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12 October 2017

ENVIRONMENT & LEISURE WORKING GROUP

A meeting of the Environment & Leisure Working Group will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday 24 October 2017 at 6.00 pm** and you are requested to attend.

Members: Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Mrs Bence, Bicknell, Brooks, Buckland, Cates, Mrs Daniells, Dingemans, English, Maconachie, Mrs Neno, Oliver-Redgate, Purchase, Reynolds, Dr Walsh and Wells

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary 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/pecuniary interest

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 MINUTES

To approve as a correct record the Minutes of the meeting held on 29 August 2017 (attached).

4 ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES URGENT ITEM

5 SAFER ARUN PARTNERSHIP ANNUAL REVIEW 2016-17

This report sets out progress of the Safer Arun Partnership (SAP) during 2016 / 17 in delivering the strategic priorities contained in its Partnership Plan (2012 –17). It provides information to enable Members to understand performance to date and provides a summary assessment of the future challenges and opportunities for SAP.

6 ARUN'S PLAY AREA STRATEGY 2018-2028

Arun District Council's current Play Area Strategy 2011-2016 requires review so that an up to date and robust strategy can be adopted by the Council. The strategy will need to align with Council's 2020 Vision. This report seeks the Working Group's endorsement for the 2018-2028 Play Area Strategy.

7 EVENTS IN ARUN DISTRICT

Arun District Council recognises the benefits that events bring to the District and the significant contribution they make to Arun's Cultural, Economic and Tourism offer.

The Purpose of this report is to inform Members about the various events that take place within the District and the role that the Council plays. The Council helps to facilitate and support a wide variety of events, filming and other activities held each year within the District on Council owned and controlled land and on other public and privately owned land.

8 UPDATE ON LITTLEHAMPTON LEISURE CENTRE

This report provides an update on the current progress of the leisure centre project.

Note: *Indicates report is attached for all Members of the Environment & Leisure Working Group only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or accessed via the website at www.arun.gov.uk

Note: Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant officers.

‘Subject to Approval at the Next Working Group Meeting’

ENVIRONMENT & LEISURE WORKING GROUP

29 August 2017 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Mrs Bence, Brooks, Cates, Dingemans, Maconachie, Mrs Neno, Reynolds and Dr Walsh.

8. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ambler and Buckland.

9. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the government’s example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions of the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a Member declares a “Prejudicial Interest” this will, in the interest of clarity for the public, be recorded in the Minutes as a Prejudicial and Pecuniary Interest.

Councillor Dr Walsh declared a personal interest in Agenda Item 6, Arun Wellbeing 2016/17, as Chairman of the County Council’s Health & Adult Services Committee.

10. MINUTES

The Minutes of the meeting held on 27 June 2017 were approved and signed by the Chairman as a correct record.

‘Subject to Approval at the Next Working Group Meeting’

11. CHANGE TO THE ORDER OF THE AGENDA

The Chairman advised that he had agreed to a change to the order of the Agenda as a representative from West Sussex County Council was in attendance for Agenda Item 6, Arun Wellbeing 2016/17.

12. ARUN WELLBEING 2016/17

The Chairman welcomed to the meeting the Partnership Manager, Community Wellbeing, and Tamsin Solomon, West Sussex County Council Public Health Lead – Wellbeing Hubs.

The Partnership Manager gave a brief but interesting presentation on the purpose, aims and outcomes of the Arun Wellbeing Programme. She informed Members of the case of “Henry” to illustrate how the team had been able to turn around his feelings of loneliness, isolation and anxiety to such an extent that he was now attending clubs and had made friends.

The Working Group heard that over 3,000 people had made contact with the Arun Wellbeing team during 2016/17, with nearly 50% having one-to-one interviews with an adviser. Numbers continued to increase but there had been decreased funding to the programme each year for the past two years, and clarification on 2018/19 funding would not be confirmed until early 2018. However, it had not been an issue as services had been rearranged to accommodate the decrease and if there was a further decrease next year, full consultation would be undertaken with partners before any changes were implemented.

The Partnership Manager was pleased to advise that a brand new website for Arun Wellbeing was being launched in October and she encouraged Members to log in and see what was on offer.

