

Committee Manager : Erica Keegan (Ext 37547)

02 November 2016

CABINET

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, on **Monday, 14th November 2016 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of 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 personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. MINUTES

To approve as a correct record the Minutes of the meeting held on 17 October 2016 (previously circulated).

5. *AWARD OF CORPORATE CLEANING CONTRACT 2017-2019

Arun District Council's contract for Corporate Cleaning has been tendered in accordance with current procurement legislation and Standing Orders. This report provides a brief summary of the procurement process and details the results of the tender evaluation. A recommendation for the award of contract is provided based on results of the tender evaluation process.

6. *AWARD OF COMBINED CLEANSING SERVICES CONTRACT 2017

Arun District Council's Combined Cleansing Services Contract has been tendered in accordance with current EU procurement legislation and Council's Standing Orders. This paper outlines the procurement and evaluation process and provides a recommendation for the award of contract based on the results of the tender evaluation.

7. *STRATEGIC VISION FOR PUBLIC CONVENIENCES WITHIN ARUN

In line with the Council's 2020 Vision programme members agreed that a strategy for its public conveniences resulting in fewer public toilets should be put forward for consideration.

Following the initial report to the Environmental Services & Leisure Working Group in June and decisions taken by Cabinet, subsequent consultation with Parish & Town Councils has been carried out. This report provides a summary of this and recommendations for moving delivery of this strategy forward.

8. JOINT AREA COMMITTEES

To consider and note the Minutes of the meetings of the Joint Arun Area Committees as follows:-

- (a) Joint Eastern Arun Area Committee – 6 September 2016
- (b) Joint Downland Area Committee – 26 September 2016
- (c) Joint Western Arun Area Committee – 28 September 2016

9. ARUN WELLBEING HEALTH PARTNERSHIP - 19 OCTOBER 2016

To receive and note the Minutes of the meeting of the Arun Wellbeing Health Partnership held on 19 October 2016 (attached).

10. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution:-

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

11. *WALKWAY BETWEEN BREWERY HILL AND NINEVEH SHIPYARD, RIVER ROAD, ARUNDEL [EXEMPT – PARAGRAPHS 5 and 7]

This report asks Cabinet to consider the closure of the walkway between Brewery Hill and Nineveh Shipyard, River Road, Arundel due to concerns for Public Safety. This closure is requested until the various stakeholders determine their interests and proffer their solutions.

12. *LONDON ROAD LORRY PARK - CHANGE OF USE [EXEMPT - PARAGRAPH 3 - INFORMATION RELATING TO BUSINESS AFFAIRS]

This report advises on the current status on negotiations to dispose, on a long term lease, this site for an alternative use as additional student accommodation in Bognor Regis for the University of Chichester. It also seeks approval to enter a lock-out agreement with the University for up to six months to make best use of the whole site whilst retaining the capacity for public parking post any construction period and give delegated authority to conclude negotiations.

Note : *Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

AGENDA ITEM NO.5**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14th NOVEMBER 2016****PART A: REPORT**

SUBJECT: Award of Corporate Cleaning Contract 2017-2019

REPORT AUTHOR: Sam Horwill **DATE:** October 2016 **EXTN:** 37516

EXECUTIVE SUMMARY:

Arun District Council's contract for Corporate Cleaning has been tendered in accordance with current procurement legislation and Standing Orders. This report provides a brief summary of the procurement process and details the results of the tender evaluation. A recommendation for the award of contract is provided based on results of the tender evaluation process.

RECOMMENDATIONS:

It is RECOMMENDED that the Cabinet:

- a) Agree award of the Arun District Council Corporate Cleaning Contract (CCC) to Contractor D based on their financial and technical submission being the most economically advantageous tender following a competitive tender process.
- b) Agree to authorising delegated authority to the Head of Finance & Property in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Governance for carrying out negotiations with Contractor D to seek further efficiencies and cost reductions against the CCC (without reducing the specified cleaning standard) subject to appropriate advice from the Council's Procurement Officer.
- c) Agree to authorising delegated authority to the Head of Finance & Property in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Governance for assessment and possible inclusion of provisional items associated with the CCC (see 1.2).

1.0 BACKGROUND

1.1 The scope of the CCC includes a full range of cleaning operations across the Councils operational assets, as well as sheltered housing sites. The CCC has been updated to focus on a performance specification rather than the previous prescriptive specification. The renewed performance specification has been adapted to suit Council needs from that published by the British Institute of Cleaning Science which is widely adopted across the industry. The contract period shall be for 2 years with the option to extend up to a further 4 years.

1.2 In addition to the services detailed above, the contract tender included a number of potential modifications. The inclusion of potential modifications allowed the Council to explore (through the tender process) what the market was prepared to offer in respect of delivering certain services, without being contractually obliged to accept the offer. This included but was not restricted to;

- Supply and periodic replacement of waterless urinal cartridges.
- Cleaning of the recently refurbished Civic Suite areas.

(Both of the above items are currently carried out by the Council's Office Superintendents.)

1.3 The contract also enables the flexibility to add or remove premises from the contract at any given time.

1.4 The tender process for the CCC commenced on 9th May 2016 with the issue of contract notice 2016/S 090-161597 in the Official Journal of the European Union (OJEU) and submission of the ITT document to the Council's electronic procurement portal.

1.5 The tender was a single stage tender and full tenders were evaluated by a team which included the Council's Property and Estates Manager, Facilities Team Leader, and Assistant Surveyor. The Council's procurement officers oversaw the process and offered advice and moderation where required.

1.6 The award of contract is on the basis of the Most Economically Advantageous Tender (MEAT) for the Council. This approach allows for factors such as quality, service delivery, innovation, environmental considerations and customer services to be considered, as well as price.

1.7 The approved tender evaluation criterion was 60% price (including 5% for supply of consumables) and 40% quality. An evaluation matrix with an appropriately weighted scoring system was devised for both the financial (price) submissions and the technical (quality) aspects of each bid.

1.8 The above tender exercise has been carried out in accordance with the Council's Corporate Priorities and delivery of the 2020 Vision.

2.0 TENDER EVALUATION

- 2.1 A total of six tenders were received on 1st September 2016 via In-Tend, the Councils electronic procurement portal. All tenders were submitted electronically.
- 2.2 All companies were provided with full tender instructions and the evaluation criteria. All clarifications were submitted and responded to via the electronic procurement portal.
- 2.3 The following table summarises the consolidated and moderated tender scores from all six contractors;

	Contractor A	Contractor B	Contractor C	Contractor D	Contractor E	Contractor F
Total quality score	31.00	31.00	25.00	32.00	21.00	24.00
Total pricing score	43.12	37.21	56.95	50.55	44.33	38.05
Total score	74.12	68.21	81.95	82.55	65.33	62.05
Rank	3	4	2	1	5	6

3.0 PROPOSAL

- 3.1 The following actions are proposed;
- a) that Cabinet agree to the award of the Corporate Cleaning Contract to Company D on the basis that it is the Most Economically Advantageous Tender following a competitive tender process.
 - b) that Cabinet agree to authorising delegated authority to the Head of Finance & Property in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Governance for carrying out negotiations with Contractor D to seek further efficiencies and cost reductions against the CCC (without reducing the specified cleaning standard) subject to appropriate advice from the Council's Procurement Officer.
 - c) that Cabinet agree to authorising delegated authority to the Head of Finance & Property in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Governance for assessment and possible inclusion of provisional items associated with the CCC (see 1.2).

4.0 OPTIONS

- 4.1 A) Agree award of the Arun District Council Corporate Cleaning Contract to Company D and the recommendations set out in this report.
- B) Not to agree award the Arun District Council Corporate Cleaning Contract to Company D or the recommendations set out in this report.

5.0 CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
6.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 11 below)		
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
7.0 IMPLICATIONS:		
7.1 Financial & Legal: Contractual agreement with financial implications. Both service areas have been consulted on and involved in the procurement, tender and evaluation process.		
8.0 REASON FOR THE DECISION:		
8.1 To Award the Arun District Council Corporate Cleaning Contract to the Most Economically Advantageous Tenderer.		

AGENDA ITEM NO. 6**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14th NOVEMBER 2016****PART A: REPORT**

SUBJECT: Award of Combined Cleansing Services Contract 2017
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REPORT AUTHOR: Oliver Handson	DATE: November 2016	EXTN: 37955
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EXECUTIVE SUMMARY:

Arun District Council's Combined Cleansing Services Contract has been tendered in accordance with current EU procurement legislation and Council's Standing Orders. This paper outlines the procurement and evaluation process and provides a recommendation for the award of contract based on the results of the tender evaluation.

RECOMMENDATIONS

It is RECOMMENDED that the Cabinet:

- a) Award the Arun District Combined Cleansing Services Contract to Company A from 1 February 2017 based on their financial and technical submission being the Most Economically Advantageous Tender following a competitive tender process.
- b) Authorises the Head of Legal and Administration to enter into the contract and all necessary legal agreements including a lease of relevant land/buildings owned by the District Council to run concurrently with the contract.
- c) Agree that the Clinical Waste Service will no longer be provided as part of the Combined Cleansing Services Contract for the reasons outlined in point 3.1 of the report and that Arun will pay for this service as part of a County wide framework.
- d) Agree that the Council does not take back in house a green waste service at this time for the reasons outlined in point 4.1 this report.

