

Committee Manager : Erica Keegan (Ext 37547)

22 March 2018

CABINET

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Monday, 9 April 2018 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Charles, Clayden, Haymes, 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 pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question time

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. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

To approve as a correct record the Minutes of the meeting held on 12 February 2018 (previously circulated).

6. BUDGET VARIATION REPORT

To consider any reports from the Head of Corporate Support (*Standard Item*).

7. POLICY FOR THE PROVISION OF GENDER NEUTRAL PUBLIC TOILETS IN ARUN (***Please note that this report will be despatched under separate cover***)

The purpose of this report is to provide clarity regarding the Council's position in the provision of gender neutral public toilets.

8. *GRANT TO ARUNDEL TOWN COUNCIL

Cabinet is requested to recommend a grant of £30,000 to be provided to Arundel Town Council to appoint consultants to produce concept plans up to Stage 2 of the RIBA (Royal Institute of British Architects) Plan of Works for public realm improvements to Arundel.

9. *COMMITTEE SERVICES AND ELECTORAL SERVICES - CHANGE TO MANAGEMENT STRUCTURE FUNCTIONS

The Corporate Management Team has conducted a review of the proposed management structure which took effect on 1 April 2018. As a result of this review, CMT have made changes to the management of the Committee Services and Electoral Services teams, effective from 1 April 2018.

10. ARUN WELLBEING AND HEALTH PARTNERSHIP (AWHP) MINUTES - 19 FEBRUARY 2018

To receive and note the minutes of the meeting of the Arun Wellbeing and Health Partnership held on 19 February 2018 (attached).

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS

11. ENVIRONMENT & LESIURE WORKING GROUP - 20 FEBRUARY 2018

To consider the recommendation at Minute 35 from the meeting of the Environment & Leisure Working Group held on 21 February 2018 (attached).

12. EXEMPT INFORMATION

The Cabinet 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.

13. *DISPOSAL OF FREEHOLD INTEREST IN WATERLOO SQUARE, BOGNOR REGIS EXEMPT – (PARAGRAPH 3 – INFORMATION RELATING TO INTERNAL BUSINESS AFFAIRS)

The purpose of the report is to seek the authority of Cabinet for the disposal of freehold land located at Waterloo Square, Bognor Regis for best consideration.

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.8**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 9 April 2018****PART A : REPORT****SUBJECT:**

Grant to Arundel Town Council to employ consultants to produce concept plans for improvements to Arundel's public realm

REPORT AUTHOR: Joe Russell-Wells **DATE:** March 2018 **EXTN:** 37914

EXECUTIVE SUMMARY:

The Leisure and Cultural Strategy 2013-28 approved at Full Council 15 May 2013 provided an action to improve Arundel's streetscape having identified that the quality of the public realm between the buildings is not as good as would be appropriate for a town of its quality.

A grant of £30,000 is recommended to be provided to Arundel Town Council to appoint consultants to produce concept plans up to Stage 2 of the RIBA (Royal Institute of British Architects) Plan of Works for public realm improvements to Arundel.

RECOMMENDATIONS:

To approve a grant of up to £30,000 to Arundel Town Council to appoint a consultant to produce concept plans up to Stage 2 RIBA to be funded from the Corporate Underspend (2017/18).

1. BACKGROUND:

The Leisure and Cultural Strategy 2013-28, which was approved at Full Council 15 May 2013, had as one of its actions to improve Arundel's streetscape having identified that the quality of the public realm between the buildings is not as good as would be appropriate for a town of its quality.

Strategy 4a is entitled Improve Arundel's streetscape and sets out the project and rationale for this work.

A grant of up to £30,000 is recommended to be provided to Arundel Town Council (ATC) to appoint consultants to produce concept plans up to Stage 2 of the RIBA (Royal Institute of British Architects) Plan of Works for public realm improvements to Arundel. Officers are drafting a brief and will be working with the Town Council to select a consultant. A list of award winning consultants has been provided to the Town Council; Officers will be

working alongside ATC to appoint and during the commissioning of the work. ATC plan for this work to run alongside the Neighbourhood Plan consultation and for it be completed by the end of June 2018.

