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11 March 2022

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Dear Councillor,

A meeting of **CABINET** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 21ST MARCH, 2022 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

#### **A G E N D A**

	<b>Pages</b>
1. To receive Declarations of Interest from Members in respect of any matter on the Agenda.	
2. To receive apologies for absence.	
3. To confirm Minutes of the previous meeting held on 14 February 2022.	<b>3 - 6</b>
4. To consider any items that the Leader agrees to take as urgent business.	
5. Capital Programme Update.	<b>7 - 18</b>
6. Centre for Outdoor Sports - Feasibility Study.	<b>19 - 24</b>
7. To consider whether to exclude the Press and Public from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.	

8. COFS - Exempt Annexe.

**25 - 50**

To: **Members of Cabinet:** Councillors J Ash-Edwards (Chair), J Belsey, R de Mierre, S Hillier, R Salisbury and N Webster

**Minutes of a meeting of Cabinet  
held on Monday, 14th February, 2022  
from 4.00 pm - 4.37 pm**

**Present:** J Ash-Edwards (Chair)

J Belsey  
R de Mierre

S Hillier  
R Salisbury

**Absent:** Councillors N Webster

**Also Present:** Councillors R Clarke, J Dabell and R Whittaker

**1. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.**

None.

**2. TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Webster.

**3. TO CONFIRM MINUTES OF THE PREVIOUS MEETING HELD ON 20 DECEMBER 2021.**

The minutes of the meeting held on 20 December 2021 were agreed as a correct record and signed by the Leader.

**4. TO CONSIDER ANY ITEMS THAT THE LEADER AGREES TO TAKE AS URGENT BUSINESS.**

None.

**5. DRAFT CORPORATE PLAN AND BUDGET 2022/23.**

Peter Stuart, Head of Corporate Resources introduced the report highlighting that following the meeting of the Scrutiny Committee for Leader, Finance and Performance in January there had been an update on the final settlement and some other minor amendments. The budget includes a figure for the projected income from car parking charges of £350,000; the National Non-Domestic Rates (NNDR) Pool has been finalised and it is anticipated this will not have any impact on the finances of the Council and an approach has been received from West Sussex County Council to replicate the 2021 -22 Council Tax Hardship Scheme. The county would provide 90% of the funds to run the scheme. He confirmed that the Revenue budget will have a reduced call on General Reserves than originally predicted. He noted changes to the capital programme with the park improvement plans and that the project will be extended as more Section 106 money becomes available.

The Leader welcomed the replication of the hardship fund and thanked the scrutiny committee for their consideration of the draft budget. He noted it was a strong budget which responded to post pandemic challenges. He highlighted the importance of continued support for the leisure centres, the centre for outdoor sports, and ongoing investment in community facilities which have been well used by residents during pandemic.

The Cabinet Member for Economic Growth declared that he is a West Sussex County Councillor. He endorsed the NNDR Pool which helped to support the local economy and welcomed the improvements to Victoria Park.

The Cabinet Member for Customer Services thanked the officers for the comprehensive report and welcomed the reduced draw on General Reserves. She noted that the Full Fibre project had received funds from the previous NNDR Pool.

The Head of Corporate Resources noted that the Council Tax Hardship Scheme will require sign off by the Cabinet Member, For the pool, £5 million extra income across the County area is forecast and this is best spent funding bigger projects where maximum benefit is achieved.

The Cabinet Member for Environment and Service Delivery noted the report highlights the ongoing challenges with the pandemic and demonstrates a resilient Council. He noted the importance of the income from the leisure centres, revenue that helps the council to deliver services. He welcomed the changes to the capital programme, improvements to Victoria Park and other parks. He noted the importance of the Council continuing to invest in the other sports facilities within the District.

The Head of Corporate Resources confirmed a desire of the Council to upgrade the toilet facilities at The Orchards whilst regenerating the shopping centre. To upgrade the toilet facilities before the regeneration project has been agreed, he suggested bringing a report to the next Cabinet meeting with a proposal to install a Changing Places Toilet behind the existing facilities. This should facilitate a quick installation in the Spring or early Summer.

The Leader welcomed the proposal, particularly a Changing Places toilet in the town centre. As there were no further questions the Leader took the Members to the recommendations which were agreed unanimously.

