week, rather than six days per week for Churchill Parade and seven days per week for the other three units, as was the case at the present time.

She said that the current annual Contract cost was £27,208.90 and Biffa's proposed cost was £28,995.00, which was approximately £1,800.00 more than the Council was currently paying. She reminded Members that the annual cost had not been increased by Sigma Plumbing for many years.

She then reported that she had also received advice from SSALC in respect of using Biffa and not going out to Tender as follows:-

‘Given that Arun District Council has carried out a procurement exercise which complies with its Financial Regulations and provided the Parish Council is satisfied that the District Council's exercise was robust, there seems to be no reason why the Parish Council cannot ‘piggyback’ on the existing Contract in the interests of value for money.’

Following a further discussion, during which the Clerk advised that the Working Party was in favour of accepting the quotation received from Biffa, the Council RESOLVED that the proposal received from Biffa be accepted with effect from 1 April 2021 until the end of February 2023.

The Clerk also advised the Council that the Working Party was currently considering a proposal for a replacement unit for the Broadmark Lane Toilets, and would be meeting in the near future to prepare a Report for the Council's consideration.

The Council NOTED this information.

(b) Loo of the Year 2020

The Clerk said that she had previously circulated a Press Release in this regard.

She reported that one Platinum and three Gold Loo of the Year Awards had been achieved for the external units in the Churchill Car Park, together with The Woodlands Centre, The Street and Broadmark Lane respectively.

She also said that additional awards, this year, included the Market Sector Award (Car Parks) for the Churchill Car Park, a Premier League Local Authority Award (13th Position), and a Washroom Cleaner of the Year Award, an excellent achievement indeed for all involved.

The Council was pleased to NOTE this information.

20/21 ARUN DISTRICT COUNCIL - FULL COUNCIL MEETINGS

The Clerk referred to Minute 282/20 and said that she had previously circulated a letter to the Chief Executive Officer from the Chairman of Kingston Parish Council in this regard.

The Council NOTED this information.

21/21 WEST SUSSEX COUNTY COUNCIL - BUDGET SAVINGS PROPOSALS

The Council NOTED a letter, forwarded by SSALC, received from the Leader of the Council in this regard.

22/21 SUSSEX AND SURREY ASSOCIATIONS OF LOCAL COUNCILS (SSALC)

(a) Sussex Road Network Update

The Council NOTED an email received from Anna Beams, Office, Training & Events Manager, together with associated documentation in this regard.

(b) Updated LTN 57 - Easements Over Common Land and Village Greens

The Council NOTED an email received from Anna Beams, Office, Training & Events Manager, together with associated documentation in this regard.

23/21 CENSUS 2021

The Clerk reported that she had previously circulated emails received from the Census Engagement Manager, South and West of West Sussex Office for National Statistics, together with the associated Councillor Handbook.

She said that in his email, the Census Engagement Manager was asking for responses to the first Lockdown, in respect of local support.

Following a brief discussion, the Council RESOLVED to take no further action in this regard at the present time.

Councillor Mrs Cooper left the Meeting at this juncture.

24/21 CAMPAIGN TO PROTECT RURAL ENGLAND - SUSSEX HAS NEVER NEEDED YOU MORE

The Clerk reported that she had previously circulated a letter received from the Director. She said that the letter was an appeal for an additional donation, over and above the Membership Subscription currently paid by the Council, to assist the Charity further with its work to protect the Sussex countryside.

Following a brief discussion, the Council RESOLVED that, taking account of the severe financial constraints it was continuing to face, no further action should be taken in this regard.

25/21 COMMUNITIES AGAINST GATWICK NOISE EMISSIONS (CAGNE)

(a) Ban Night Flights

The Council NOTED documentation received in this regard.

(b) 7th Annual General Meeting - 5 February 2021

The Council NOTED an email received from Sally Pavey, Chair on behalf of CAGNE Committee in this regard.

Councillor Grevett left the Meeting at this juncture.

26/21 RAMPION2 WIND FARM - CONSULTATION ON PROPOSALS

The Council NOTED an email received advising that Rampion2 Wind Farm had launched the first of two Consultations, seeking feedback from local communities on the initial proposals.