Concept plans to improve the public realm for Bognor Regis and Littlehampton have previously been produced. In both cases the work was directly commissioned Arun District Council with additional funding contributions made by ADC. In Bognor Regis this led to a successful DCLG Coastal Communities Fund bid and implementation of public realm improvements completed in 2016.

The concept plans will be produced to identify distinct projects. This will enable public realm improvements to be implemented when funding becomes available.

The outputs from the consultants are identified as being:

- A report of the site appraisal which would follow meetings with stakeholders as part of the Arundel Neighbourhood plan work
- A concept masterplan for the whole project area identifying key themes and strategic options
- Outlined focussed plans for the primary shopping areas and greenspaces showing options for spatial arrangements for the streetscene with sketches / photographic illustrations and suggested materials
- Presentation material for consultations together with electronic material for website use
- Allowance for amendments to proposals following stakeholder consultation
- Cost plan estimates to enable funding sources to be explored for delivery of public realm enhancements and wayfinding information.

The Leisure and Cultural Strategy identifies various sources of funding for implementation which could include S106 funding, future CIL funding, including from development within the Downland Planning area.

Further funding sources investigation for implementation of public realm schemes is included within the brief appointing the consultant.

2. PROPOSAL(S):

To provide a grant of up to £30,000 to Arundel Town Council for the appointment of a consultant to produce concept plans up to Stage 2 RIBA for the improvement of Arundel 's public realm

3. OPTIONS:

- i) The grant is provided to Arundel Town Council - to enable the appointment of a consultant working towards the strategic objectives of the Leisure and Culture Strategy relating to Arundel's public realm improvements.
- ii) The grant is not provided to Arundel Town Council – therefore not enabling progress with this strategic project.

4. CONSULTATION:

Extensive consultation took place during the writing of the Leisure and Cultural Strategy as

set out in the introduction to that document the (link below).		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	Yes	
Relevant District Ward Councillors	Yes	
Other groups/persons (please specify) Consultation took place as part of the Culture and Leisure Strategy work, including having manned stands in Arundel.	Yes	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	Yes	
Legal		No
Human Rights/Equality Impact Assessment		No
Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability		No
Asset Management/Property/Land		No
Technology		No
Safeguarding		No
Other (please explain)		No
6. IMPLICATIONS: There are financial implications for the provision of a grant, however this will enable the strategy relating to Arundel's public realm improvements as identified within the Leisure and Culture Strategy to be progressed.		

7. REASON FOR THE DECISION:
To enable progress with the strategic objective to improve Arundel's public realm and thus improve the effectiveness of Arundel as an leisure and economic asset to the District

8. BACKGROUND PAPERS:
Cultural and Leisure Strategy 2013-28
<https://www.arun.gov.uk/leisure-strategy>

AGENDA ITEM NO. 9**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET ON 9 APRIL 2018****PART A : REPORT**

SUBJECT: Committee Services and Electoral Services– change to management structure functions

REPORT AUTHOR: Nigel Lynn DATE: 30 January 2018 EXTN: 37600
--

EXECUTIVE SUMMARY:

The Corporate Management Team has conducted a review of the proposed management structure which took effect on 1 April 2018. As a result of this review, CMT have made changes to the management of the Committee Services and Electoral Services teams, effective from 1 April 2018:

- responsibility for Committee Services moves to the Group Head of Council Advice and Monitoring Officer (Liz Fatcher) (originally proposed to move to Group Head of Corporate Support)
- responsibility for Electoral Services remains with the Group Head of Policy (Jackie Follis) (originally proposed to move to Group Head of Corporate Support)
- no additional responsibility changes for the Group Head of Corporate Support (Alan Peach)

RECOMMENDATIONS:

It is recommended that

1. the management structure function changes for the Committee Services and Electoral Services teams, effective from 1 April 2018, be noted; and
2. the Group Head of Council Advice & Monitoring Officer be authorised to make any consequential changes to the Constitution.