## **RESOLVED**

Cabinet recommended to Council the proposals for 2022/23 as set out in the report to the Scrutiny Committee and as amended by this report, specifically:

- (i) The financial outlook facing the Council given the extent of the Covid-19 pandemic;
- (ii) The proposed increase in Council Tax;
- (iii) The strategy to use General Reserve to balance the budget over the short term;
- (iv) The proposed Capital Programme;
- (v) The service commentaries and supporting summary budget tables for each business unit; and,
- (vi) to note the membership of the West Sussex Business Rates Pool.

## **6. BUDGET MANAGEMENT 2021/22 - PROGRESS REPORT APRIL TO DECEMBER 2021.**

Peter Stuart, Head of Corporate Resources introduced the report noting the modest recovery of the economy in the District. An overspend of £314,000 is forecast, this is dependent on a continued positive consumer outlook which may be impacted by increased energy costs and price / wage inflation. He noted that the 2021/22 salary claim had not been finalised and the extra funding from the Government for New Burdens; this funding is not ring fenced and goes to Specific Reserves.

The Leader welcomed the report which highlighted that the Council has used taxpayers' money to support services for local residents.

The Cabinet Member for Customer Services queried the above target receipts for commercial rents and the impact of potential increases in interest rates.

The Head of Corporate Resources confirmed the Estates Team had completed the rent reviews for all properties and the report has allowed for any potential increase in interest rates.

The Cabinet Member for Housing and Planning welcomed the continued purchase of temporary accommodation.

As there were no further questions the Leader took the Members to the recommendations which were agreed unanimously.

### **RESOLVED**

Cabinet recommended to Council for approval:

- (i) that the use of the JE/Redundancy Specific Reserve be amended as detailed in paragraph 26;
- (ii) that £200,000 be transferred to the Efficiency Specific Reserve as detailed in paragraph 27;
- (iii) that £11,193 grant income relating to New Burdens LA Data Sharing Programme and the Housing Benefit Award Accuracy Initiative be transferred to Specific Reserves as detailed in paragraphs 28;
- (iv) that £63,409 grant income relating to Self Isolation Administration costs be transferred to Specific Reserves as detailed in paragraphs 29;
- (v) that £100,500 grant income relating to Discretionary Self Isolation be transferred to Specific Reserves as detailed in paragraphs 30;
- (vi) that £25,000 grant income relating to Rough Sleeping RSI 4 be transferred to Specific Reserves as detailed in paragraphs 31;
- (vii) that £100,100 grant income relating to New Burdens 4 Restart and Additional Restrictions Covid-19 be transferred to Specific Reserves as detailed in paragraphs 32;
- (viii) that £18,600 grant income relating to New Burdens 5 Post Payment Assurance, Reconciliation and Debt Recovery be transferred to Specific Reserves as detailed in paragraphs 33;
- (ix) that £59,093 grant income relating to Covid-19 Test and Trace Contain Management Outbreak Fund (COMF) be transferred to Specific Reserves as detailed in paragraphs 34;
- (x) that £70,000 grant income relating to Economic Recovery Fund be transferred to Specific Reserves as detailed in paragraphs 35;
- (xi) the variations to the Capital Programme contained in paragraph 44 in accordance with the Council's Financial Procedure rule B3.

To note:  
(xii) the remainder of the report.

## **7. CLAIR HALL SITE UPDATE.**

Rafal Hejne, Interim Head of Organisational Development introduced the report, and he provided an update. He outlined the proposal to establish a Members' Steering Group for Clair Hall and confirmed the Council would follow the best practice previously used elsewhere for similar projects.

The Leader welcomed the report which set out the timescale and acted upon the mandate from the public consultation. He confirmed the public's clear preference for improvements and the involvement of Haywards Heath Town Council.

Following a question from the Cabinet Member for Housing and Planning, the Interim Head of Organisational Development confirmed the timescales of the project were ambitious, noting it is a high priority project and once specialist experts were on board the timeline may change. He hopes to bring an interim report before the Summer and a final report in September to ensure progress as quickly as possible.

The Cabinet Member for Environment and Service Delivery noted the importance of the site to the residents of Haywards Heath and the wider area.