Mrs Solomon thanked the Partnership Manager and the team for their sterling work and went on to say that the programme had been set up to address inequalities and hard to reach groups and sought to achieve long term health outcomes. She provided more detail and background to the working of the programme.

Before opening the discussion, the Chairman thanked the Partnership Manager and Mrs Solomon for their work and commitment.

Members then participated in a full question and answer session with the officers. It was mentioned that more detail would have been welcomed in the report with regard to outcomes, particularly as paragraph 1.5 illustrated the potential for a public health time bomb. The outcomes would show what return the County Council was getting for its money and give an indication of the measureable effect of what, if anything, was being achieved. The Partnership Manager advised that meticulous records were kept due to the programme being highly monitored, and that this detail could be provided to

‘Subject to Approval at the Next Working Group Meeting’

Members if that would be helpful, particularly as that information was already provided to Public Health every quarter.

Further questions and comment centred on weight management, smoking, alcohol, drug abuse and how to improve the drop out statistics.

The Chairman then thanked the Partnership Manager and Mrs Solomon for their input and attendance at the meeting.

13. LEISURE CENTRE UPDATE

The Principal Landscape Officer presented this report which provided an update on the current progress of the new leisure centre project at Littlehampton; slides were also shown to better illustrate the current status of the site.

Members were informed that a really significant milestone had been achieved in that the pre-construction phase was reaching its end and work was moving towards the main construction phase, when everyone would be able to see things happening on site. The construction team would be commencing work in early September.

The Working Group also heard that:-

- The Development Control Committee at its meeting on 24 August 2017 had discharged 2 conditions relating to drainage and kitchen and catering.
- Site preparation enabling works were now complete.
- Southern Water had now finished the repair work and normal access arrangements had been resumed.
- Stakeholder engagement was working well and residents were being kept informed – the Facebook page was proving very popular. Wilmott Dixon would be sending out a letter to residents within the vicinity of the site.

In noting the update, a request was made that any letters and information sent to residents should also be sent to the relevant Ward Councillors so they were kept in the loop as members of the public often contacted their Councillor for information and it would be helpful to know what was going on.

Some questions were then asked by Members and responded to at the meeting by the Principal Landscape Officer.

The Chairman thanked the Principal Landscape Officer for her update and said he was looking forward to further updates on the project.

(The meeting concluded at 7.05 pm)

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP –
24th OCTOBER 2017

Recommendation paper

Subject : Arun's Play Area Strategy 2018-2028

Report by : Oliver Handson, Greenspace & Cleansing Contract and Development Manager

Report date : 24th October 2017

EXECUTIVE SUMMARY: Arun District Council's current Play Area Strategy 2011-2016 requires review so that an up to date and robust strategy can be adopted by the Council. The strategy will need to align with Council's 2020 Vision.

In January 2017 following consideration of a 'scoping' report, Working Group members approved the following objectives in relation to the proposed strategy;

- 1) That the strategy aligns itself with the Council's 2020 Vision**
- 2) Ensure available resources are directed to areas of need and priority**
- 3) Create a sustainable stock of good quality play areas which add something to their local environment**
- 4) Ensure play areas are accessible to all and provide play value to those using them**
- 5) Align provision with accessibility standards set in the Council's Open Space Standards document (supplementary planning guidance)**

And that the prioritisation of play areas would be achieved through the following means;

- 1) Monitoring the current use of all play areas for a period of around 1 year**
- 2) Public consultation through on-line and hard copy questionnaires**
- 3) Town & Parish Council consultation**
- 4) Assessment of accessibility, play value and local demographics for all play areas**

Officers have carried out the above processes and this report seeks the Working Group's endorsement for the 2018-2028 Play Area Strategy.

Recommendations:

Members are requested to recommend to Cabinet that;

- 1) Arun District Council adopts the 2018-2028 Play Area Strategy

1) Introduction

- 1.1) The Council's Corporate Priorities and 2020 Vision objectives which underpin the need to revise the strategy are;
 - The need to balance our budget and reduce costs
 - Offer an improved customer experience
 - Provide the best possible services we can afford
- 1.2) Following member approval of the objectives and consultation processes to be carried out, officers have now finalised the draft 2018-2028 Play Area Strategy in full consideration of these objectives and consultation results. The link to the draft strategy is provided in the background papers section at the end of this report.
- 1.3) The overarching strategy aims to ensure that Arun District Council can offer a consistently high quality of experience for children and parents/carers using our play facilities.