Councillor Tyler referred to possible grants that he understood would be available to local communities, and said that the Council should ensure that it registered its interest with Rampion2 Wind Farm, so that it was fully aware if and when any such grants could be applied for. The Clerk said that she would contact Rampion2 Wind Farm to register the Council's interest in applying for any grants it might be eligible for.

Councillor Bennett, in his capacity as an Arun District Councillor, said that he had attended a Briefing at the District Council and he would be happy to ask if he could circulate the Presentation slides to all Members, if the Council so wished. The Chairman, on behalf of the Council, said it would be most grateful if Councillor Bennett could obtain the necessary permission and, if granted, circulate this information to all Members.

27/21 THE CHAUCERY MEMORIAL VOLUNTEERS

The Clerk reported that she had previously circulated a letter received from the Chairman of the Chaucery Memorial's Volunteer Group advising that, unfortunately, the Group was finding it very difficult to continue with the general maintenance of the Memorial Garden, which it had done since the Project's fruition in 2009.

The Group was now having to seek external help, as it had been unable to recruit any new volunteers and a number of the original members were now unable to assist any longer due, in the main, to health and mobility related problems.

She said that the Group was hoping that the Parish Council might consider offering some assistance with the future maintenance of the Memorial Garden.

Following a detailed discussion, during which it was AGREED that the Chaucery Memorial was a very worthwhile Project which certainly warranted some form of support, the Council RESOLVED that the Chairman should be asked to submit a detailed Proposal in respect of the maintenance involved and

associated costs, in consultation with Ferring Nurseries, for consideration by the Finance and General Purposes Committee at its next Meeting.

28/21 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Carers Support West Sussex - Steps To Stay Well This Winter - November 2020 and December 2020
- (b) Campaign to Protect Rural England - Campaigns Update - December 2020 and January 2021
- (c) East Preston Parish Council News - 19 November 2020, 1 December 2020, 16 December 2020, 23 December 2020, 30 December 2020, 6 January 2021, 13 January 2021 and 20 January 2021
- (d) National Association of Local Councils - Chief Executive's Bulletin - 30 November 2020, 4 December 2020, 11 December 2020, 22 December 2020, 8 January 2021, 18 January 2021 and 22 January 2021
- (e) West Sussex County Council - News Releases - 25 November 2020 x 2, 26 November 2020, 30 November 2020, 1 December 2020, 2 December 2020 x 2, 4 December 2020, 8 December 2020, 9 December 2020, 11 December 2020 x 3, 14 December 2020, 15 December 2020, 16 December 2020, 17 December 2020, 18 December 2020 x 2, 21 December 2020, 22 December 2020 x 2, 23 December 2020 x 2, 24 December 2020, 31 December 2020, 5 January 2021, 11 January 2021 x 2, 12 January 2021, 13 January 2021, 14 January 2021, 21 January 2021 x 2, 22 January 2021 and 25 January 2021

29/21 DOCUMENTS AND PUBLICATIONS RECEIVED

The Council NOTED the following Documents and Publications received for Members' information:-

- (a) Campaign to Protect Rural England - Countryside Voices - Autumn/Winter 2020
- (b) Campaign to Protect Rural England - Fieldwork - Winter 2020

There being no further business the Meeting concluded at 8.30 pm.

Chairman:

Date:

There were no questions received preceding the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

RUSTINGTON PARISH COUNCIL

25 January 2021

Electrical Remedial Works - Council Facilities - Tender for Contract

1. Background

The Periodic Inspection of the Electrical Installations at the Parish Council's premises was completed in May 2020.

An Electrical Installation Condition Report was produced for each of the seven sites and upon completion each building was rated as "Unsatisfactory".

The seven sites inspected are as follows:

- The Parish Council Offices
- The Woodlands Centre
- The Youth Centre
- The Samuel Wickens Centre
- Broadmark Lane Public Toilets
- The Street Public Toilets
- Churchill Car Park Public Toilets

1.2. The works required to bring each site up to a satisfactory and compliant standard are varied and fall into three categories:

- C1 - Danger Present. Risk of Injury. Immediate remedial action required.
- C2 - Potentially Dangerous. Urgent remedial action required.
- C3 - Improvement Recommended

The Council has a Legal responsibility to rectify all works highlighted as C1 and C2 in order to gain a "Satisfactory" rating. Items categorised as C3 are optional, but Members may wish to consider the completion of these works to help future proof the electrical installations at all sites.