The Cabinet Member for Customer Services asked when specialists would be commissioned, which sector would they be from and what new information they would need to gather.

The Interim Head of Organisational Development confirmed the intention was to have a number of specialists on board by the end of March to support this work. Some were already involved e.g. work on surveys. The key specialist advisor would be required to have good knowledge and experience working in the art and entertainment sector. They will help us understand how the market has changed since the pandemic and suggest further information we will need to gather to inform this work.

The Cabinet Member for Economic Growth noted the potential benefit to the town.

The Leader confirmed the great opportunity for the local area looked forward to the project progressing. As there were no further questions the Leader took the Members to the recommendations which were agreed unanimously.

## **RESOLVED**

Cabinet resolved to:

- (i) Establish Clair Hall Members' Steering Group to oversee and steer work to develop investment options for the Clair Hall site, and
- (ii) Noted the indicative timeline and progress of the work to date.

The meeting finished at 4.37 pm

Chairman

## CAPITAL PROGRAMME UPDATE

REPORT OF: Head of Corporate Resources  
Contact Officer: Peter Stuart  
peter.stuart@midsussex.gov.uk Tel: 01444 477315  
Wards Affected: All  
Key Decision: Yes  
Report to: Cabinet  
21 March 2022

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### Purpose of Report

1. This report introduces four new projects proposed to be added to the Capital Programme for 2022/23.

### Summary

2. These four projects have been in gestation for some time but were not ready for inclusion in the Corporate Plan 2022/23. Work has since progressed on their costs and financing and all the projects are now ready for Member agreement and inclusion in the capital programme.

### Recommendations

3. **Cabinet is asked to consider the projects and to recommend to Council for approval:**
    - (i) **the variations to the Capital Programme 2022/23 contained in paragraph 17 in accordance with the Council's Financial Procedure rule B3.**
- 

### Background

4. The Capital Programme and Revenue Projects for 2022/23, as approved at Council on the 2 March 2022, amounted to £4,128,000. However, there are now a number of projects that need to be added to the programme, details of which are set out in the rest of this report.

### Hill Place Farm SANG

5. The Ashdown Forest Special Protection Area (SPA) is a European-designated site of nature conservation importance. Increased recreational activity arising from new residential development and related population growth is likely to have an impact on the SPA. As a result legislation requires mitigation measures to counteract these effects in a 7km zone around the Forest. Best practice, supported by Natural England, is that mitigation should be in the form of providing an alternative greenspace to attract visitors away from the SPA. This alternative space is called a Suitable Alternative Natural Greenspace (SANG).

6. Mid Sussex currently operates one SANG at East Court & Ashplats Wood (EC&AW) in East Grinstead, the lease for which was secured in 2014. This SANG had capacity to provide for the mitigation of impacts for over 1,500 dwellings and it was anticipated that this capacity would last for the District Plan period i.e. until 2031. However, due largely to the significant number of office to residential conversions allowed under permitted development (resulting in the loss of virtually all office premises in East Grinstead), there is now limited residual capacity at the EC&AW SANG and an alternative SANG is required as a matter of urgency.
7. Planning permission has been granted for development at Hill Place Farm for 200 new homes on appeal. This permission also secured the provision of an on-site SANG which, because of the size requirements for a strategic SANG, means that there is capacity at this site to provide mitigation for c.550 additional residential units in addition to the 200 at Hill Place Farm. However, an easement is required under the Bluebell Railway line (BBR) to allow access to part of the SANG. The Council is securing the ownership of this SANG from the developer for £1. However, prior to the transfer the land to the Council BBR had already agreed with the developer a per dwelling price (£1,250) to allow the easement.
8. The Council has agreed with BBR to a one off payment of £692,500 (£1,250 x 554 units). The costs to the Council will be recovered from developers on an application by application basis, as sites which need SANG capacity come forward. It is anticipated that the Council will recover the costs within a 5 year timeframe. This forward funding will therefore need to be funded from General Reserve and the Capital Programme will be updated accordingly.

#### **Centre for Outdoor Sport (CfOS)**

9. In June 2021, the Council commissioned a Feasibility Study in respect of the proposed Burgess Hill Centre for Outdoor Sports. This study has now been completed. A report to Members also on this agenda provides further details on this project and seeks approval to commence the procurement of consultants to take it forward.
10. A capital bid for this next phase of work will be submitted for approval following the receipt of tenders in early 2022/23.

