

Project Documentation - Initial Project Proposal Document

Project: Bracklesham Bay Land/Asset Opportunities

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Version: 1

1. Purpose of Document

The purpose of this document is to set out the requirement for the instruction of a review of the land and assets owned by the District Council in Bracklesham Bay, as shown on the attached plan edged red.

2. Project Description

This project will look at the options available to the Council to create additional commercial opportunities from its land holdings, incorporating the need to provide operational accommodation to deliver the Foreshores service. The requirement for public conveniences will also be considered with options explored in relation to how those facilities may be provided and potential cost savings available.

3. Background

The Council owns a number of separate facilities, managed by different service areas, Foreshores Office, Public Conveniences, Café Site, Car Park, Kosy Kot Land.

The Foreshores Office and Public Conveniences are effectively part of the same building structure, although divided into individual areas; the café is linked to the CDC building but was constructed, and is owned by, the current café occupiers under a lease from CDC that expires in July 2033. The owners of the café also operate a seasonal mobile catering facility from the car park, with the site licenced to them by CDC.

The public conveniences require refurbishment and repairs to the exterior of the building; current arrangements are for customers of the café to use the public conveniences, with a financial contribution made by the café operators towards the cleaning and repair and maintenance of the facilities. There is money allocated in the Asset Replacement Programme for the refurbishment of the public conveniences. Additional space requirements have been requested on previous occasion by the Foreshores team, and an appraisal of existing and required accommodation would form part of this project.

The 'Kosy Kot' land lies across a beach access road (adopted by WSCC but barrier controlled); the purchase of this land by the District Council was supported financially by the Parish Council and any alternative use of the land, or proposed disposal, would need to take account of agreements made at that time in respect of those potential actions. A Report on Title will form part of the IPPD work but the agreements appear to relate to an obligation to using best endeavours to retain the land as public open space, or in the event of intended disposal of the land refunding the Parish Council's financial contribution or offering the land for purchase by the Parish Council.

The Council has been approached by the current operators of the café, who are keen to expand their business. They have a planning application in place to extend their outdoor seating area and have expressed a desire to develop their business in this location. The café operators hold a lease that runs until

July 2033. This is a protected business tenancy and as such there will be an automatic right to renew, unless the Council is able to demonstrate certain grounds for not doing so; one of those is redevelopment, although it must be noted that to be successful the Council would be required to provide solid evidence of real intent, such as planning permission and contracts being in place.

This proposal directly supports the Corporate Plan 2015-18 priority to “promote commercial activity and economic growth”.

4. Outcomes to be Achieved

- A high level options appraisal of the possible opportunities for the land and property outlined above will identify the detail outcomes for this project which will include: opportunities for income generation; satisfying services’ needs (coastal defence, public convenience, parking); improving customer satisfaction etc.
- A cost / benefit analysis of the options having regard to both commercial and community objectives.
- Likely timescales for putting the possible options into action
- Any risks associated with each options of delivery

5. Timescales

There is no specific urgent timescale for this project, although should the café secure planning permission for their intended works there will be an application for Landlord’s approval that will need considering in the context of the wider issues.

6. Project Costs and Resources

Costs (£)		Source
One-Off	£10,000 (estimate)	Professional fees
Revenue	The Council currently receives annual rent from the café and the mobile catering unit of circa £13,000. There could be potential to identify new income generating opportunities. There will be a requirement for additional staff resources to manage these projects in the Estates Service of £22,500pa for 2 years	
Savings	£31,000 per annum (includes depreciation allowance)	There is a potential saving to be made if the operation of the public conveniences are provided via alternative arrangements.
Services to be involved in the project delivery	Estates team with the support of Parking Services, Chichester Contract Services and the Communities team, plus the appointment of external consultants.	

7. Benefits vs. Cost

The Council will need to consider the operational needs of the Foreshores service and the provision of public conveniences against the potential commercial opportunities available from the site. These issues will be explored by the options appraisal, part of which will highlight what investment would be required by the Council against the likely returns.

8. Identify Risks

The Council runs the risk of losing additional income and continued operating and repair and maintenance costs associated with the facilities. The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect to refurbishment, conversion or new-build works.