1.0 BACKGROUND

- 1.1 On 8th February 2016 Cabinet agreed the scope and evaluation criteria of the Combined Cleansing Services Contract. The length of contract is 3 years with an optional extension of up to 3 years.
- 1.2 The scope of the Combined Cleansing Services Contract includes a full range of waste services including: street sweeping; litter collection; beach cleaning, refuse, recycling and garden waste collections, litter and dog bin emptying and public convenience cleaning.
- 1.3 Key objectives the Council sought to deliver through the retender of this contract and agreed by Cabinet in 2016 were:
- Provide a high performing service;
 - Ensure the District's environmental attractiveness through highest quality cleansing, waste collection services under its control, maintaining its long-established Clean Beach and/or Blue Flag Awards;
 - To provide a weekly residual waste collection service;
 - To provide a fortnightly recyclables collection service;
 - To provide a fortnightly chargeable garden waste collection service from subscribers;
- 1.4 The tender process for the Combined Cleansing Services Contract commenced on 7 April 2016 with the issue of contract notice in the Official Journal of the European Communities (OJEU). Tenders have been submitted, evaluated and moderated in order to select a contractor
- 1.5 A restricted procedure was used for tender. Two companies expressed an interest in the contract by submitting a pre-qualification questionnaire by the closing date of 12 May 2016. Following an evaluation exercise, both companies were invited to tender on 2 June 2016.
- 1.6 The closing date for the submission of tenders was 7 July 2016. The tenders were evaluated by the Project Delivery Team which included the Director of Environmental Services, the Procurement Manager, Members of the District Council's Cleansing Team and specialist consultant advisers, Ricardo Energy & Environment. Walker Morris LLP was employed to evaluate responses to the legal documents.
- 1.7 The award of contract will be on the basis of the most economically advantageous tender (MEAT) for the Council. This approach allows for factors such as quality, service delivery, innovation and customer services to be considered, as well as price.
- 1.8 The approved tender evaluation criterion was 50% price and 50% quality. An evaluation matrix with an appropriately weighted scoring system was devised for both the financial submissions (Financial Criteria) and the qualitative aspects (Technical Criteria) of each bid.

2.0 **TENDER EVALUATION**

- 2.1 A total of two tenders were received on 7 July 2016 via In-Tend, the Councils electronic procurement portal. Both tenders were submitted electronically.
- 2.2 Both companies invited to tender were provided with full tender instructions and the evaluation criteria. All clarifications were submitted and responded to via the electronic procurement portal.
- 2.3 Tenderers were required to submit information on **Financial Criteria** with a 50% weighting and **Technical Criteria** (Quality) with a 50% weighting.

2.4 **Technical submissions**

- 2.5 The functional and technical compliance with the specification and contract management was weighted at 50% overall with each sub-criteria subsequently weighted in accordance with the methodology as set out in the Invitation to Tender (ITT).
- 2.6 Suppliers were asked to complete detailed method statements against stated criteria setting out how they would deliver the services in all the areas. All bids were then scored by the Project Delivery Team, in accordance with the methodology in the ITT, to determine the best Technical submission.
- 2.7 The overall scores for the Technical Criteria are provided in Table 1.

	Company A	Company B
	Contractor B	Contractor D
Total technical score	406.00	404.00

2.8 **Financial Submissions**

- 2.9 The priced tenders were weighted at 50% overall, only core elements of the service were scored. Scoring was out of 500 for this part of the submission.

Bidder	Score
Company A	499.48

Company B	500.00
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2.10 Combined Financial and Technical Criteria

2.11 The weighted Financial and Technical Criteria scores are provided in Table 4.

Contractor	Financial	Technical	Combined Technical and Commercial
Company A	499.48	406.00	905.48
Company B	500.00	404.00	904.00

2.12 The Combined Commercial and Technical Criteria scores identify Company A as providing the most economically advantageous tender. Company A is therefore the preferred bidder.

2.13 The Combined Cleansing Services Contract

2.14 The new contract specification is largely performance based and the quality of operations and service delivery reflect the themes of Arun's Corporate Priorities and its 2020 Vision. There are number of service improvements to be delivered through this contract which will add to quality of services provided to Arun residents. This include provision for;

- Kerbside collection of Small Waste Electrical and Electronic Equipment (WEEE) and textiles will be delivered as part of this contract providing an enhanced service for the residents of Arun
- Street Washing Services for new surfaces including Bognor Regis High Street and the riverside walk at Pier Road, Littlehampton
- On-vehicle communication livery on body panels (vehicle decal) – to be changed on an annual basis or as required, for the promotion of recycling / waste minimisation
- Extended seasonal resource to clean foreshores
- Reduced rectification times to clear missed collections and requirement to clear all spillages at point of collection

2.15 A performance management system is already established to measure/enforce the performance required of the contractor.

2.16 There will be regular meetings between the Council and the contractor throughout the contract period. This will include an annual meeting overview where the Cabinet Member will be invited to discuss performance and strategy. The contractor will also be required to submit reports to the Council on a regular basis setting out

performance against targets and any issues that have arisen and how they are being managed. Performance of this contract will be reported to members through respective Corporate and Service level indicators

3.0 Clinical Waste Collection and Support Services

3.1 The collection of clinical waste was tendered for as a provisional item in the contract specification. A County-wide framework contract has already been procured that currently collects and provides administration services for Horsham District Council, Chichester District Council and Crawley Borough Council. The service is operating well County wide and it has been evaluated as a lower risk option to provide to vulnerable service users. Whilst the costs are comparable there will be significant savings in terms of staff time for Arun Direct as this service receives over 9,000 calls a year. It is therefore recommended that the Council outsources this element of the service through the county wide framework with a view to commence on 1st February 2017. This is considered the most preferable option in order to provide an enhanced service and is better suited to cope with changes in collection legislation regarding waste that can be hazardous to health if not disposed of correctly.

4.0 Green Waste Administration Services

4.1 A Project Initiation Document was produced by members of Arun District Council's Cleansing Team to assess the feasibility of taking the administration part of the green waste service back in-house. The results of this have been thoroughly evaluated against the tender submissions and is considered to be a lower risk option which represents better value for money if it remains part of the new Contract at this time.

5.0 Risks

5.1 The current European Union Revised Waste Framework Directive (rWFD) means the UK must recycle 50% of its household waste by 2020 and failure to comply will inevitably result in severe financial penalties being imposed; this contract will not allow Arun District Council to reach a 50% recycling rate by 1st January 2020.

6.0 Financial

6.1 The new contract will deliver an approximate annual saving of £250,000 per annum in comparison with current contractual costs. This saving takes into account the contractual costs for the county wide clinical waste service and allows for the necessary contract variation and promotion budgets associated with such a high value contract to be put in place.

6.2 Contract variation budgets are essential to ensure the Council can deal with non contractual elements of offering an effective cleansing service. This covers the costs of fly tipping removal, additional support for event cleaning and toilet opening

<p>6.3 Waste promotion and education is an important area for the Council to proactively influence customer behaviour and subsequently seek to increase recycling rates. This in turn will also be reflected in the receipt of recycling payments from the Councils partnership with West Sussex County Council, with higher amounts received for higher quality materials.</p>		
<p>7.0 <u>PROPOSAL</u></p>		
<p>7.1 It is proposed that Cabinet:</p> <p>a) Award the Arun District Combined Cleansing Services Contract to Company A from 1 February 2017 based on their financial and technical submission being the Most Economically Advantageous Tender following a competitive tender process</p> <p>b) Agree all the other recommendations in this report to allow the successful delivery of the 2017 Combined Services Cleaning Contract</p>		
<p>8.0 <u>OPTIONS:</u></p> <p>1. Agree award of the Arun District Council Combined Cleansing Services Contract to Company A and the recommendations set out in this report.</p> <p>2. Not to agree award of the Arun District Council Combined Cleansing Services Contract to Contractor A or the recommendations set out in this report</p>		
<p>9.0 CONSULTATION:</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
9.1. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial – Head of Finance has received a copy of the report	✓	
Legal – Head of Legal & Administration has received a copy of this report	✓	
Human Rights/Equality Impact Assessment – Equalities analysis is included within background papers of this report	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓

Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓

9.2 IMPLICATIONS:

Financial: Contractual agreement

Equality & Diversity: The contractor will be required to comply with Arun's Equalities and Diversity Policy (July 2014) and the Public Sector Equalities Duty

Asset Management: The contract will include a lease on land & buildings owned by the District Council at Harwood Road

10.0 REASON FOR THE DECISION:

To Award the Arun District Council Combined Cleansing Services Contract.

11.0 BACKGROUND PAPERS:



Equality Analysis
2016 CCSC.docx

Initial Equalities Impact assessment

AGENDA ITEM NO.7**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
on 14th NOVEMBER****PART A : REPORT**

SUBJECT: Strategic Vision for Public Conveniences within Arun		
REPORT AUTHOR:	DATE:	EXTN:
<p>EXECUTIVE SUMMARY: In line with the Council's 2020 Vision programme members agreed that a strategy for its public conveniences resulting in fewer public toilets should be put forward for consideration.</p> <p>Following the initial report to the Environmental Services & Leisure Working Group in June and decisions taken by Cabinet, subsequent consultation with Parish & Town Councils has been carried out. This report provides a summary of this and recommendations for moving delivery of this strategy forward.</p>		
<p>RECOMMENDATIONS</p> <p>The Cabinet recommends that Full Council;</p> <ol style="list-style-type: none"> 1) Note that no Town or Parish Council is willing to take on direct provision of local public conveniences 2) Agree that the following public conveniences move to the following seasonal opening hours from 1st October 2016 plus opening for special events: <ul style="list-style-type: none"> • Blakes Road, Felpham (Easter only then 1st May – 30th September) • West Beach, Climping (Easter only then 1st May – 30th September) • Sandy Road, Pagham (Easter only then 1st May – 30th September) • Norfolk Gardens, Littlehampton (Easter only then 1st May – 30th September) 3) Agree that the Council monitor the impact of the above seasonal opening over the course of the first closure period and review arrangements if considered necessary after that period 4) Agree that the Council explores the potential for a commercial development to include the retention and management of a smaller public convenience facility at: <ul style="list-style-type: none"> • Crown Yard Car Park, Arundel • Ferring Village Green 5) Agree that within the next 12 months, officers will explore the feasibility of a Community Toilet Scheme as detailed in this report, within close proximity to and as an alternative provision option for; <ul style="list-style-type: none"> • Snooks Corner, Felpham 		