#### **The Orchards – Improved Toilet Provision**

11. The Council owns and manages the toilets located at The Orchards Shopping Centre, Haywards Heath. The toilets comprise separate male, female and a single disabled cubicles. The existing toilet facility does not include a modern facility to cater for those with disabilities and special needs. The modern standard is recognised as the 'Changing Places' facility and is covered by BS 8300. These are accessible toilets designed to meet the needs of disabled children and adults with complex care needs who require carer support, appropriate equipment and more space.
12. Feasibility work has been undertaken to examine options for the potential to incorporate a 'Changing Places' facility at The Orchards. There are a number of firms that are able to construct and supply pre-fabricated building pods which can be delivered and installed on site.



13. Three options have been considered but the only one that provides a Changing Places toilet along with the replacement of the existing facilities is the purchase of a pre-fabricated pod which would include separate female, male and fully compliant Changing Places facilities. It is proposed that this would be located on land to the rear of the Mountain Warehouse store. The current toilet block would be demolished and the site incorporated into the car park. This would essentially provide a complete new modern facility.

The cost of this option is estimated to be in the region of £160,000 to £190,000 depending upon the extent of works necessary to make good the existing footprint, connect services etc.

14. This best meets the centres needs because consideration needs to be given to possible future development plans for The Orchards Centre. One advantage of the pre-fabricated pods is that it is possible to relocate to another location within the centre if required. It is hoped that the project could be delivered in a relatively short period of time although this option will require planning permission. The cost of this project will need to be funded from General Reserve.

### **Hickman's Lane Pavilion**

15. The pavilion at Hickman's Lane no longer meets the needs of the community requiring a refurbishment of the Function Room and Team Changing Room including a Dormer Roof Conversion costing £255,000. Further details of this project are set out in the project justification in Appendix A of this report.
16. In principle, there is £150,000 funding agreed from the Football Association and £54,929 of Section 106 contributions. Committing the additional £50,000 from General Reserve to balance the project funding should increase the likelihood of the 'in principle' funding being committed and the project proceeding. It is proposed that this project is approved and the Capital Programme for 2022/23 is updated accordingly but it should be noted that a start on site would not be until toward the end of the financial year.

## Summary of Proposed Variations to the Capital Programme and Revenue Projects 2022/23

17. A summary of the proposed capital variations the 2022/23 programme are summarised in Table 1 below.

	£'000	Ref
<u>Capital Projects</u>		
The Orchards - Changing Place Toilet	160	<i>Para 11-14</i>
Hickman's Lane Pavilion Renovation	255	<i>Appendix A Para 15-16</i>
Total Capital Projects Variations	415	
<u>Revenue Projects</u>		
Hill Place Farm SANG- easement Bluebell Railway line	693	<i>Para 5-8</i>
Centre of Outdoor Sport (CfOS)	tbc	<i>Para 9-10</i>
Total Revenue Projects Variations	693	

18. Taking into account the changes detailed above, the overall effect is an increase to the current programme of Capital and Revenue Projects for 2022/23 of £1,108,000 (of which £693,000 relates to Revenue Projects). The total additional use of General Reserve will be £903,000 and the revised programme total for 2022/23 now stands at £5,236,000.

### Policy Context

19. This report fulfils the requirement to update the capital programme prior to council approval.

### Other Options Considered

20. This is as set out within the report.

### Financial Implications

21. These projects draw on the general reserve to differing degrees as set out within the relevant sections.

### Risk Management Implications

22. None.

### Equality and Customer Service Implications

23. None.

### Other Material Implications

24. None.

### Sustainability Implications

25. There are no sustainability implications as a direct consequence of this report.

**Background Papers**

None

## Capital Project justification details

### Renovation of Hickman's Lane Pavilion – Refurbishment of the Function Room and Team Changing Room, including Dormer Roof Conversion

#### Purpose of project :

In its current form the pavilion at Hickman's Lane is no longer fully meeting the needs of the community. The current hirers Norto5 Nursery, Lindfield Cricket Club and the Lindfield Juniors Football Club have been consulted and expressed that the facility no longer fully meets their needs.