1. BACKGROUND:

- 1.1. On 20 July 2016, Full Council approved the proposals to deliver the Council's 2020 Vision. One of the aims was to become "smaller but more effective" which was addressed by the senior management restructure and is still being developed throughout the organisation.
- 1.2. Phase 1 of the senior management restructure resulted in a smaller Corporate Management Team and the appointment of nine new Group Heads. At that time, the structure of the teams beneath those Group Heads was only an interim arrangement whilst the organisation went through a period of transformation. A

<p>revised structure was proposed, to take effect from April 2018 and to incorporate any further changes as a result of that transformation process.</p> <p>1.3. CMT have reviewed the proposed April 2018 structure, taking into consideration the fact that we are not now progressing with shared services at this point in time, and also listening to feedback from the new Group Heads about what has worked well and what has not.</p> <p>1.4. As a result of this review, CMT have made changes to the management of the Committee Services and Electoral Services teams, effective from 1 April 2018:</p> <ul style="list-style-type: none"> • responsibility for Committee Services moves to the Group Head of Council Advice and Monitoring Officer (Liz Fitcher) (originally proposed to move to Group Head of Corporate Support) • responsibility for Electoral Services remains with the Group Head of Policy (Jackie Follis) (originally proposed to move to Group Head of Corporate Support) • no additional responsibility changes for the Group Head of Corporate Support (Alan Peach) <p>1.5. Consultation has taken place with the three Group Heads within the Corporate Support Directorate and the changes were welcomed by all three.</p> <p>1.6. Attached in Appendix A are the structure function changes for the CEO and Corporate Support Directorate from 1 April 2018.</p>		
<p>2. PROPOSAL(S):</p> <p>That the management responsibility for Committee Services and Electoral Services be amended from the original proposed structure from April 2018.</p>		
<p>3. OPTIONS:</p> <p>To note the revised management responsibility for Committee Services and Electoral Services teams from 1 April 2018.</p>		
<p>4. CONSULTATION:</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify) Corporate Support Group Heads (x3)	√	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:	YES	NO
Financial	√	
Legal		√
Human Rights/Equality Impact Assessment		√

Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Safeguarding		√
Other (please explain)		
6. IMPLICATIONS:		
None		

7. REASON FOR THE DECISION:

To ensure that there is an even distribution of service areas among the newly formed Group Heads.

8. BACKGROUND PAPERS:

None

Appendix A - Corporate Support structure - April 2018**CHIEF EXECUTIVE - CORPORATE SUPPORT**

Jackie Follis
Group Head of Policy

- Corporate policy
- Corporate performance
- Communications/web management/marketing
- Scrutiny support
- **Electoral Services (staying with Jackie)**
- National Partnerships
- Local partner liaison
- Design
- Print
- Postal services

Alan Peach
Group Head of Corporate Support

- Finance
- Audit
- Procurement
- S151 Officer
- Payroll
- Human Resources
- Legal Services
- ICT

Liz Fitcher
Group Head of Council Advice & Monitoring Officer

- Standards Committee
- Legal advice to the Council
- Monitoring Officer
- **Committee Services (moving to Liz from Jackie)**
- Information management & support
- Data protection
- FOI
- Customers of concern
- Official complaints

ARUN WELLBEING AND HEALTH PARTNERSHIP (AWHP) MINUTES

Date: Monday 19 February 2018
 Time: 2 – 4 pm
 Venue: Committee Room 1, Arun Civic Centre
 Chair: Holly Yandall – Public Health Lead – West Sussex County Council

Present:

Claire Dower (Arun Wellbeing, Information Officer) **Joy Bradbury-Ball** (Senior Wellbeing Officer, Arun Wellbeing) **Holly Yandall** (Public Health Lead, West Sussex County Council), **(Sharon Cuerden** (Service Manager, Coastal West Sussex Mind), **Jeanette Sax** (WSCC Team Manager – Capacity), **Carrie Reynolds** (Community Development Manager, Freedom Leisure), **Russell Tooley** (Wellbeing Services Manager, ADC), **Michaela Hawkes** (Regis LCN Development Manager, NHS Coastal West Sussex Clinical Commissioning group), **Debra Flynn** (LCN Development Manager & Transformations Team , Coastal West Sussex Clinical Commissioning Group), **Sharon Russell** (Senior Clinical lead – PAT – Sussex Community NHS Foundation Trust) **Gary Hardley** (Centre Manager, Age UK West Sussex) **Cllr Ann Rapnik** (Arun District Council), **(Sharon Cuerden** (Service Manager, Coastal West Sussex Mind), **Clare D Toon** (Research Unit, WSCC) **Tracey Light**, (Principle Community Officer Arun, WSCC), **Marion Wells** (My Sisters’ House) **Paul Turner** (Wellbeing Manager, Mid Sussex) **Ellen Ford** (Community Safety Officer, Arun District Council) **Andy Baynes** (Sussex Police) **Steve Hawes** (Fitness Manager, Freedom Leisure)

Apologies:

Hilary Spencer (Chair of the AWHP and Chief Executive, Voluntary Action Arun and Chichester), **Robin Wickham** (Group Head, Community Wellbeing, ADC) **Tayshee Nair**, (Family Mosaic) **Viral Parikh** (Superintendent Pharmacist & Cllr for Bourne Division) **Claire Hayes** (Hub Leader – Integrated Prevention & Earliest Help Service) **Georgina Bouette** (Community Safety Manager – ADC)

Minuted by: **Claire Dower**

1. WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE

Holly Yandall (Vice Chair in Hilary Spencer’s absence) welcomed everyone to the meeting, gave the received apologies and members introduced themselves. On behalf of the AWHP **Holly Yandall** thanked and sent best wishes to Hazel Flack. **Hilary Spencer** asked **Holly Yandall** to read the following in her absence: I have personally worked with Hazel for many years and found her support of AWHPs work invaluable in sustaining and developing the partnership. Hazel was always keen for us to work proactively and spent considerable time and effort in designing workshops and activities which made us think and generated some really good outcomes. I’m sure we will all miss her and would want to wish her well for the future.

2. REPORT BACK FROM PREVIOUS MEETING/MATTERS ARISING

Holly Yandall reported that the Physical Needs Assessment as mentioned in item 7 c in the minutes from the last meeting is currently in the stages of the final review. Holly will send these to **Claire Dower** to send round to the partnership once the report is signed off.

All other actions completed and no matters arising.

ACTION: Holly Yandall

ACTION: Claire Dower

3. DEVELOPING AWHP KEY PRIORITIES

Holly Yandall briefly summarised the outcomes of the AWHP priorities task and finish group and explained that Hilary had taken an action to develop a protocol around conflicts of interest, decision making etc. in relation to commissioning.

Holly Yandall went through the draft AWHP partnership resources and asked the partnership if they had any suggestions or ideas to add.

Cllr Anne Rapnik raised the issue of lack of transport, now that the bus service has been cut in Bersted. It has resulted in a lot of people not being able to attend their Age UK centre in Bognor Regis. **Gary Hardley** suggested she contact Sammy Community Transport Ltd, Anne responded saying she has been in touch already with Sammy but they have limited capacity.

Holly Yandall said she would identify the issue of lack of transport as being a gap under the social isolation priority.

Carrie Reynolds said that Freedom Leisure can provide the partnership with anonymised data with regards to physical activity and said the partnership can contact her regarding room hire at the Freedom Leisure Centre's.

Jeanette Sax added that they have rooms for hire at 6 of their Children and Family Centre's – these are mainly available on weekends and evenings.