2) Background

- 2.1) Arun's current provision of play areas varies greatly in terms of quality and play value. The Council currently manages over 80 play areas, including a number of skate parks and multi-use games areas.
- 2.2) The majority of the poor quality and very basic play areas that Arun manages were adopted between 15 and 25 years ago as part of the transfer of open space and play provision from housing development. These play areas often serve a very limited number of properties. Best practice and planning guidelines for play area provision within housing developments differed greatly from current practices.
- 2.3) Play areas are costly to manage. This is due to the risk associated with their provision which requires sustained revenue and capital resources to be directed at them.
- 2.4) Current revenue budgets associated with the Council's Play Area Repairs & Maintenance Contract allows for reactive repairs to be carried out by a mobile team. This delivers an appropriate and flexible level of day to day management.

- 2.5) The Council is not currently using available revenue budgets as effectively as it might. Because the Council have a responsibility to manage risk, a level of maintenance is still required on sites which are rarely used, provide little play value and are therefore unlikely to form part of any future strategy. Weekly formal play inspections mean further staff resources are required to manage such sites.
- 2.6) Capital budgets have increased in recent years under the Council's Capital Project Prioritisation Scheme, enough to ensure much needed investment in key sites. **Best practice suggests full refurbishment of a play area every 10-15 years to ensure equipment meets the required safety standards and quality.**
- | | | |
|-------------|---|------------------------|
| 2.7) | Capital estimate required 5 years (2018-23) | £1,480,000 |
| | Capital available* | <u>£870,000</u> |
| | Shortfall | <u>£610,000</u> |
| 2.8) | Capital estimate required 2024-2028 | £1,285,000 |
| | Capital available* | <u>£600,000</u> |
| | Shortfall | <u>£685,000</u> |
- *assumes continued capital commitment of £100,000 per annum for next 5/10 years & includes current Housing Service capital budget of £20,000 per annum. Also includes known Section 106 sums from development available for play area refurbishments in years 1-5.*
- 2.9) Total shortfall for 2018-2028 is estimated at = £1,295,000.
- 2.10) Increasing capital budgets to sustain the current stock is not recommended as this is not a prudent use of council resources, given the lack in justification for retention of certain play areas.
- 2.11) A solution which supports delivery of Council objectives is to reduce the number of play areas, based on a robust priority assessment of value and therefore reducing capital liabilities to a manageable level.

Previous Play Area Strategy 2011-2016

- 2.12) 14 play area identified as 'low value' were removed under the previous strategy.
- 2.13) All higher priority sites have received some level of capital investment during the previous strategy period.
- 2.14) Despite the work undertaken under the previous strategy to reduce Arun's stock of low value play areas there remains a need to further reduce the overall number in

order to achieve a position which could be considered 'sustainable' in relation to available capital budgets and in order to deliver the agreed objectives.

3.0) Consultation & data used to shape strategy

- 3.1) The Council has undertaken significant consultation and data capture in relation to the 2018 – 2028 Play Area Strategy. This includes 357 responses to a consultation survey advertised extensively via a targeted social media campaign to 13,250 Arun residents, by staff on site and through on-site posters, erected at every play area managed by ADC. Results are summarised in section 4.
- 3.2) All Parish & Town Councils implicated by the strategy were consulted as well. The following Towns/Parishes responded to the consultation;
- Aldwick
 - Bognor Regis
 - East Preston
 - Littlehampton
 - Rustington
- 3.3) Council officers recorded usage data for all play areas over a twenty month period from January 2016 to August 2017. Usage was recorded across a wide range of times and days, including weekend use. The results are summarised in Section 6.
- 3.4) Council officers also used the latest census data for 0-16 year olds in each ward within the Arun District to inform the prioritisation process. These figures were taken from the Office of National Statistics.
- 3.5) The strategy has been drafted to reflect the results of the data and consultation exercise and deliver the mandate given by members in January 2017

4.0) Public Consultation Results Summary

- 4.1) From 357 responses to the public consultation, the key responses are summarised below.
- 4.2) 82% respondents female, 17% male, 1% no reply
- 4.3) **94% agreed/strongly agreed** that a 10 minute standard was reasonable in relation to the walking time required to visit a good quality play area
- 4.4) In terms of assessing the 'value' of a play area;
- 88% agreed/strongly agreed** that use would be a reasonable way of determining value
- 86% agreed/strongly agreed** that the accessibility of the play area to the wider community would be a reasonable way of determining value