To accommodate current needs requires the formation of a dedicated space for the nursery as provided at several other locations and a separate but shared space for the sports clubs. The changing facilities for the sports clubs also need to be improved to meet modern standards including the provision of changing rooms for female players with separate entrances and separate facilities for officials.

To achieve this without expanding the footprint of the building due to planning restrictions, requires going into the roof space and forming a dormer roof conversion.

A Project Cost Estimate was undertaken to determine the feasibility of the project. It was estimated that the project would cost a total of £255k.

This project comprises the partial reconfiguration of the ground floor layout to enable access to the proposed first floor sports club. The development includes a new accessible toilet on the ground floor and an accessible platform lift to the first floor, plus female toilets and changing rooms with separate entrances. A pre planning application was made to MSDC Planning Authority which received a favourable outcome.

In principle, we have £150,000 funding agreed from the Football Association and £54,929 of Section 106 contributions. We now require an additional £50,000 from MSDC to balance the project funding in order to proceed.

The £50,000 Capital investment is to be used for the improvement of the kitchen, ladies and gents toilets, the relocation of the plant room and the upgrading of the water heating system to a newer more efficient system.

The £150,000 Football Foundation and the £54,929 Section 106 monies are to be used for the main alterations and addition to the structure to improve and increase the sporting facilities including the new dormer roof and the new internal fixtures and fittings.

**Total Amount : £255,000**

**Revenue Implications:**

Improvement of these facilities will reduce the future revenue expenditure by way of reducing ongoing maintenance costs whilst increasing the revenue income through improving the attractiveness of hiring the facility.

<b>S106 Agreement</b>			
P35/662	08/02903/FUL	Land North Of Newton Road	£39,238
P35/765	12/03227/FUL	Former Blackthorns Nursing Home	£15,691.00
<b>Total</b>			<b>£54,929</b>

**Value For Money Assessment :**

The project would greatly enhance the buildings aesthetics and facilities, encouraging the potential further hiring of the function rooms to other users. A failure to invest now will require a continued annual increase in maintenance costs and the possible loss of income from hirers.

**Business Unit/Service:** Corporate Estates and Facilities Business Unit

**Head of Service :** Peter Stuart

**Project Manager:** Paul Williams

**Cabinet Members :** Cllr Jonathan Ash-Edwards

**Ward Members :** Lindfield Ward :Cllr Jonathan Ash-Edwards ; Cllr Andrew Lea; Cllr Anthea Lea

**This project contributes to achieving the Corporate Plan in the following ways :**

Enhancing and improving the changing facilities for the local sports clubs.  
 Providing facilities which are of quality, safe and fit for purpose.  
 Proving facilities for the local community.

**Summary of discussions with Cabinet Member:**

The Cabinet Member has been consulted and has confirmed his support for this bid.

**Risk Analysis :**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
1.Incidents during construction	low	high	low

2. incident following construction	low	low	low	
Mitigation actions: Qualified contractors, Risk Assessments, Method Statements.				

## Capital Project Justification Form

### Provision of a New Changing Places Toilet and New Male and Female Toilets at the Orchards Shopping Centre, Haywards Heath

**Purpose of project:**

To provide the public with a new Changing Places and public toilet facility.

The existing toilet facility requires total refurbishment. The existing accessible wc does not provide sufficient space nor equipment for the more severely disabled person's needs.

The proposed Changing Places Toilet will consist of an accessible toilet, an accessible wash hand basin, a full-sized changing bed with a mechanical hoist for adults and a shower

The new female toilet facility will consist of 3 toilets and 3 wash hand basins. The new men's toilet facility will consist of 1 toilet, 2 urinals and 2 wash hand basins.

The whole unit is manufactured off site and delivered to site on completion of the base.

The works to the shopping centre includes breaking through from the pedestrian area to the new toilet block and making good the area.

**Estimated Costs:**

Cost of Unit: £155,000.00

Cost of Base: £20,000.00 – Includes the connection of all services

Cost of ancillary works: £15,000.00- Works to the Orchards Shopping Centre and the demolition of the existing toilet block.

Contingency Sum: £5,000.00

Non-construction cost: £1,500.00 for Statutory obligations.