Sharon Russell said that nurse advisers from the Prevention Assessment Teams can provide talks to community groups and that they also have resources around social care. Sharon said that the partnership can contact the PAT team on 01273 268900 for information.

Maria Wells said that My Sisters' House also has rooms for hire, for a suggested donation of around £5 per hour. Rooms are available at their hub and centre, however as My Sisters House is a women's centre, mixed gender groups are not permitted during the day, but can access rooms in the evening.

Tracey Light mentioned that WSCC has a small funding pot to help contribute to community events. There is no set process for applying and it is herself that manages the pot for the Arun area. Tracey said that they will find out if this funding is available at the end of the financial year and will notify the partnership at the next meeting in June if it is available.

Joy Bradbury Ball said on occasions Arun District Council can support with room hire and enquires should be made through her.

Russell Tooley added that Arun District Council could possibly advertise in the Arun Times. Russell said he would look in to this.

Tracey Light said that the Connections Magazine might also be able to advertise – this magazine goes out 3 times a year. Tracey will look in to what the criteria is for advertising.

ACTION: Tracey Light
ACTION: Russell Tooley
ACTION: Carrie Reynolds

Holly Yandall said it was very useful to gather this information and she asked the partnership how they can tap in to and promote services that already exist in relation to the two key priorities.

Tracey Light replied saying the Connect to Support website has lots of useful information especially around social isolation. She said the website has also made improvements to make it easier for people to navigate. www.westsussexconnecttosupport.org

Sharon Russell said the Prevention Assessment Teams provide assessments and information over the phone, and they look into social isolation as well as other issues. Sharon said one of the issues they face is that it can be challenging to find information and it would be useful if it could all be kept in one place and kept up to date.

Tracey Light said that WSCC have an asset map which is updated regularly. This information is not available to the public domain but she can share with members of the AWP. Tracey will send this information to Claire Dower to circulate around the partnership.

ACTION: Tracey Light
ACTION: Claire Dower

A) Tacking Social Isolation

The partnership discussed how social isolation can be developed as one of the key priorities.

Gary Hardley said that he would pass the Social Isolation National Report by Age UK to Claire Dower to send round to the partnership.

Holly Yandall said it important to focus on a specific target population.

Clare Toon added that social isolation has many definitions and it isn't defined by loneliness. There is involuntary isolation like not having transport and there is a big assumption social isolation is associated mainly with old age but this isn't the case. In order to focus on a specific target, you need to find the underlying issue.

Michaela Hawkes mentioned that there is an NHS 111 service launching in 2 years' time which includes a resource similar to the asset maps Tracey Light mentioned and it is aimed at professionals.

Jeanette Sax commented that The Family Information Service (FIS) run by West Sussex County Council have a family directory service which offers free, impartial, up-to-date information to all families on activities, services and childcare. This is available on the WSCC website.

Maria Wells said that My Sisters' House has over 20 activities running weekly – this information can be found on their website: <http://mysistershouse.info/programme.html>

Sharon Cuerdon said that Coastal West Sussex Mind run a number of programs and activities to tackle social isolation for those with mental health and these programs also help promote physical activity (such as their gardening group) – they have teamed up with Freedom Leisure for members to get reduced cost access to the leisure facilities. In addition there is also the Men’s Shed project which reduces isolation for males – Tom Weedon is the main link to this project.

ACTION: Gary Hardley

ACTION: Claire Dower

B) Promoting Physical Activity

The partnership discussed what physical activity is currently being promoted.

Jeanette Sax said that the Children and Family centres are running fun groups to promote physical activity for children under 5.

Michaela Hawkes mentioned that the Western Sussex Hospitals NHS health trust are looking at what they can do to promote physical activity for patients that have left hospital to keep them moving when they get home. In hospital they have physiotherapists and people trained to help them, giving them confidence to have more mobility, but when they return home patients often lose their confidence trying to be mobile at home. **Claire Dower** suggested they could tie in with the Falls Prevention programs that Arun Wellbeing and Freedom Leisure run. The aim of this program is to give participants over the age of 65 more confidence and balance skills. The course is a 3 hour talk on Falls Prevention and then is followed by 8 weeks of Tai Chi. **Claire Dower** will ask her colleague Tom Howell (Arun Wellbeing Activity Co-coordinator) to pass information on the falls Prevention Program to **Michaela Hawkes**.