- Shrubbs Field , Middleton
- Ferring Rife, Ferring
- North Street, Wick
- Avisford Park, Aldwick
- West Meads, Aldwick

- 6) Agree that in relation to recommendation 5); where the opportunity to sign a local business or provider up to the scheme exists, to give delegated authority to the Property & Estates Manager offer an annual grant of up to £500 to enter into a formal agreement with those businesses
- 7) Agree that in addition to recommendation 6) the Council explores any other viable alternatives put forward by the Parish & Town Councils for those conveniences identified in 4 & 5)
- 8) Note the potential for relocating the Mewsbrook Park toilets within the new Littlehampton Leisure Centre complex which is supported by Littlehampton Town Council and will be explored in due course
- 9) Note that a further report will be presented to Cabinet in Autumn 2017 seeking a final decision on the future of those facilities identified in 4, 5) and 8) following completion of the feasibility work
- 10) Agree that Parish contributions will be phased out from financial year 2018/19
- 11) The closure of the East Preston public conveniences currently leased to East Preston Parish Council in the event of surrender or non-renewal of the current lease arrangements by the Parish Council, then exploring alternative uses for the site in line with the Asset Management Strategy

1. Background

- 1.1 The provision of public conveniences by Arun District Council is currently undertaken with no strategic vision for the service and does not align with the Council's current priorities or work towards a 2020 Vision
- 1.2 It is entirely appropriate to review this current provision in the context of the Council's Medium-Term Financial Strategy and requirement to save £4 million revenue annually.
- 1.3 Reducing the number of public conveniences was identified in the 2020 Vision report and was agreed by Full Council on 13th January 2016 as a project to take forward through further feasibility work.
- 1.4 The Council's Corporate Priorities and 2020 Vision objectives which underpin the need to review the public convenience service and determine a new strategic direction are as follows;

- The need to balance our budget and reduce costs
- Offer an improved customer experience
- Provide the best possible services we can afford

2.0 Previous decisions & Parish/Town Council meetings

- 2.1 On the 25th July (with the exception of recommendations 1-4 which were agreed) Cabinet agreed to note the recommendations of the Environmental Service & Leisure Working Group meeting of the 28th June. Cabinet requested a further report to Cabinet following discussions with the town and parish councils on the basis of the remainder of the original report recommendations.
- 2.2 The Council's Greenspace & Cleansing Manager then set up initial meetings with Parish & Town Councils. These first stage meetings generally involved the clerk, chair of the council and chair of the relevant committee. The purpose of these meetings was to provide each town and parish with some context relating to the District Council's position, a response template and assisting information specific to the conveniences within their respective Parish.
- 2.3 The response template and associated information was discussed and the parish/town council invited to ask any questions or seek clarification. In summary parish & town councils were being asked to formally comment on whether they would be willing to take on responsibility for local provision which Arun was unable to prioritise or whether they wanted to identify and subsequently explore any alternative options for that local provision.
- 2.4 A verbal update on progress with these meetings was provided to the September meeting of the Environmental Services & Leisure Working Group.

2.5 Summary of Parish & Town responses

<u>Parish: Aldwick</u>	<u>Original recommendation</u>	<u>Summary of Parish Council response</u>
<u>Site:</u> AVISFORD PARK	Close	<ul style="list-style-type: none"> • Not prepared to take on running of facilities • Loss of facilities affect use of open space & associated benefits • Costs unreliable & unaffordable • Concerned at lack of public consultation • No other alternative options put forward
<u>Site</u> WEST MEADS	Close & retain for use with associated sports pitch/pavilion booking only	<ul style="list-style-type: none"> • Not prepared to take on running of facilities • Loss of facilities affect use of open space & associated benefits

		<ul style="list-style-type: none"> • Costs unreliable & unaffordable • Concerned at lack of public consultation • No other alternative options put forward
<u>Town: Arundel</u>	<u>Original recommendation</u>	<u>Summary of Town Council response</u>
<u>Site:</u> CROWN YARD	Explore potential for commercial development with retained but reduced public convenience	<ul style="list-style-type: none"> • Preferred solution would be the retention of the current toilets fully refurbished however we are prepared to support ADC in their exploration of shared premises on the proviso that we are included in all decision making and should a shared option be decided upon that we are able to influence the type of business.
<u>Town: Bognor Regis</u>	<u>Original recommendation</u>	<u>Summary of Town Council response</u>
<u>Site:</u> LONDON ROAD	Close	<ul style="list-style-type: none"> • Not prepared to take on running of facilities • The Town Council are happy for fewer toilets if they are to be replaced with upgraded individual, fully furnished cubicles. • The Town Council believe that the original need for London Road conveniences to service the visiting coaches is no longer required. The coach park is rarely used and the facilities within the park (Hotham) should be sufficient
<u>Parish: Felpham</u>	<u>Original recommendation</u>	<u>Summary of Parish Council response</u>
<u>Site:</u> SNOOKS CORNER	Close	<ul style="list-style-type: none"> • Not prepared to take on running of facilities • Would require unacceptable increase in Parish precept • Capital cost implications unclear • Explore alternatives i.e. providing local café's subsidy for making

		facilities public
Site: BLAKES ROAD	Seasonal opening	<ul style="list-style-type: none"> Do not support this facility going to seasonal opening Prom is used all year round Could Parish contribute towards costs of keeping open all year round?
<u>Parish: Ferring</u>	<u>Original recommendation</u>	<u>Summary of Parish Council response</u>
Site: FERRING VILLAGE GREEN	Close	<ul style="list-style-type: none"> Disappointed at lack of consultation Disagree with scoring matrix Facility provides much needed amenity Recent partnership investment in site (play area refurb) Do not believe there is a viable opportunity for commercial development
Site: FERRING RIFE	Close	<ul style="list-style-type: none"> Disappointed at lack of consultation Disagree with scoring matrix Facility provides much needed amenity Bluebird café does not provide a viable alternative Demolition costs high
<u>Town: Littlehampton</u>	<u>Original recommendation</u>	<u>Summary of Town Council response</u>
Site: NORTH ST WICK	Close	<ul style="list-style-type: none"> Work with local businesses to provide alternative provision in this locality
Site: WEST BEACH	Seasonal opening	<ul style="list-style-type: none"> Work more closely with Café in close proximity to increase opening hours
Site: NORFOLK GARDENS	Seasonal opening	<ul style="list-style-type: none"> Work more closely with Café in close proximity to increase opening hours Consider incorporating Mewsbrook Park toilets within new Leisure Centre complex
<u>Parish:</u>	<u>Original</u>	<u>Summary of Parish Council</u>

<u>Middleton</u>	<u>recommendation</u>	<u>response</u>
<u>Site:</u> SHRUBBS FIELD	Close	<ul style="list-style-type: none"> • Not prepared to take on running of facilities • Would involve unacceptable increase to Parish precept • Disagree with scoring matrix in that Shrubbs should score higher for use, transport and shopping • Parish have made initial enquiries as to alternative local options including local shops, scouts hall, doctors, however none are willing to allow public use • Would like more time/opportunity to discuss options with ADC

<u>Parish: Pagham</u>	<u>Original recommendation</u>	<u>Summary of Parish Council response</u>
<u>Site:</u> SANDY ROAD	Seasonal opening	<ul style="list-style-type: none"> • Perceive no real insurmountable problem. If the Sandy Road toilet can be maintained during the peak tourism period, as proposed, then that essential facility will continue to serve a summer visitor influx • It might be unfortunate for those few winter visitors, but the difficult financial pressures upon all of us will continue to force difficult and controversial decisions upon government and local Authorities at all levels

3.0 Summary

- 3.1 Following the responses from parish & town councils various options have been proposed for members to consider. Whilst no parishes or towns are prepared to take on direct responsibility for these assets, the Council has considered the concerns raised by the parishes & towns in its final recommendations.
- 3.2 The recommendations in general allow further time to work with parishes & towns and fully explore alternative options in those areas where concern has been raised about future provision, prior to any final decisions being made.
- 3.3 Whilst Mewbrook Park public conveniences were not considered as part of the initial review, the opportunity to incorporate publicly accessible toilets as part of the new Leisure Centre build will generate further efficiencies and ultimately an enhancement of current provision. This is supported by Littlehampton Town Council and the delivery of this will be explored with the Council's leisure provider so a final decision can be made at a later date.

- 3.4 Whilst the breakdown of management costs of running public conveniences were questioned by some parishes, it remains the case that the costs of running such facilities will fluctuate year to year, therefore requiring a flexible and proactive approach to running such facilities which parishes do not feel they are in a position to deliver. A full revised and annotated cost table is provided in Appendix 1 of this report to aid members understanding of the cost implications. These are actual and accurate figures for the last full financial year that were provided to the parishes and towns as part of the process.
- 3.5 The scoring matrix in the original report has also been called into question through this process. Members have agreed to prioritise public conveniences as per the original report recommendations. Ultimately members will decide the future of each individual lower priority site based on the responses from the parishes & towns and where appropriate further feasibility work on alternative options.
- 3.6 East Preston currently lease public conveniences from the District Council within the village. The Parish Council are aware of the proposal for closure of these facilities should they wish to surrender or not renew their current lease.
- 3.7 Parish Contributions
- The proposed phasing out of parish contributions from 2018/19 following further feasibility work and final decisions being taken is suggested to ensure a consistent and fair approach. Parish & town councils will then be able to utilise these funds locally for other initiatives.

4.0 Community Toilet Scheme

- 4.1 The scheme comprises the establishment of a partnership between Council and local businesses who open up their toilet facilities to the general public free of charge. The objective is to improve the provision of safe, hygienic and accessible toilet facilities.
- 4.2 The scheme would be actively managed by the Council to ensure that it ideally encompasses a good geographical spread of facilities, as well as high standards of toilet provision and maintenance, with access being available throughout the day and into the evening where possible.
- 4.3 The Council pay businesses a grant on an annual basis for opening up the toilet facilities to the general public. The amount being dependent on the standard, type and number of facilities offered and also opening hours. The grant received from the Council would be intended to pay for any extra costs incurred by offering the facilities to the general public.
- 4.4 Although the Council would expect toilets to be publicly available, businesses would be entitled to expect the same standards of behaviour from customers who would normally access business facilities.