Total Estimated Project Cost: £196,500.00

**Revenue implications:**

The project will not produce a revenue income.

**Legal Implications:**

There are no legal requirements to provide the public with a Changing Place toilet. The legal requirement lies within the provision of an accessible toilet and male and female toilet facilities within the Orchards Shopping Centre.

Providing a new toilet facility that is modern and fit for purpose with a Changing Places toilet facility, would improve public wellbeing and perception of the Orchards Shopping Centre.

**Value for money assessment:**

The works will not increase the value of the overall site. The value for money for the unit will reveal itself when the Orchards Shopping Centre is finally refurbished with

the inclusion of a permanent Changing Places and Public Toilet facility, the unit can then be move onto a new location.

**Business Unit/Service:** Corporate Estates and Facilities

**Head of Service:** Peter Stuart

**Project Manager:** Paul Williams

**Ward:** Haywards Heath- Heath

**Cabinet Member:** Cllr John Belsey

**Ward Members :** Cllr Sandy Ellis, Cllr Clive Laband

**This project contributes to achieving the Corporate Plan in the following ways:**

Reducing ongoing Maintenance Costs. Improving the environment for public users.

**Summary of discussions with Cabinet Member:**

Discussions have taken place with the Cabinet Member Jonathan Ash-Edwards who is supportive of the project.

**Risk Analysis:**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
Further dilapidation of existing internal materials and fittings	medium	medium	medium
Low public opinion of MSDC	high	medium	medium

Mitigation actions: Provide a new Public Toilet Facility with a Changing Places Toilet.

**Responsibility of Project Manager declaration:**

Name of Project: **New Changing Places Toilet and New Male and Female Toilets at the Orchards Shopping Centre**

I certify to say I understand my responsibility as the Project/Budget Manager for the project, and that I have read and that I understand I must comply with both the Council's Financial Procedure rules and contract procedure rules throughout the entity of this capital project. I understand my responsibility to deliver the project as approved by Council as set out in Part 1 of this Project Justification Form.

I also understand that I should use the MSDC project and risk management methodology and covalent to scope, plan, risk assess and monitor progress in delivering this project. I understand my responsibility to report regularly on progress with the project to my head of service and to indicate as soon as possible if the project is likely to be over/underspent; or likely to fail to achieve key



milestones; or, is no longer likely to achieve the benefits that were originally envisaged for it.

**Signed by Project Manager:**

**SIGNATURE REDACTED**

**Name of Project Manager: Paul Williams**

**Dated: 10.03.22**

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## CENTRE FOR OUTDOOR SPORTS - FEASIBILITY STUDY

REPORT OF: Assistant Chief Executive  
Contact Officer: Rob Anderton, Divisional Leader – Commercial Services and Contracts  
Email: [robert.anderton@midsussex.gov.uk](mailto:robert.anderton@midsussex.gov.uk) Tel: 01444 477374  
Jo Reid, Business Unit Leader- Waste, Landscapes and Leisure  
Email: [jo.reid@midsussex.gov.uk](mailto:jo.reid@midsussex.gov.uk) Tel: 01444 477374  
Wards Affected: All  
Key Decision: Yes  
Report to: Cabinet  
21 March 2022

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### Purpose of Report

1. To present to Cabinet the initial Feasibility Study and Master Plan, to support the delivery of the Burgess Hill Centre for Outdoor Sport (CfOS), to seek approval to procure the services of specialist consultants to deliver the next phase of the work, and to prepare a funding bid to finance it.

### Recommendations

2. Cabinet is recommended to:
    - (i) **agree Phase 1 of the Centre for Outdoor Sport project, the Feasibility Study and Master Plan, as a foundation for the next steps;**
    - (ii) **authorise the commencement of the next phase of the project, comprising the procurement of consultants to deliver Phase 2, 3 and 4 of the project, and;**
    - (iii) **prepare a funding bid to secure allocated s106 funds to finance this work.**
- 

### Background

3. The Northern Arc will deliver over 80 ha of new green space; 9 ha of which is specifically allocated to accommodate a new Centre for Outdoor Sports (CfOS).
4. This land will be transferred to the Council along with a Capital set-up sum and a commuted sum for maintenance, in line with the requirements specified in the s106 Agreement.
5. The aim of the CfOS project is to provide an appropriate quantity of publicly owned, high quality formal sports provision to mitigate the impact of the Northern Arc development (8.6ha south of the A2300 and approximately 1ha at the Triangle Leisure Centre).
6. This will contribute towards the Council's vision to maximize opportunities for sport and physical activity for all across the District, to foster sporting excellence, and to deliver community cohesion and a healthy environment.