1.3. The anticipated costs to rectify the Periodic Inspection findings were expected to exceed £25,000.00 and therefore in accordance with Council's "Standing Order 18c - Financial Controls and Procurement" the Tender was published and responses co-ordinated via the Government's Contracts Finder Website. The Tender was published on 12 October 2020 with a closing date of 21 December 2020. The Tender had more than 1,100 views on the portal during this period. A total of eight companies submitted a Tender by the closing date and a further one after the date - this submission was not opened and has been discarded.

2. Evaluation of Tenders

In accordance with the Council's Standing Order "Financial Controls and Procurement 18d(v)" the Tender submissions remained sealed until the 22 December 2020 at which

time they were opened by the Clerk and Deputy Clerk in the presence of the Chairman of the Finance and General Purposes Committee, Councillor Tyler and the Chairman of the Leisure and Amenities Committee, Councillor Mrs Cooper.

- 2.1** The Evaluation process consisted of two stages with the principal purpose of determining the Tender which best meets the requirements of the Council and delivers best value. All submissions were subject to rigorous examination and all were assessed on an equal and consistent basis without bias. The criteria for evaluation were established prior to the publication of the Invitation to Tender and formed part of the Information Pack available on the Contracts Finder Website.

- 2.2** Stage 1 - assessed whether each Tender reached a pre-determined quality threshold as follows:

Quality Criteria	Weightings	Marks out of 5	Weighted Score
Relevant Experience - Evidence of similar projects	30		
References	20		
Relevant Qualifications	20		
Membership of Professional Bodies	10		
Health & Safety Arrangements	20		
Total Score	100		

Any Tender which did not achieve 45% of the total score or which received a score of 0 in any quality was rejected and not considered as part of the Stage 2 process.

One submission did not reach the 45% threshold.

The weighted score for each submission is detailed within Appendix 1.

Stage 2 - The Tenders were further evaluated to determine which would give the most economically advantageous solution - price/quality.

Full details of the comparative costs in relation to each site and contractor are detailed in the attached Table - Appendix 1. The costs associated with the rectification of the C3 faults are detailed separately, where they were provided.

If the lowest price acceptable Tender is not selected the Parish Council will need to demonstrate that the additional quality being procured is good value against the lower priced acceptable Tender. Members are reminded that as per the Council's Standing Order "Financial Controls and Procurement 18e" the Council is not bound to accept the lowest value Tender.

- 3.** The Council's views are requested.

Electrical Remedial Works - Council Facilities – Summary of Tender Submissions

Appendix 1

	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6	Company 7	Company 8
Parish Council Offices 2 Faults - C2's Only	£ 1,032.00	£ 1,290.00	£ 641.33	£ 1,270.00	£ 993.81	£ 475.00	£ 343.02	£ 2,150.00
The Woodlands Centre 34 Faults - 1 x C1, 18 x C2, 15 x C3	£ 12,087.30	£ 8,436.00	£ 8,312.58	£ 4,450.00	£ 8,645.52	£ 4,210.00	£ 3,363.78	£ 10,660.00
C3's		£ 5,733.00		£ 4,965.00		£ 2,625.00	*This company has not quoted for any C3's	£ 9,340.00
The Youth Centre 8 Faults - C2's Only	£ 1,199.70	£ 3,417.00	£ 3,106.28	£ 1,900.00	£ 2,805.77	£ 2,425.00	£ 2,894.45	£ 2,400.00
The Samuel Wickens Centre 2 Faults - C2's Only	£ 677.25	£ 1,104.00	£ 869.84	£ 1,830.00	£ 1,343.43	£ 795.00	£ 465.38	£ 1,100.00
Broadmark Lane Public Toilets 3 Faults - C2 x 2, C3 x 1	£ 838.50	£ 1,290.00	£ 573.33	£ 1,340.00	£ 876.97	£ 475.00	£ 177.51	£ 930.00
C3's				£ 1,120.00			* No C3's	£ 1,800.00
The Street Public Toilets 8 Faults - C2 x 5, C3 x 3	£ 2,102.70	£ 2,322.00	£ 1,456.08	£ 1,610.00	£ 2,844.40	£ 1,125.00	£ 927.44	£ 2,270.00
C3's				£ 1,300.00				£ 2,160.00
Churchill Car Park Public Toilets 3 faults - C2 x 2, C3 x 1	£ 1,032.00	£ 1,590.00	£ 735.07	£ 1,340.00	£ 1,247.23	£ 495.00	£ 1,238.19	£ 790.00
C3's				£ 1,120.00			* No C3's	£ 1,800.00
Testing and Prelims					£ 2,551.61			
Total Cost excl. VAT	£ 18,969.45	£ 25,182.00	£ 15,694.51	£ 22,245.00	£ 21,308.74	£ 12,625.00	£ 9,409.77	£ 35,400.00
Stage 1 - Weighted Score	40%	80%	74%	54%	76%	84%	72%	66%
	Excluded from Stage 2 does not pass Stage 1 Threshold						Has not quoted for C3's as not required to attain a Satisfactory status	