5. PROPOSAL(S):		
It is proposed that Cabinet recommend that Full Council agree the recommendations in this report relating to the future of public conveniences within Arun		
6. OPTIONS:		
To agree the recommendations outlined in this report		
Not to agree to recommendations outlined in this report		
7. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors (all ward members written to prior to original report)	✓	
Other groups/persons (please specify) Not by ADC, however some public consultation carried out by respective Parishes		✓
8. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial – Head of finance has received a copy of this report	✓	
Legal		✓
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
9. IMPLICATIONS:		
Equalities analysis carried out for initial report		
Implications relating to assets		

10. REASON FOR THE DECISION:

To progress delivery of a strategy for public conveniences within Arun

11. BACKGROUND PAPERS:

Official responses from Parish & Town Councils & letters received from residents/local interest groups can be viewed at the link below

[Public convenience responses](#)

APPENDIX 1 Cost Table of facilities and contributions from Parish Councils 2015/16

SITE	Utilities	Business rates	Contractual	Repairs	Total Costs	Parish Contributions	5 year Capital cost	5 year revenue
Arundel: Mill Road	£1,119	£0(1)	£10,432	£1,320	£12,871	£0(6)	n/a	£64,355
Arundel: Crown Yard Car Park	£2,824	£6,278(2)	£10,432	£1,032	£20,566		£54,750	£102,830
Bognor Regis: Bedford Street	£1,391	£3,120	£10,432	£1,563	£16,506	£30,000	n/a	£82,530
Bognor Regis: Esplanade	£1,602	£4,320	£10,432	£724	£17,078		£111,000	£85,390
Bognor Regis: Foreshore Station(3)	-	-	£10,432	£0	£10,432		n/a	£52,160
Bognor Regis: Waterloo Square	£4,431	£4,368	£10,432	£4,530	£23,761		£100,000	£118,805
Bognor Regis: London Road	£2,412	£3,504	£10,432	£2,512	£18,860		£54,750	£94,300
Bognor Regis: Regis Centre	£2,736	£0(4)	£10,432	£1,574	£14,742		n/a	£73,710
Bognor Regis: Hotham Park	£476	£3,630(5)	£10,432	£504	£15,042		n/a	£75,210
Felpham: Snooks Corner	£1,209	£1,368	£10,432	£1,021	£14,030		£7,070	£42,250
Felpham: Blakes/Culver Road	£2,265	£5,566(5)	£10,432	£959	£19,222	n/a		£96,110
Aldwick: West Park	£685	£3,872(5)	£10,432	£579	£15,568	£7,300	n/a	£77,840
Aldwick: West Meads	£1,627	£2,120	£10,432	£552	£14,731		£29,750	£73,655
Aldwick: Avisford Park	£1,243	£2,057(5)	£10,432	£1,355	£15,087		£48,500	£75,435
Middleton on Sea: Shrubbs Field	£1,745	£2,473	£10,432	£409	£15,059	£2,980	£36,000	£75,295
Ferring: Ferring Street	£699	£2,129(5)	£10,432	£299	£13,559	£4,990	£36,000	£67,795
Ferring: Ferring Rife	£1,522	£460	£10,432	£757	£13,171		£42,250	£65,855
Pagham: Sandy Road	£2,880	£1,068	£10,432	£808	£15,188	£0	n/a	£75,940
Lton: Norfolk Gardens	£3,295	£4,501(5)	£6,789*	£818	£15,403	£0	n/a	£77,015
Lton: Coastguards	£9,951	£8,250	£6,789*	£887	£25,877		n/a	£129,385
Lton: Mewbrook Park	£3,056	£3,072	£6,789*	£1,832	£14,749		n/a	£73,745
Lton: North Street Wick	£868	£885	£6,789*	£679	£9,221		£48,500	£46,105
Lton: St Martins Car Park	£5,937	£1,656	£6,789*	£6,631	£21,013		n/a	£105,065
Lton: West Beach	£357	£1,392	£6,789*	£9,812	£18,350		n/a	£91,750
TOTAL	£54,330	£66,089	£228,510	£41,157	£390,086	-£52,340	£603,750	£1,950,430

Utilities Based on last full year costs 2015/16, includes the following costs; Electric, Water, Sewage & where applicable Insurance costs.

Business Rates determined by valuation office on ratable value. Possibility of applying for relief from 2018

Contractual costs are **fixed tendered costs** associated with the Council's Combined Cleansing Service Contract. This covers all opening, closing and cleaning operations for public conveniences as detailed in the contract specification. These costs are the same for each facility regardless of size.

Annual repair costs – this figure is the cost of repairs over the last full financial year 2015/16. These costs may vary from year to year depending on wear and tear, vandalism.

ADC total costs is the total of the 4 previous columns.

Parish Contributions is the current annual contribution paid to Arun by the respective Parish & Town Councils. This figure will represent a saving to Parishes should members decide in future to cease all contributions.

Est 5 year capital cost is the current estimated costs provided by Property & Estates likely to be incurred undertaking the necessary refurbishment works in the next 5 years to sustain the convenience to a reasonable standard. This cost has only been provided for those sites where alternative options are being considered and not those already agreed as a priority as this has the potential to provide a saving to the authority.

NB – In above cost table utilities costs and rates shown separately, whereas original report showed them combined. Original cost table based on 14/15 figures. Table above updated based on 2015/16 figures. Seasonal fluctuations in utilities costs are the norm.

- (1) Costs associated with facility revised from original report table, as business rates not applicable due to Museum lease and exemption.
- (2) Rates increased from original report table as portion of rates not originally included charged to Car Parks
- (3) Costs covered under Foreshore Station costs, toilets not separately metered or subject to rates
- (4) Rates not applicable due to Arun Arts lease and exemption
- (5) Recent audit (following original report) picked up all these properties and business rates now due following assessment from valuation office
- (6) Arundel Town Council advised this contribution is in abeyance

*denotes conveniences added to the contract after commencement at a new set negotiated cost at that point in time.

Unconfirmed minutes

Joint Eastern Arun Area Committee

6 September 2016, – At a meeting of the Committee held at 7 pm at The John De Bohun Room, Woodlands Centre, Rustington

Present:

West Sussex County Council Mr Tyler (Chairman), Mr Evans, Mr Peters, Mrs Urquhart and Dr Walsh.

Arun District Council Councillors Mr Bower, Mr Elkins, Mr Gammon, Mrs Neno and Mr Cooper.

Town / Parish Council representatives Councillors Mrs Francis (Angmering), Mr Duijf (East Preston), Mr Chester (Littlehampton), Mrs Cooper (Rustington), Mrs Robertson (Ferring) and Mrs Walker (Kingston).

In attendance:

West Sussex County Council: Monique Smart (Democratic Services Officer), Mike Thomas (Area Highways Manager)

Arun District Council: Paul Askew (Head of Policy and Partnerships)

Chairman's Welcome

29. The Chairman welcomed everyone to the meeting.

30. Apologies had been received from Councillors Mr Buckland, Mr Cates, Mr Squires and Mr Bicknell. The Chairman welcomed substitute Members Councillor Mr Cooper and Mr Chester.

31. The Chairman drew the Committees attention to the 'safer in our hands' campaign in response to plans by the Sussex Police and Crime Commissioner's office to look at taking over West Sussex Fire and Rescue Service. He advised that West Sussex County Council (WSCC) believed that West Sussex Fire and Rescue Service should remain under the control of the County Council where it sat at the heart of the authority's Communities and Public Protection Directorate, fully integrated with all services. He encouraged Members and the public to take an information card and sign the petition of the WSCC website.

Declarations of interest

32. The following personal interests were declared:

Dr James Walsh as a Member of Arun District Council and Littlehampton Town Council

Mr Peter Evans as a Member of Ferring Parish Council

Mr Graham Tyler as a Member of Arun District Council and Rustington Parish Council

Cllr Mr Elkins as a Member of Ferring Parish Council

Cllr Mr Gammon as a Member of Littlehampton Town Council

Minutes

33. **Resolved** that the minutes of the Joint Eastern Arun Area Committee, held on 14 June 2016 be confirmed as a correct record and that they be signed by the Chairman.

Progress Statement

34. Mr Ben Whiffin, Highways Manager, updated Members on items in the progress statement including:

- Beach Road was on the list for resurfacing in 2017/18 although there is a chance it may be done in 2016/17. Mr Whiffin did comment that he was working closely with Arun District Council on the proposals for improvements to the public realm in Littlehampton and this may involve Beach Road.
- With regard to the previous query about parking in Angmering, Mr Whiffin had inspected the area and confirmed none were missing. Cllr Mrs Francis confirmed the query could have been that one had moved.

'Talk with Us' – Public Questions

35. The Chairman invited questions from members of the public. Questions were asked to which responses were given (in italics), including those set out below:

- A Ferring resident raised concern and expressed the local anger about proposals to close both public toilet facilities in Ferring. He asked why Arun District Council had not undertaken full public consultation on the proposals. Mr Paul Askew from Arun District Council responded stating that the Council was aware of the local concerns and was arranging local meetings with the Parish Councils. He confirmed that following that a report on the proposals would be go to Cabinet and then full Council for final decision.

Community Police Issues

36. The Chairman welcomed Sergeant Pipkin who provided an update on neighbourhood policing in the JEAAC area. A Number of issues were discussed including these set out below:

- An increase in vehicle crime was noted. Sgt Pipkin reported that this was being investigated and there are campaigns to alert people to ensure valuables are not on show in parked cars.
- Sgt Pipkin assured Members that teams do review and monitor the crimes statistics on a daily basis and resources are targeted based on these and intelligence.
- It was noted that the ward boundaries used in the crime statistics do not have equal populations therefore making it difficult to make comparisons. Sgt Pipkin would feed this back into the unit that provide the statistics.