81% agreed/strongly agreed that the number of children in a locality would be a reasonable way of determining value

71% agreed/strongly agreed that the availability of other play areas nearby would be a reasonable way of determining value

4.5) In terms of overall provision/quality

98% agreed/strongly agreed that play areas should provide a range of equipment and play features for all ages and abilities

99% agreed/strongly agreed that quality and safety of play areas is an important factor

97% agreed/strongly agreed that public funds should be spent on play areas which have a high value to communities

79% agreed/strongly agreed that the provision of facilities such as toilets and café's near to a play area meant they would be more likely to use it

50% agreed/strongly agreed that spending money and replacing equipment in play areas that rarely get used was a poor use of council resources.

85% agreed/strongly agreed that the opportunity to play and explore in parks should extend to the whole area and not just a fenced off equipped play area

66% agreed/strongly agreed that more dog free parks would provide better opportunities for children to play and explore in a safe environment.

56% agreed/strongly agreed that providing fewer but better quality, strategically important play areas would be a sensible strategy for the Council to adopt.

58% agreed that if they controlled funding for play area improvements that faced with the following scenario: *If there are two near identical play areas within 100 yards of each other both requiring improvement* they would spend it all on one site making it bigger and better for a wider age range of children and remove the other one.

5.0 Parish Council consultation summary

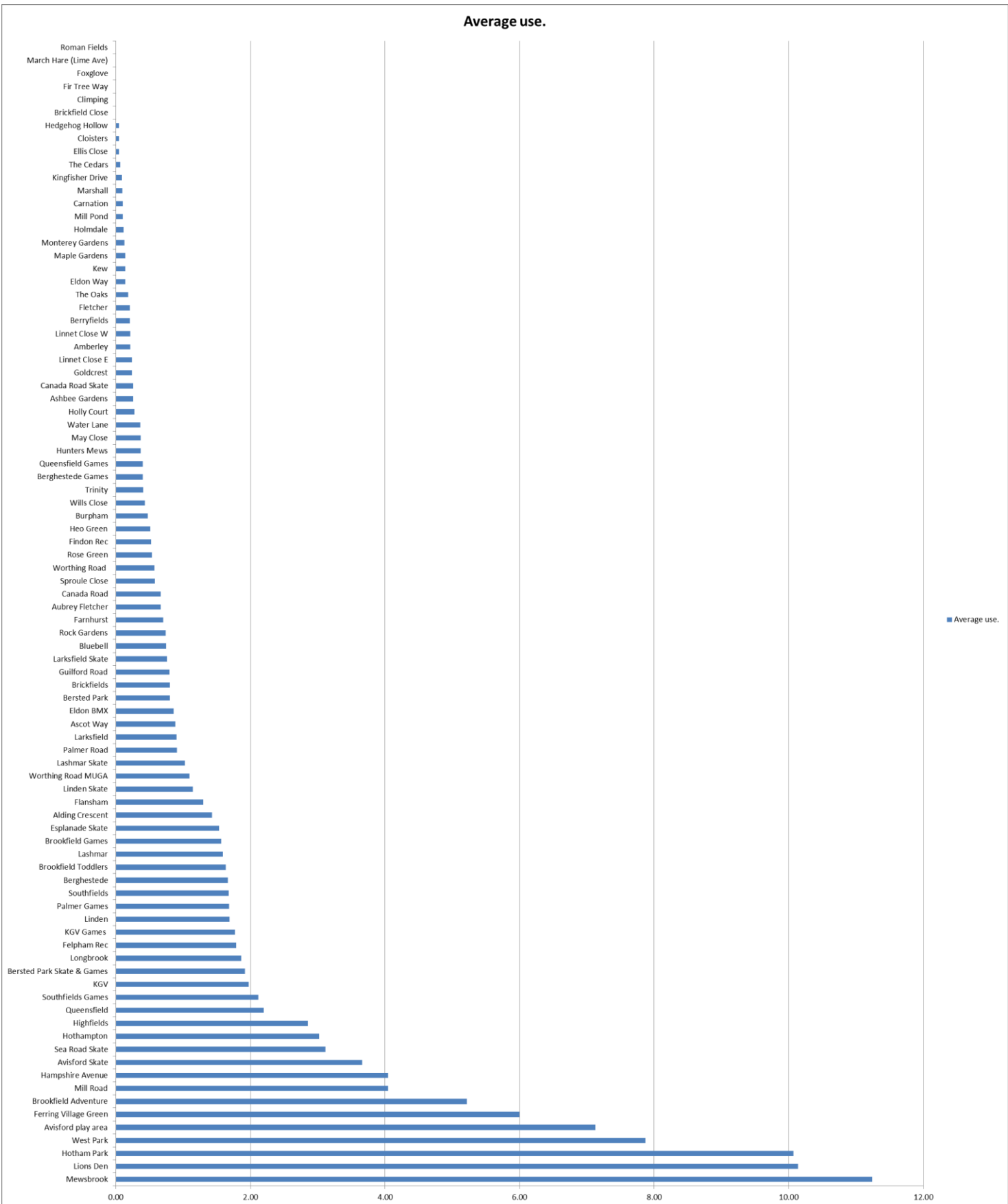
5.1) There was a mixed response to consultation from the 5 Parish/Town Councils that responded.