**Rustington Youth Club
AYP Outside Session
October 2020 Data**

Session Attendance:

2.10.20 – No young people (bad weather).
8.10.20 – 8 young people.
15.10.20 – 6 young people.
22.10.20 – 7 young people.
29.10.20 – 8 young people.

Total: 29 engagements.

Session Data:

- 17 different young people.
- 8 males.
- 9 females.
- One 12-year olds.
- One 13-year olds.
- Five 14-year olds.
- Six 15-year olds.
- Four 16-year olds.

Session Outcomes:

- Opportunities for relationships between young people and youth workers to continue and develop.
- General check in/catch up with young people explored.
- Further education regarding child sexual exploitation.
- Exploration of healthy relationships.
- Young people excited for sessions to re-open next month (unfortunately due to national lockdown, this is now been postponed).
- A young person banned at the beginning of the year for 6 months is now engaging with service again.

Rustington Youth Centre November 2020 Update

Introduction

The return to the Rustington Youth Club building was due to take place at the beginning of November. But with the introduction of the second national lockdown, the RYC staff had to change the offer to young people once again. November saw the reintroduction of a detached youth work service.

RYC Session Updates

Date: 5.11.20

Locations:

- North of Youth Centre through Woodlands Rec.
- South of Youth Centre via residential area and High Street incl. KFC.
- Local Car Parks.
- Bramley Green.
- Angmering Bowl.

Engagement: No concerns of YP present.

Comments:

The lack of lighting at the Angmering Bowl is a safety concern. Concerns have been reported to ADC.

Date: 12.11.20

Locations:

- Woodlands Centre/Area.
- Jubilee Avenue.
- Uncle Sam's & High Street.
- Bramley Green.

Engagement: No concerns or YP present.

Date: 19.11.20

Cancelled session – due to staff absence. Rescheduled for Friday 18th December.

Date: 26.11.20

Locations:

- Woodlands Car Park.
- Uncle Sam's & High Street.
- Bramley Green Estate – including all green spaces.
- The Angmering Bowl.

Engagement:

- Three cars and drug using in/around the car park – no engagement with this group.
- Outside Woodlands Centre - A group of 18-20 year olds, chatted to them about how they were finding lockdown. One group member was a trainee barber.

What's Next

Once national lockdown restrictions are lifted, we are hoping to return to Centre on Thursday 10th December. Due to government and national youth agency guidelines, the sessions will allow a maximum number of 12 young people to attend. Young People will be required to sign up online before attending and wear a mask for the duration of the session.

Thank you for your continued support and understanding throughout what has been a difficult year for everybody. The RYC offer has certainly had its ups and downs in 2020, from the

difficulties with behaviour at the start of 2020, introducing our first ever online service In March, then moving into an outside service to finally delivering detached youth work sessions. We are certainly looking forward to some normality in 2021 and can't wait to get back to the Centre.

We will provide an update on the return to the Centre in January. We are looking forward to continuing to provide the local young people a quality service throughout 2021.

Emma Biffi

AYP Service Manager