Proposed Changes to the Joint Area Committees.

37. Mrs Monique Smart, Democratic Services Officer, West Sussex County Council, introduced a report that detailed proposed changes to County Local Committees and Joint Area Committees. The Cabinet Member for Corporate Relations at West Sussex County Council had agreed to deliver a Democratic Services savings target of £378,000 for 2016/18 as part of the West Sussex County Council's two-year savings programme. It had been proposed that savings of £165,400 came out of the County Local Committees budget over the next two years. For the Arun area the proposal included reducing the number of Joint Area Committees from 3 to 2 and reducing the number of meetings of each Committee from 4 to 3 per year. The proposals also included a reduction of the Community initiative Fund both in year and next year.

38. Mrs Smart advised the Committee that the proposals had been developed by a cross party Executive Task and Finish Group. Further engagement had also been carried out with County Council members and town, parish and district councils to help inform the county councils governance Committee's on 12 September before a decision would be taken at Full County Council in October 2016.

39. Mr Paul Askew, Head of Policy and Partnerships, Arun District Council, confirmed that Arun District Council supported the proposals as they too are required to make savings. The proposal from Arun included the withdrawal of their grant funding and a reduction in the administration grant paid to West Sussex County Council due to fewer meetings.

40. The majority of the Committee stated that they broadly supported the proposals and would welcome the additional Parish and Town Councils into JEAAC. There was some disappointment expressed about the reduction in grant funding but acceptance that savings needed to be made. There was also some concern about having fewer meetings a year but it was confirmed that there would be flexibility about meeting dates and possibly the option of additional meetings if needed.

41. All those who spoke in support of the proposals also raised concern about the alternative option mentioned in the report of a North/South divide. Members stated that one Committee for the coastal area would be unwieldy.

42. The Committee noted the Report.

Highways and Transport Sub Group

43. The Chairman referred Members to the notes from the last meeting of the Highways and Transport (H&T) Sub Group (appended to the signed minutes). The report was noted with the following questions being raised:

- Dr Walsh expressed dismay at the delays in relation to the A259 and looked forward to hearing a clear explanation from officers later in the meeting.
- Mr Evans asked when the scoring would be available for the request by Ferring Conservation Society for improvements in Sea Lane. Mr Ben Whiffin, Highways Manager confirmed that it had been scored under the new Highways Improvements scheme process and would go to a review panel later this week. Mr Whiffin undertook to update Mr Evans and Dr Walsh of the outcome.

A259 & A284 updates

44. The Chairman welcomed Team Manager Mr Alan Feist and Project Manager Mr Tony Bathmaker.

45. Firstly Mr Feist confirmed that the A284 Lyminster Bypass had funding in place from the Coast to Capital Local Enterprise partnership (LEP) and was progressing to detailed design. He explained that the business case for the A284 was linked to the A259 but a conversation was to be had with the LEP to ensure that one scheme is not held up by delays in the other.

46. Mr Feist also explained that the developer, Persimmons, have experienced delay of up to 12 months with their element of the A284 project and therefore we need to wait until that is sorted before finalising our element of the scheme.

47. Mr Feist also explained that full planning permission, not outline planning as originally thought, was required.

48. Members understood the delays but expressed disappointment and urged the officers to keep the public and stakeholders up to date of this information. Cllr Mr Bower suggested that the County Council pursue a bond as they did with the Felpham bypass.

49. With regard to the A259 improvements, Mr Bathmaker confirmed that the public consultation had been successful with many responses and attendance at events. Overall approval for the scheme was 78% but also a high number of comments. As a result more detailed traffic models had been commissioned. A video of the revised proposals had been shown to Members prior to the meeting and would be made available on the WSCC website in due course.

50. Some additional points raised as a result of the new proposals were:

- Concern about increasing the width of lanes on Roundstone Lane.
- Ensure good signage in place for the 2 proposed lanes on the A280

51. Dr Walsh praised the officers for undertaking a good consultation and taking into account the comments raised by both the public and Councillors.

Prioritisation of Traffic Regulation Orders

52. The Committee considered a report by the Executive Director of Residents Services and Director of Highways and Transport, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

53. Resolved that the County Council Members of the Committee agreed to progress the two highest scoring TRO priorities from the list attached at Appendix A, those being:

Pier Road, Littlehampton - Waiting restrictions

Clarence Avenue, Littlehampton - Waiting restrictions.

Provision of Public Toilets

54. Mr Paul Askew, Head of Policy and Partnerships, Arun District Council, explained that as part of the District Councils review of services and need to make £4million savings by 2020 there are proposals for savings of £150,000 from the public conveniences budget. Mr Askew explained that this included some closures as well as some improvements and 1 new facility. Within the JEAAC are the proposals are to improve Coastguards, Mewsbrooks, St Martins and Norfolk Gardens but for Norfolk gardens to be summer opening only. Proposals also included closure of North Street Wick, Ferring and Ferring Rife.

55. Consultation was taking place with the effected parish and Town Councils and would be feedback to Cabinet in November before a report is put to full Council in January 2017.

56. Members raised a number of issues, including:

- Many areas are popular with tourists and therefore public conveniences are essential.
- Norfolk Gardens and the surrounding area are visited all year round not just in the summer.
- There seems to be little rationale other than cost saving.
- Ferring has a large elderly population therefore making the facilities essential.
- Ferring has a new playpark with great facilities attracting lots of young families who will no doubt need conveniences.
- Lack of information from Arun to the affected Parishes.

57. The Chairman in summing up the issues raised asked that Arun District Council reconsider the proposals carefully and undertook to write to them with the concerns raised this evening.

Community Initiative Funding

58. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought decisions from the County Council Members of the Committee on the applications received under the CIF scheme.

59. **Resolved** that the County Council Members of the Committee considered the CIF applications and allocated funding as follows:

1013/JEAAC- Ferring Conservation Group, £300.00, to purchase litter picking equipment and high visibility jackets.

1016/JEAAC- Sussex Tornado's, £2,952.20, to cover entry costs for the Legacy Cheer and Dance competition and purchase 93 competition t-shirts.

1034/JEAAC- Jamie's Wish Trust, £2,200.00, to cover event costs such as fencing, 5 gazebos, first aid boxes, and events license.

1050/JEAAC - St Andrew's United Reformed Church, Rustington, £970.00, to widen 2 doors to allow wheelchair access

Nominations of Authority School Governors

60. The Committee noted the vacancies in the JEAAC area and encouraged anyone with an interest to contact West Sussex County Council or their local County Councillor for more information.

Items to be raised by Town and Parish Council representatives

61. Cllr Mrs Walker informed the Committee that she had been appointed as the Chairman of the Arun Conservation Area Advisory Committee.

Items for future meetings.

62. The following items were agreed for consideration at future meetings:

- WSCC Cycling and Walking Strategy
- Cluttering of pavements/highways
- A259/A284 – via H&T Sub group

Date of next meeting

63. The Chairman reminded Members that the next meeting of the Committee would be held on Tuesday 29 November 2016 at the John De Bohun Room, Woodlands centre, Rustinton. Members wishing to place an item on the agenda should notify Monique Smart via e-mail: monique.smart@westsussex.gov.uk or on 033022022540.

The meeting closed at 8.55pm

Chairman

Unconfirmed minutes**Joint Downland Area Committee**

26 September 2016– At a meeting of the Committee held at 7.00 p.m. at The White Swan Hotel, Arundel.

Present:

West Sussex County Council: Mr Peters (Chairman), Mrs Urquhart and Mr Whittington

Arun District Council: Councillors: Mr Charles, Mr Dingemans, Mr Ambler, Mr Wensley

Town/Parish Council representatives: Councillors: Mr Beaton (Aldingbourne), Mrs Standing (Arundel), Mr Oldfeild (Angmering), Mr Phillips (Barnham), Mr Burrell (Clymping), Mr Goldsworthy (Findon), Mr Ford (Ford), Mr Hulmes (Lyminster & Crossbush), Mrs Brimblecombe (Slindon), Mrs Wallsgrove (Walberton) and Mr Brown (Warningcamp)

Officers: Karl Roberts, Director (ADC), Monique Smart, Democratic Services Officer (WSCC) and Peter Lawrence, Principal Community Officer (WSCC).

Chairman's Welcome

26. The Chairman welcomed everyone to the meeting.

27. Apologies had been received from Councillors: Mrs Phillips, Mr Tompkins, Mr Crabb and Mr Allington.

28. The Chairman drew the Committees attention to the 'safer in our hands' campaign in response to plans by the Sussex Police and Crime Commissioner's office to look at taking over West Sussex Fire and Rescue Service. He advised that West Sussex County Council (WSCC) believed that West Sussex Fire and Rescue Service should remain under the control of the County Council where it sat at the heart of the authority's Communities and Public Protection Directorate, fully integrated with all services. He encouraged Members and the public to take an information card and sign the petition of the WSCC website.

Declarations of Interest

29. The following personal interests were declared:

- Mrs Sue Wallsgrove in relation to agenda item 11 and the application from St Mary's Walberton.
- Monique Smart, Democratic Services Officer, in relation to agenda item 9 – Traffic Regulation Order Priorities – as a supporter of the scheme.

Minutes

30. Resolved – that the minutes of the Joint Downland Area Committee (JDAC) held on 4 July 2016 are confirmed as a correct record and are signed by the Chairman.