Carrie Reynolds said Freedom Leisure are working with Arun Wellbeing about standardising exercise referrals as the Wellbeing team are being referred several clients with more in-depth medical conditions. Both organisations are working to provide literature and referral guidance for all health agencies to allow referral through Arun Wellbeing to Freedom Leisure. This process should be in place by 1 April. Freedom Leisure have identified affordability concerns and will charge either a small or no cost fee for participants on an individual basis. Freedom and Arun Wellbeing will look to promote this to GP surgeries, LCN’s, PAT teams, the AWHP and other health authorities, once this process is in place. Carrie also suggested that it would be good opportunity to promote what other physical activity is out there at the same time.

Carrie Reynolds continued by saying Active Sussex have drawn together information on in-activity profiles in Arun which is a useful insight. This information was sent to be displayed at the AWHP meeting but it was too small to be displayed. If you would like to be sent this information please contact **Claire Dower**.

Claire Dower suggested that there should be a knowledge hub where a list of all data regarding physical activity and social isolation could be held and be accessible to all of the AWHP. Claire asked if Public health could provide this or she could look in to the possibility of Arun District Council setting this up.

Paul Turner and **Russel Tooley** agreed with Claire suggesting there could be a section on the Wellbeing website which is password protected and members of the AWHP could access it.

Paul Turner added that Mid-Sussex Wellbeing are currently working with Tamsin Solomon and Elaine at Chichester Wellbeing on the possibilities of providing a knowledge hub accessed through the Wellbeing website

Holly Yandall said that she would speak to Elaine at Chichester Wellbeing to find out more information about the progress of this and to also see what Public Health could possibly provide in terms of a having an on-line knowledge hub.

ACTION: Claire Dower

ACTION: Holly Yandall

Holly Yandall suggested following the discussions that it would be good to set up two working groups, one for Tackling Social Isolation and one for Promoting Physical Activity to look into this work further and how to get the information out there.

The following members of the partnership volunteered to be part of the Tackling Social Isolation group: **Joy Bradbury-Ball, Clare Toon, Debra Flynn, Michaela Hawkes, Gary Hardley and Sharon Cuerden**. It was agreed that **Clare Toon** and **Holly Yandall** will organise leadership of this group. It was suggested as a starting point that the group should research what information to go from, starting with the AGE UK heat map. The AWHP and LCNs should link together to direct it. **Holly Yandall** said that this scoping group should look at how wide reaching it should be. **Clare Toon** added that the research should start wide and then narrow in, to focus on problematic isolation.

Ellen Ford mentioned that Julie Hoggatt a Community Development worker for Arun Community Wellbeing is working on a consultation involving doing a survey on two small wards in Arun between now and April, and could share this information with the tackling social isolation group. **Ellen Ford** will ask Julie if she would be happy with doing this and interested in possibly joining the group.

The partnership agreed that the group should meet before June and bring their recommendations back to the next AWHP meeting.

ACTION: Clare Toon

ACTION: Ellen Ford

The following members of the partnership volunteered to be part of the Promoting Physical Activity Group: **Joy Bradbury- Ball, Steve Hawkes, Carrie Reynolds, Russ Tooley, Michaela Hawkes, Tracey Light, Gary Hardley and Deborah Flynn**. **Michaela Hawkes** agreed to be the main point of contact and to lead the group. It was suggested they look in to how they can increase referrals and to link in with other projects such as the Western Hospital Trust and Falls Prevention and use the same deadline as the Freedom and Arun Wellbeing exercise referrals which is by 1 April.

Carrie Reynolds will report the Freedom Active Aging Process Report and results they had from the questionnaires at the next AWHP meeting for the partnership to feedback.