## **Phase 1- Feasibility Study**

7. The CfOS will be delivered in six phases. In June 2021, the Council commissioned The Sports Consultancy to deliver Phase 1, the production of a Feasibility Study, to “Royal Institute of British Architects Plan of Work” (RIBA) Stage 1, comprising the following:
  - Background and Policy Review
  - Stakeholder Consultation
  - Site Mapping and catchment analysis
  - Needs analysis
  - Brief development and facility mix
  - Concept design and indicative masterplan
  - 10-year revenue projections
  - High level capital cost estimates
  - Funding and affordability analysis
  - Risk analysis
  - Procurement options and recommendations (for construction and operation)
  - Project Delivery programme
  - Outline strategy for delivery of Phases 2 and 3
  
8. The Study has now been completed and is appended to this report at Appendix 1, with the exception of the following sections of the report, which are exempt from publication on commercial grounds, and are therefore provided separately in (Exempt) Appendix 2:
  - P26- Site levelling works- cost estimates
  - P30-35- High level cost estimates and funding and 10-year revenue projections
  - P84-86- Conclusions and next steps (including summary financial information)
  - P104-114- Detailed construction cost estimates
  - P127-128- Detailed revenue projections
  
9. A summary of the key findings and recommendations from the study is provided below.

## **Background Policy Review and Initial Stakeholder Consultation**

10. The Sports Consultancy carried out a detailed review of all relevant policy documents to inform the masterplan options.
  
11. In addition, consultation was carried out with the following organisations:
  - National Governing Bodies (NGBs) of Sport:
    - Sport England
    - Active Sussex
    - Sussex Cricket
    - England and Wales Cricket Board (ECB)
    - Sussex Football Association (FA) and Football Foundation
    - Lawn Tennis Association (LTA)
    - Rugby Football Union (RFU)

- Places Leisure
- Local Secondary Schools:
  - St Paul's College
  - Woodlands Meed School
  - Burgess Hill Girls School
  - Burgess Hill Academy

### **Site Layout and Facility Mix**

12. Using the findings of the background policy review and stakeholder consultation, an indicative site masterplan was developed showing a recommended site layout and facility mix.
13. This recommended layout was also informed by the additional facilities identified in the Playing Pitch Study for consideration at the site taking account of the available site area and site constraints. The indicative site layout is provided on p25 of the Feasibility Study, and comprises the following:
  - Football
    - 1 x 3G Football Turf Pitch and Ground to FA Step 5 (to be agreed)
    - Floodlighting and viewing stand
    - 2 x football changing rooms in a pavilion shared with rugby
    - 4 x grass youth football pitches
  - a. Rugby
    - i. 1 x Regulation 22 World Rugby compliant artificial turf pitch:
    - ii. 2 x rugby changing rooms in a pavilion shared with football
    - iii. Floodlighting and viewing stand the pitch should also be marked for football use.
  - b. Hockey
    - i. 1 x full sized floodlit hockey pitch (Gen 2 multi-sport surface) to be provided at the Triangle Centre site
    - ii. Parking for 120 vehicles with drop off, coach parking and blue badge parking Access
  - c. Optional Facilities
    - i. 1 x artificial wicket and cricket pitch, to the natural turf pitch area to the south of the site
    - ii. Small cricket pavilion and parking.
14. Due to the significant level changes across the site, it will be necessary to carry out an extensive cut and fill operation to effectively deliver the scheme.

## Funding and affordability

15. Initial capital cost estimates have been completed and are provided on p31 of the Feasibility Study. These are summarised, alongside a summary of available funding, in the Exempt Annex.
16. All project costs, funding and affordability calculations will need to be reviewed and updated, as the capital costs and funding figures are refined.

## 10-Year Revenue Projections

17. A set of outline 10-year revenue projections have been developed for the facility. These are set out on p35 of the Feasibility Study and are summarised in the Exempt Annex.