Talk with us – public question time

31. The Chairman invited questions from members of the public. Questions were asked to which responses were given, including those set out below (responses in italic):

- Mr and Mrs Gaylor from Hammerpot asked if Mrs Deborah Urquhart would write to Highways England for an update on the proposed drainage works on the A27 at Hammerpot. *Mrs Urquhart stated she had been chasing as had officers at the Conty Council. As no response was forthcoming she stated that she would write to the local MP about the issue.*

Community Policing Update

32. The Chairman welcomed Inspector Marc Clothier who provided an update on Neighbourhood Policing in the JDAC area. A number of issues were discussed including those set out below:

- The new PCSO model had been in place since July. Arun and Chichester have a good resource that is flexible to respond to needs.
- The Contact Centre now has a Resolution Centre to try and deal with enquiries and reports at the first point of contact. If there are no lines of enquiry residents will be told that no further action can be taken.
- Barham Parish Council expressed disappointment that the office at their community centre would no longer be used by the Police. Inspector Clothier confirmed that the mobile devices that PCSOs use mean they do not necessarily need a dedicated office.
- It was suggested that the Traveller Transit site near Chichester had resulted in fewer unauthorised encampments in the area.
- It was confirmed that Police Officers still work in schools.

Area Action Plan

33. The Chairman referred Members to the Area Action Plan previously circulated. The Committee noted the Action Plan and the following points were made:

- It was noted that the broadband project was coming to an end and Members agreed that no further updates were required.
- Disappointment was voiced about the delays in relation to the new Lyminster Bypass.
- It was agreed that the Flooding and Drainage item should include concerns that there was no effective oversight. This was agreed and it was noted that a collective statement from all agencies could be shared with JDAC soon.

Changes to County Local Committees

34. Mr Nick Burrell, Senior Advisor, Democratic Services, introduced the previously circulated report that detailed proposed changes to County Local Committees and provided a short powerpoint presentation explaining the changes.

Mr Burrell stated that the proposals are to deliver a Democratic Services savings target of £378,000 for 2016/18 as part of West Sussex County Council's two-year savings programme. He explained that for Arun the proposal included reducing from 3 Joint Area Committees to two and reducing the number of meetings from 4 to 3 per year. The proposals also included a reduction of the Community Initiative Fund by £1,000 per Member this year and a further £1,000 per Member next year.

35. Mr Burrell stated that feedback had been sought from Members and partners and the proposals and feedback were considered by the Governance Committee, which gave its full support. The next step would be for Full Council to consider the proposals in October.

36. Mr Paul Askew, Head of Policy and Partnerships, Arun District Council, confirmed that Arun District Council supported the proposals as they too are required to make savings. The proposal from Arun included the withdrawal of their grant funding and a reduction in the administration grant paid to West Sussex County Council due to fewer meetings.

37. Members discussed the report and raised the following points:

- There was a lots of concern about the consultation period being over the summer and Parishes not able to respond due to leave.
- The majority of Members spoke in support for a North/South divide as detailed in the alternative options of the circulated report. Many felt that the rural areas of JDAC will be swamped by the urban and political issues of Bognor should there be an East/West divide as proposed.
- It was confirmed that Arun Cabinet had not commented about the divide but as stated did support the reduction.

38. Resolved that JDAC write to the Cabinet Member for Corporate Relations asking him to consider going out to consultation again to Arun Parish/Towns about where the boundary should be and delay this part of the decision until this consultation is complete.

Prioritisation of Traffic Regulation Orders

39. The Committee considered a report by the Executive Director of Residents Services and Director of Highways and Transport, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

40. Resolved that the County Council Members of the Committee agreed to progress the highest scoring TRO priority from the list attached at Appendix A, that being: Torton Hill, Arundel – extend Double Yellow Lines.

Community Initiative Funding

41. The Committee considered a report by the Director of Law, Assurance and Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme. The

Committee debated the respective merits of the projects for which funding was sought.

42. The County Councillors on the Committee resolved that Community Initiative Funding be allocated as follows:

The following applications were approved: -

1054/JDAC – BLADE (Barnham Leisure Amenities Development Enterprise), £699.11, for 2 litter bins

1059/JDAC – Slindon Coronation Hall, £1,865.70, towards a replacement dishwasher

1060/JDAC – Walberton, Binsted and Fontwell Community Web Site Team, £556.00, towards training and development costs for new website.

Community Grant Applications

43. The Committee considered a report by Director, Arun District Council (copy appended to the signed minutes), which sought a decision from the Committee on the applications received under the Community Grant Fund.

44. The Committee resolved that Community Grant be allocated as follows:

- £2,500 for the cost of appropriate means of enclosure and other adaptations/alterations of land for the extension of St Mary's Churchyard. The offer of a grant is made on the basis that the grant is taken up within two years and is subject to the completion of the purchase of the land in question.
- £822.00 to repair the War Memorial that stands in Arundel High Street.

45. Mr Karl Roberts informed the Committee that the fund had about £38k remaining and encouraged Parish and Town Councils and community groups to make applications.

Nominations to School and Academy Governing Bodies

46. The Committee considered a report by the Executive Director of Care, Wellbeing and Education (copy attached to the minutes).

47. Resolved that the Committee approves the following nomination under the 2012 Regulations: -

Appointment of Mrs H Wells to Eastergate C of E Primary School for a four year term

Items to be raised by Town and Parish Council representatives.

48. None

Items for Future Meetings

49. The following items were agreed for consideration at future meetings:

- Update on Cycling and Cycling Strategy – it was noted that the strategy had recently been published and Members were encouraged to read it. Mr Whittington did add that it is work in progress and more detail would be available in the new year so suggested a report back to JDAC in March 2017.
- A27 (public consultation is expected in Spring 2017 for Arundel)
- Hydro Carbon Licence (when government legislation is published)
- Section 106 process (District Council allocations) and CIL – November 2016
- Flooding and Drainage – agreement of joint statement – November 2016.
- It was also agreed that an update on the Arun local plan would be provided the Members in January 2017.

Date of Next Meeting

50. The Chairman confirmed that the next meeting of the Committee would take place on Monday 21 November 2016 at the White Swan Hotel, Arundel.

The meeting closed at 8.46pm

Unconfirmed minutes

Joint Western Arun Area Committee

28 September 2016– At a meeting of the Committee held at 7.00 p.m. at The Arena Sports Centre

Present:

West Sussex County Council: Mr Jones, Mrs Rapnik, Mr Patel, Mr Oppler and Mrs Phillips.

Arun District Council: Councillors Mr English, Mr Maconachie, Mr Dillon and Mr Wotherspoon

Town/Parish Council representatives: Councillors Mrs Richardson (Aldwick), Mr Knight (Bersted), Mr Cunard (Bognor Regis), Ms Piedot (Felpham), Mr Allsopp (Middleton) and Mr Radmall (Pagham)

Officers: Paul Askew, Head of Policy and Partnerships (ADC), Monique Smart, Democratic Services Officer (WSSC), Ben Whiffin, Highways Manager (WSSC) and Nick Burrell, Senior Advisor (WSSC).

Chairman's Welcome

24. The Chairman welcomed everyone to the meeting.

25. Apologies had been received from Councillors Mr Sutcliffe, Mrs Pendleton, Mrs Hall and Mr Bence.

26. The Chairman drew the Committees attention to the 'safer in our hands' campaign in response to plans by the Sussex Police and Crime Commissioner's office to look at taking over West Sussex Fire and Rescue Service. She advised that West Sussex County Council (WSSC) believed that West Sussex Fire and Rescue Service should remain under the control of the County Council where it sat at the heart of the authority's Communities and Public Protection Directorate, fully integrated with all services. She encouraged Members and the public to take an information card and sign the petition of the WSSC website.

Declarations of Interest

27. The following personal interests were declared:

- Cllr Mrs Piedot in relation to the funding application from Felpham Village Hall.

Minutes

28. Resolved – that the minutes of the Joint Western Arun Area Committee (JWAAC) held on 29 June 2016 are confirmed as a correct record and that they are signed by the Chairman.

Talk with us – public question time

29. The Chairman invited questions from members of the public. A number of issues were discussed including those set out below (responses in italics):

- A couple of members of the public made comments in relation to the proposed changes to County Local Committees and how this will affect JWAAC. The main point being made that the size and diversity of areas in the proposed new JWAAC would make it less effective. One commented that the alternative option of a north/south divide would be better. Another issue raised in relation to the proposals was that the consultation should have included the public. *The Chairman thanked residents for their comments and stated that the matter would be discussed in more detail at the agenda item later on the agenda.*
- Mr Coster raised concern about the number of public consultations whereby the County Council had ignored the public's views. He used the recent 3in1 card and changes to recycling centre opening times as examples.
- Mr Coster reiterated the points he made at the last meeting with regard to improvements needed on the A259. He made particular reference of the Comet Corner and Oyster Catcher junctions and the fact that more development locally will only make the situation worse. *Mr Graham Jones confirmed that the works on Comet corner would start in the New Year. Mr Jones also stated that County Councillors do raise the issue at every opportunity with the Cabinet Member. Ben Whiffin, Highways Manager, explained that the accident data is regularly reviewed for the A259 to assess if improvements are needed but no works are planned for the Oyster Catcher junction.*
- Mr Coster also asked if WSCC are engaged in the proposed Sir Richard Hotham planning application. *Ben Whiffin confirmed that his colleagues in Strategic Planning at WSCC will look at this and respond in the usual ways. It was confirmed that County Councillors are kept updated by WSCC Strategic Planning but are also able to respond individually to any applications.*
- Mr Coster referred to a County Council review that was using consultants rather than in house staff and questioned if this was cost effective. *Members and Officer were not aware of the review that Mr Coster referred to but Nick Burrell undertook to look into and get back to Mr Coster.*
- Mr Goodheart asked what the process was for accessing the state of roads. He stated that he had submitted faults to highways about 2 weeks ago and had not had a response. *Ben Whiffin apologised to Mr Goodheart and stated that a response should be provided if submitted via the website. Mr Whiffin undertook to look in to it further after the meeting and Francis Oppler offered to discuss with Mr Goodheart outside of meeting.*

Community Police Update

30. The Chairman welcomed Sergeant Christian Thomas who provided an update on Neighbourhood Policing in the JWAAC area. A number of issues were discussed including those set out below:

- The new PCSO model had been in place since July. Arun and Chichester have a good resource that is flexible to respond to needs.
- The Contact Centre now has a Resolution Centre to try and deal with enquiries and reports at the first point of contact. If there are no lines of enquiry residents will be told that no further action can be taken.
- There had been recent arrests for both vehicle crimes and burglary.
- Sergeant Thomas confirmed that Street drinking and anti-social behaviour in London Road and Sunken Gardens was a priority issue and the Police are working closely with Arun District Council Community Safety Team. He explained that an outreach officer was making a difference.
- Cars speeding and racing on the Southern Road trading estate was raised as an issue of concern. Sergeant Thomas was aware of the problem and confirmed that the Police have targeted the area. It was confirmed that after an initial warning, the Police do have the power to seize vehicles. Residents are encouraged to call the Police if they witness this. Sergeant Thomas stated he would be happy to meet Mr Opler and concerned business owners to discuss.
- Mr Opler asked if anything could be done about parking outside the food shops opposite the railway station as he feels the parking bays are dangerous for pedestrians. It was confirmed this would need a joined up approach by the Police, Arun District Council and West Sussex County Council.
- Some concern was raised about the crime statistics and whether the new policing plan was working.