ACTION: Michaela Hawkes
ACTION: Carrie Reynolds

4. MEMBERSHIP OF THE PARTNERSHIP

Holly Yandall asked the partnership to discuss widening the membership as per the Terms of Reference.

Carrie Reynolds suggested Anthony Statham from Active Sussex – as he could give a good insight in to promoting physical activity and can share information on what other districts and boroughs do.

Worthing churches were also suggested as they now cover projects in the Arun District.

The University of the Third age (U3A) was also put forward.

Graham Potter and Tina Goodman were also suggested. Tina is Assistant Headteacher and leads on student health and wellbeing at the Angmering School, it was expressed that having someone from the education department is important. Holly Yandall will ask if they would like to be part of the membership.

Having a representative from a Town or Parish Council was also raised due to the possibility of getting information spread more widely through their town or parish magazines. It was suggested that Rosie Parfitt from Littlehampton Town Council would be a good contact. **Joy Bradbury-Ball** said she would follow this up.

ACTION: Hilary Spencer
ACTION: Holly Yandall
ACTION: Joy Bradbury-Ball

5. ANY OTHER BUSINESS

Carrie Reynolds commented that Freedom Leisure is promoting unlimited access to their swimming pools for £10 a year, available to those who are over the age of 75. They currently have 300 people who access this.

She also mentioned that Freedom will be rolling out a pilot program with Bersted Green School starting from 1st April. Children who receive free school dinners can access Junior Activities for concession pricing. The school will pay £5 towards each pupil per year. If the program is successful Freedom will target deprived ward schools as a priority first. Schools will send eligible children a membership pack to be completed and returned in order to receive the discount.

Freedom also provide a reduced price for children who are in adoption/foster care to access gyms and swimming for free, for a period of one year at a cost of £5. Currently West Sussex County Council pays 26 children to access this service.

Carrie Reynolds invited the partnership to contact her or **Russell Tooley** if they have any questions regarding the above.

6. DATE OF NEXT MEETING:

Wednesday 6 June 2018, 2-4 pm, Arun Civic Centre, Littlehampton
 Meeting closed at 3.45pm

Extract from Environment & Leisure Working Group Minutes – 20.02.18
Recommendations to Cabinet at Minute 35

ENVIRONMENT & LEISURE WORKING GROUP

20 February 2018 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Mrs Bence, Brooks, Buckland, Cates, Dingemans, English, Mrs Neno, Oliver-Redgate and Dr Walsh.

Councillors Brooks and Dr Walsh were absent from the meeting during discussion of the matters referred to at Minute 34.

Councillors Charles (part) and Wotherspoon were also present at the meeting.

35. ARUN DISTRICT COUNCIL TREE POLICY

Prior to consideration of the matter, it was confirmed that the Tree Policy referred to those trees on Arun District Council land which were the responsibility of the Council.

The Tree and Landscape Manager presented the report which provided the detail of a comprehensive Tree Policy for a 10 year period from 2018 to 2028 in order to provide a transparent and consistent framework, formulated on a risk based approach, for all decision making in relation to Council owned trees.

In discussing the draft policy, the following suggestions were made by Members:-

- More detail should be provided in the policy with regard to the positive aspects of looking after and maintaining trees in the District. The Tree Policy for Petersfield was cited as a good example.
- Training standards should be listed under paragraph 2.3.5 of the policy.
- Under Section 3 – Environmental Policy – it was agreed to include “Soaking up Water”.

Comment was also made with regard to when a tree was on Council owned land but was owned by, for example, a tenant and where responsibility lay with ensuring that the tree presented no hazard to the public. The Group Head of Neighbourhood Services advised that the tenant was bound by the Tenancy Agreement but, in exceptional circumstances, the Council could undertake remedial work.

Following further general comment, the Working Group

RECOMMEND TO CABINET

That the Council’s Tree Policy 2018-2028 be adopted, subject to the amendments made.