## Procurement Recommendations

18. A detailed review has been carried out of the procurement approaches that could be adopted for the delivery of this project, looking at the advantages and disadvantages of each. This concludes that the most appropriate approaches for professional team and main contractor procurements respectively, are as follows:

- Contractor Procurement

It is recommended that a Two Stage Design and Build approach is followed, with a fixed price. This will provide the Council with a higher degree of cost certainty.

It is recommended that the Football Foundation AGP Framework is used for the delivery of the scheme.

- Consultant Procurement

It is recommended that a single source framework, such as the PAGABO or Scape framework, or a direct award through the Crown Commercial Service (CCS) Framework, should be considered for the core team appointment.

Smaller, 'non-core team' appointments, should be dealt with as variations to the framework appointment or as direct appointments by the Council. Competitive quotes can be obtained for these roles to demonstrate best value.

## Delivery programme

19. A high-level programme for the delivery of the CfOS has been developed. This sets out the main stages of work and related timescales.
20. As previously indicated Phase 1 of the work has been completed. The table below sets out the timeline for completion of the next key stages of the work.

Stage of work	Estimated timescales
Feasibility Study Approval (Indicative Milestone)	End January 22
Consultant Appointments	March – April 22
Northern Arc Monitoring & Homes England Engagement	April 22 – October 23
RIBA Stage 2 - Concept Design	April 22 – July 22

RIBA Stage 3 - Spatial Co-ordination	August 22 – November 22
Planning	July 22 – March 23
RIBA Stage 4A Technical Design and Employer's Requirements	July 22 – March 23
Contractor Procurement	April 22 – July 23
RIBA Stages 5 and 6 - Mobilise, Construct, Fit Out	July 23 – May 25
Operator Engagement and Procurement (if required)	April 22 – May 25

### Next Steps

21. Alongside the above, work will continue to:
  - a. Negotiate with Homes England to secure early access to the site for survey works and preparatory groundworks.
  - b. Engage with the Football Foundation and other National Governing Bodies regarding potential funding for the scheme.

### Engagement

22. To date, to inform the development of the high-level concept plans and feasibility study, consultation and engagement has been focused on a small number of key stakeholders, including the Sporting National Governing Bodies, and local secondary schools.
23. Whilst many of the Sporting National Governing Bodies, and their local branches, actively engage with local clubs, it will be important as the Council moves onto the more detailed planning and design work, to ensure the views of all potential users are taken into account.
24. The Phase 2 works will therefore involve the development of a comprehensive stakeholder engagement plan to ensure that the views of all potential users are taken into account to inform the detailed designs, and the emerging plans for the future management and operation of the site.

### Legislative / Policy Context

25. The concept of a new, dedicated outdoor sports facility for Burgess Hill is supported by the following key strategic documents:
  - The MSDC District Plan
  - The Burgess Hill Town Wide Strategy (2011)
  - The Burgess Hill Neighbourhood Plan (2015)
  - The MSDC Playing Pitch Study and Action Plan (2019)
  - The Mid Sussex Local Football Facility Plan (2021)

### Financial Implications

26. The financial implications are detailed in the Feasibility Study at Appendix 1 and (Exempt) Appendix 2.

27. The proposals contained within this report will be the subject of a Capital bid once prices are known. This, and future phases of the project will be funded by s106 funds specifically collected for this purpose.
28. To date c.£4.9m of s106 has been secured towards the project, with a further £250k potentially in the pipeline, bringing the total potential funding available to approximately £5.2m.

### **Risk Management Implications**

29. A number of key risks have been identified. These are set out, alongside proposed mitigation measures, on p37-p40 of the Feasibility Study.
30. A detailed risk register will be developed, maintained and updated as the project progresses and once more detail is known about the scheme to be progressed, the site and the design.

### **Equality and Customer Service Implications**

31. None

### **Other Material Implications**

32. None

### **Sustainability Implications**

33. None

### **Appendices**

- Appendix 1 – Feasibility Study  
<https://www.midsussex.gov.uk/media/7994/appendix-1-cfos-feasibility-study.pdf>
- Appendix 2 – Exempt Feasibility Study

### **Background Papers**

None



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