Youth Service Update

31. The Committee welcomed Carl Burton from West Sussex County Council. Carl provided a verbal update about a new partnership project being led by Bognor Town Council with his support. He explained that they have produced a feasibility study to assess what youth provision is available in the JWAAC area, what gaps exist and what the needs of the young people across the area are. The support of JWAAC and the community was sought.

32. Jan Cosgrove from Bognor Regis Town Council was in attendance thanked Carl for the work undertaken and stated that he hoped JWAAC would help take this forward.

33. It was agreed that the feasibility study would be circulated to JWAAC Members for information and any Parishes interested in becoming involved should contact Carl or Bognor Regis Town Council.

34. The Chairman thanked Carl Burton for the update and also for arranging a tour of the Pheonix Centre prior to JWAAC tonight. Members were very impressed with the facilities.

Changes to County Local Committees

35. Mr Nick Burrell, Senior Advisor, Democratic Services, introduced the previously circulated report that detailed proposed changes to County Local Committees and provided a short powerpoint presentation explaining the changes. Mr Burrell stated that the proposals are to deliver a Democratic Services savings target of £378,000 for 2016/18 as part of West Sussex County Council's two-year savings programme. He explained that for Arun the proposal included reducing from 3 Joint Area Committees to two and reducing the number of meetings from 4 to 3 per year. The proposals also included a reduction of the Community Initiative Fund by £1,000 per Member this year and a further £1,000 per Member next year.

36. Mr Burrell stated that feedback had been sought from Members and partners and the proposals and feedback were considered by the Governance Committee, which gave its full support. The next step would be for Full Council to consider the proposals in October.

37. Mr Paul Askew, Head of Policy and Partnerships, Arun District Council, confirmed that Arun District Council supported the proposals as they too are required to make savings. The proposal from Arun included the withdrawal of their grant funding and a reduction in the administration grant paid to West Sussex County Council due to fewer meetings.

38. Members discussed the report and raised the following points:

- Cllr Mr English raised objection to the reduction in the number of meetings per year as the public would have less chance to raise issues.
- Concern was raised about the rural parishes having nothing in common with urban Bognor Regis.
- Some Members supported JWAAC remaining as it is and spoke in support of remaining a Joint Area Committee.
- It was asked if the additional parishes would have the options to join the H&T sub Group. Mr Burrell confirmed they would.

Community Initiative Funding

39. The Committee considered a report by the Director of Law, Assurance & Strategy, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme.

40. RESOLVED that the County Councillors on the Committee allocate Community Initiative Funding as follows:

The following applications were approved:-

1000/JWAAC - Felpham Village Hall, £2,500.00, towards the refurbishment of the Ladies toilets.

1052/JWAAC- Felpham Village Conservation Society, £827.98, to cover costs for flooring joists and shelving for a wooden shed project.

1066/JWAAC - Felpham Allotments and Gardens Society, £1,500.00, to continue the installation and commissioning of the new unit.

The following application was deferred:

1019/JWAAC- The Base SkatePark Community Interest Group, £5,270.96, to cover cooling fan installation and air conditioning costs, as well as purchase replacement foam for the training pit. Members stated that the advisory upper limit for CIF was £2500 and suggested the applicant apply to the Members Big Society Fund. If this was not successful then JWAAC would reconsider a reduced amount at a future meeting.

Highways and Transport Sub Group

41. The Chairman referred Members to the minutes of the last meeting of the Highways and Transport Sub Group (copy attached to the signed minutes). A number of issues were discussed including those set out below:

- Cllr Dillon asked if anything was going to be done about the High Street as mentioned in 2.1 of the H&T Minutes. Mr Ben Whiffin explained that the TROs and signage has been changed and therefore if cars are still going through then enforcement is needed. Mr Whiffin did explain that some permanent signage to promote the shared space is being considered. Mr Askew agree to report back to Arun District Council that taxis are continuing to use the space. Mr Oppler stated that rising bollards are the only option.

Prioritisation of Traffic Regulation Orders

42. The Committee considered a report by the Executive Director of Residents Services and Director of Highways and Transport, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

43. Resolved that the County Council Members of the Committee agreed to progress the highest scoring TRO priority from the list attached at Appendix A, that being: Pagham Road – Review of Waiting Restrictions.

44. It was noted that waiting restrictions for Bookers Close , Bersted, would be delivered by the Safer Routes to School Team.

Nominations to School and Academy Governing Bodies

44. The Committee considered a report by the Executive Director of Care, Wellbeing and Education (copy attached to the minutes).

45. Resolved that the County Council members of the Committee approved the following nomination under the 2012 Regulations: -

- Nyewood Infant School - Mr I Usher for a 4 year term.

Items to be raised by Town and Parish Council representatives.

46. The Chairman invited questions from Town and Parish representatives on the Committee. The following issues were discussed:

- Cllr Allsopp expressed disappointment about the delays to the Comet Corner works and made a please for the County Council to keep the parishes and the public updated. *Graham Jones agreed to pass this onto the project managers.*
- Cllr English raised concern about a proposed boundary change for Felpham and Yapton. Paul Askew stated that Arun District have contacted the DSLG and asked if Arun can progress this or it needs to go via review. Mr Askew stated Arun would inform the parishes as soon as they hear back.
- Concern was raised about the possibility of the County Council developing more homes in Middleton and asked if they would seek S106 monies. Graham Jones stated he had spoken to officers about this and was aware that the land is listed in the draft local allocation so further development was possible. As with all developments S106 monies would be sought if appropriate.

Items for Future Meetings

47. The following items were agreed for consideration at future meetings:

- Evaluation on Public Realm Improvement - 2017
- Devolution (invite the leader of WSCC) – November or March

48. The Cycling & Walking Strategy had now been published. The Chairman encouraged Members to look at it http://www2.westsussex.gov.uk/ds/edd/ht/ht13_16-17.pdf. The Chairman explained that Towns and Parishes have had the opportunity to input in to this and the next step is to work with the West Sussex Cycle Forum to determine schemes that create an appropriate network and how creating the network would be funded. It was therefore agreed that it did not need to come to a future JWAAC meeting. Any specific issues will be progressed via the H&T Sub Group.

Date of Next Meeting

49. The Chairman confirmed that the next scheduled meeting of the Committee was due to be on Wednesday 30 November 2016.

The meeting closed at 9.10pm

Chairman

**ARUN WELLBEING AND HEALTH PARTNERSHIP (AWHP)
MINUTES**

Date: Wednesday 19 October 2016
 Time: 2 – 4 pm
 Venue: Committee Room 1, Arun Civic Centre
 Chair: Hilary Spencer, Chief Executive Voluntary Action Arun & Chichester

Present:

Roger Wood (Head of Neighbourhoods Arun District Council), **Claire Dower** (Arun Wellbeing, Information Officer) **Hilary Spencer** (Chair of the AWHP and Chief Executive, Voluntary Action Arun and Chichester), **Joy Bradbury-Ball** (Senior Wellbeing Officer, Arun Wellbeing), **Tracey Light** (Principal Community Officer, WSCC Public Health), **Holly Yandall** (Public Health Lead, West Sussex County Council), **Sharon Cuerden** (Service Manager, Coastal West Sussex Mind), **Annabelle Alexander** (Chair, My Sisters' House), **Rachel Jevon** (Health & Social Research Unit Manager, West Sussex County Council), **Tom Weedon** (Voluntary Sector Relationship Officer, WSCC), **Jo Cooke** (Community Officer, WSCC), **Marc Clothier** (Inspector, Sussex Police), **Georgina Bouette** (Community Safety Manager, Arun District Council), **Vanessa Taylor-Berry** (PAT Service Lead, Sussex Community NHS Trust), **Lauren Wade – from 2.50 pm** (Commissioner, Coastal West Sussex CCG)

Apologies:

Nigel Lynn (Chief Executive, Arun District Council), **Nigel Croad** (Resources Director, Arun District Council), **Jeanette Sax** (WSCC Early Childhood Team Manager), **Kim Fleming** (Head of Wellbeing Services, Age UK West Sussex) **Yvonne Grant** (GP/Arun Locality Director, CCG), **Tim Wilkins** (Service user Involvement Officer, Alzheimer's Society) **Jane Brown** (Carers Services & Locality Manager, Carers Support West Sussex), **Mike Collins** (Sammy Community Transport LTD), **Julie Budge** (My Sisters' House)

Minuted by: **Claire Dower**

1. WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE

Hilary Spencer welcomed everyone to the meeting and gave the received apologies for absence, and members introduced themselves. She explained that item 4 on the agenda - Sustainability and Transformation Plans – Coastal West Sussex CCG would be deferred to the next meeting due to the complexity of the issue and that there would be more information available to pass on to members by the next meeting when the plans are more advanced (see further comments under item 2).

2. REPORT BACK FROM PREVIOUS MEETING/MATTERS ARISING

Hilary Spencer noted that she has not yet had any contact yet from Freedom Leisure about their plans to develop community delivery and partnership working.

Hazel Flack mentioned that she has seen Freedom Leisure's action plan and that some of the suggestions made from the partnership at the last meeting have been included though not all. She is seeking a meeting with Freedom management to discuss their action plan and will raise these matters with them.

Roger Wood mentioned that he attended a meeting on the Coastal West Sussex CCG Sustainability & Transformation plans (STP) presented by Neil Cook. He noted that everything the CCG will do in future will be through these plans.

Hilary Spencer raised concerns that she had not had any contact from anyone in relation to the STP and is worried about the voluntary sector's inclusion in these plans.

Hilary Spencer will contact CCG to ensure that a representative is available to attend the next AWHP meeting to present this information and to encourage better representation for future meetings.

ACTION HS

3. **HOMELESSNESS HEALTH NEEDS AUDIT**

Rachel Jevons gave a presentation on the results of the Homelessness Health Needs Audit survey, and spoke to the partnership about what will happen next. A summary of the findings is attached to these minutes; **the presentation slides are available on request.**



Initial findings
briefing for partners.

Georgina Bouette commented that she will be helping to set up a focus group to help with the further research and insight following on from the survey

Roger Wood said that the focus group with Georgina will help provide a useful evidence base for identifying a solution and asked Rachel what is the process for the solution.

Rachel Jevons said that asking organisations to prioritise is important. Ideally they want to explore a focus group to find out what it really means to be homeless and what their main needs are and through this identifying the main services they need.

Hilary Spencer asked in terms of access to therapies – talking therapies are very popular amongst the homeless and wonders whether this is because there are no criteria for them to access the service i.e. be clean from substances.

Rachel Jevons said that they are looking at the referral systems into services for the homeless and how to improve them.

Holly Yandall commented on how they are looking at organisations working together as lower level support is often needed.

Roger Wood asked if the survey included families that have accessed hostels.

Rachel Jevons replied saying the survey only covered single homeless males, she commented that unfortunately there is a lot of hidden homelessness such as homeless people that are sofa surfing

Hazel Flack asked where the one third of homeless people in the survey who said they exercise go.

Rachel Jevons said that the majority actually chose to spend the money they have on attending a leisure centre under a subsidised membership scheme. They also use the free outdoor gyms and facilities like Fit Body, Fit Mind (gym for those with mental health issues)

Hilary Spencer commented that it is important to manage expectations around what people want and what they need. She also said it would be interesting to talk to professionals who work with homeless people rather than commissioners.

Rachel Jevons said they would be doing a survey for professionals.

Annabelle Alexander asked if any research itself has been done on hostels as many women chose to sleep on the streets as they find the male dominated environment of a hostel hard to deal with.

Rachel Jevons said that she would be interested to include women in a focus group and that she would link up with My Sister's House.

4. **SUSTAINABILITY AND TRANSFORMATION PLANS**

Coastal West Sussex CCG

This Item was deferred to a future AWHP meeting.

5. **CLOSURE OF ARUN MEDICAL GROUP - UPDATE**

Lauren Wade gave a brief update to the partnership following the closure of the Arun Medical Group. The decision to close the Arun Medical group was made in August allowing time for its 7,000 patients to register at other practices. A letter was sent to each patient to explain that they will need to register at another practice in their local area. GP surgeries that will be taking on additional patients due to the closure have been recruiting new members of staff so they can safely manage the increase in patients. So far over 5,000 patients have re-registered with a new practice. The CCG have worked hard to contact vulnerable patients so they are re-registered. The remaining patients that have not re-registered have been sent a letter allocating them a surgery, however Lauren explained that they still have a right to re-register at another surgery if they chose not to go to the one they have been allocated. Currently The Lawns and Willow Green surgeries have the maximum amount of patients they can take, but Fitzalan, The Park, Coppice and Westcourt Surgeries still have spaces to take on these patients. All patients' information will be sent over to their new surgeries electronically. The contract with the Arun Medical Group will officially close at the end of this month.

Hilary Spencer voiced concern over the ongoing issue with GP recruitment. **Lauren Wade** followed on from Hilary's concerns saying that funding has been identified by the CCG from the government and they are trying to bid for support for the practices in Coastal West Sussex and that the CCG are currently putting together an investment plan and support policy, so that if this should happen again, they can look at how they can financially support surgeries.

Annabelle Alexander asked what the maximum allocation of patients are per doctor and mentioned how the 2 month delay in paperwork to the patients new practice might affect them.

Lauren Wade replied saying there isn't a maximum allocation of patients and that the 2 month delay shouldn't pose any clinical risks to patients due to the immediate (overnight) electronic transfer of records.

Joy Bradbury-Ball asked what assurance there would be for young families so that they wouldn't be split up, giving an example of a mother who was told that she could not register her new baby with her own GP.

Lauren Wade said that the first letter they sent to patients didn't include registration for those under the age of 16, this was a learning curve and she said that they re-wrote another letter to patients to include this. However there still could be potential confusion due to children having different surnames, but re-assured that families won't be split up.

Vanessa Taylor- Berry Asked what is happening to the staff at the Arun Medical Group

Lauren Wade said that most have found other posts locally

Roger Wood asked how this has impacted the Morrison's Business Park site in which Arun Medical Centre was going to be rehomed before the decision was made to close.

Lauren Wade replied saying 2 Littlehampton GP surgeries are looking at bidding for the site to set up a new surgery there and she would give us more information in the next few weeks when this might be confirmed.

ACTION LW

6. VAAC SURVEY – FLOURISHING OR FLOUNDERING

Hilary Spencer gave a presentation on the results of the survey, and how they will impact n VAACs service delivery. **Presentation available on request.**

Please see link to the report which is available on the Voluntary & Community Action (VAAC) website. <http://www.vaac.org.uk/wp-content/uploads/2016/07/Flourishing-or-Floundering-Report-2016-final.pdf>

Hilary Spencer mentioned that this is the first time they had done this survey and that they would be looking to do one every year from now on.

Tracey Light and **Joy Bradbury-Ball** said they would like to link up with VAAC so that they can become more aware of smaller members and see how they can engage with them.

Tracey Light mentioned that they have a mapping database for day activities which they could go on and **Joy Bradbury-Ball** said that smaller members could be encouraged to advertise their organisation in the VAAC E-bulletin.

Hilary Spencer replied that smaller organisations generally don't engage with surveys and mapping databases like the Connect to Support and Emerging Futures one because their main focus is on just running their group or organisation so it is very difficult.

7. MY SISTER'S HOUSE

Annabelle Alexander gave a presentation on updates and future developments for My Sisters' House and apologised for Julie Budge's absence. **Presentation available on request.**

Vanessa Taylor-Berry asked how you can refer women in to the service.

Annabelle Alexander said it is best to refer on their website www.mysistershouse.info or to phone them. Annabelle said if anyone is interested in finding out about their services generally, they have an open house 9am – 12pm on the last Friday of each month. See referral form attached.



MSH Referral
Form.doc

Georgina Bouette asked what the age range was for the service.

Anabelle Alexander said the service is for those over the age of 16.

Roger Wood asked if there was any room for male volunteers within the organisation.

Anabelle Alexander said the service is not anti-men but due to the sensitive nature of some of the women's circumstances, sometimes having a male volunteer would not be appropriate. She said they are currently trialing a service called 'Heart' in the Regis primary school for teenage girls, where they can access a range of help and the school have asked them if they could set up a similar thing for teenage boys – in which case male volunteers would be very welcome.

8. ITEMS FOR FUTURE MEETINGS

8.1 **Hilary Spencer** suggested the following items be discussed at the next meeting to see how they have progressed
The partnership agreed to these items.

- (a) Freedom Leisure (June 2016)
- (b) Public Health:
 - a. One You (June 2016)
 - b. Physical Needs Assessment (June 2016)
 - c. Sugar Reduction (October 2014)
- (c) CCG:
 - a. Stroke service (October 2015)
 - b. MSK Contract (February 2015)

8.2 **Holly Yandall** requested that all the public health items be discussed as one under healthy lifestyles instead of separately and to include the Tobacco Control needs.

8.3 **Roger Wood** also suggested the updated news about the Morrison's site and Sustainability & Transformation plans be taken forward for future items

9. ANY OTHER BUSINESS

9.1 **Hilary Spencer** said the Arun Health Profiles 2016 can now be viewed on this link
http://fingertipsreports.phe.org.uk/health-profiles/2016/e07000224.pdf&time_period=2016

9.2 **Hazel Flack** mentioned that the Arun Wellbeing Report 2013-2016 is available and be accessed via the following link on the Arun Wellbeing website:

<http://arun.westsussexwellbeing.org.uk/topics/more-topics/arun-wellbeing-2013-2016-report> or members could request a hard copy of the report (whilst copies are available)

9.2 **Tracey Light** – said that they now have an improved system for the Small Grants Fund which is now on a rolling basis – meaning that funding can come through to organisations much quicker, though the amount organisations can apply for has decreased. Information and application form attached.



Small Grants Fund
2016-17 - information Application Form 2016



Small Grants

9.3 **Holly Yandall** mentioned the Public Health campaigns coming up, including Drink Awareness week and the Don't Bottle it up website which will be heavily promoted during this time, as well as for the Dry January campaign. Also the information on the West Sussex Connect to Support website has been updated. Please see information attached on the Drink Awareness and Dry January campaign



2016 Alcohol
Awareness Week and

9.4 **Sharon Cuerden** announced that unfortunately that the Post-Natal support group service will be closing in March due to the end of funding.

9.5 **Hilary Spencer** mentioned that the government have announced that the 16 December will be 'Small Charities Day' so VAAC will be looking to highlight this.

10. DATE OF NEXT MEETING

Tuesday 28th February 2017, 2-4 pm, Arun Civic Centre, Littlehampton