5.2) In terms of assessing the 'value' of a play area only East Preston disagreed that the number of children living in that locality should be used to assess value and Bognor Regis Town Council disagreed that accessibility should be used to assess value.

- 5.3) 100% of responses agreed that a 10 minute standard was reasonable in relation to the walking time required to visit a good quality play area.
- 5.4) Only Aldwick didn't disagree that spending public money maintaining a replacing equipment in play areas that rarely get used was a poor use of Council resources.
- 5.5) 100% of responses agreed/strongly agreed that good play areas should provide a range of equipment & play features for children of different ages and abilities.
- 5.6) 100% of responses agreed/strongly agreed that public funds should be spent maintaining and where possible enhancing those sites which have a high value to communities.
- 5.7) Aldwick, East Preston and Rustington all said that they would consider partnership funding contributions towards ADC owned play areas if these play areas were considered strategically important to the local area. Littlehampton said it was hard to answer that question and Bognor said they wouldn't.

6.0 Play area use summary

- 6.1) The below graph shows the average number of users per play area during the period of data capture (Jan 16 – August 17). Full details are contained within the draft Play Area Strategy document.



7.0 Play area priority ranking

- 7.1 Based on the mandate from public consultation and previous decisions by members current play areas have been prioritised through the agreed scoring system.
- 7.2 From this, each play area was considered on its own merit and a future designation suggested as part of the strategy.
- 7.3 The designations are as follows;

District priority - Plays a significant role in play provision for both residents & visitors to the area.

Parish priority - Plays a significant role in play provision for residents within a Parish area.

Council priority - Plays a significant role in play provision for a particular group i.e. Housing tenants. Alternatively there is no reasonable alternative provision within a 10 minute walk.

Future Non priority - No immediate investment required, retain at present but propose removal when significant expenditure required due to better priority facilities within a reasonable walking distance .

Non priority - Better priority facilities within a reasonable walking distance. Significant expenditure required in short term, therefore remove at earliest opportunity.

- 7.4 Those play areas designated as Non priority and Future Non Priority are listed in 8.4. As would be expected these are generally the lowest scoring play areas following the assessment. The full prioritisation list can be viewed in the draft strategy.
- 7.5 **Members are requested to note that even when equipment is removed from those sites identified in 8.4 the open space will still be retained for informal play opportunities.**
- 7.6 There are 3 play areas which Arun maintain on a day to day basis, through historical or current agreements, on land which is not owned by Arun. These three sites are Burpham, Climping and Aubrey Fletcher in Angmering. These arrangements were put in place to facilitate the original capital spend.

The Council does not have an obligation to fund the capital refurbishments of these sites in the future. It is proposed that Arun explores transferring day to day responsibility to the Parishes where the current agreements allow, through a negotiation with the respective Parishes.

8.0 **Strategy summary**

- 8.1 Through the mandate given by members and in consideration of the results of consultation and available data, the 10 year Play Area strategy has been drafted (see link in background papers).
- 8.2 The strategy supports delivery of the key objectives previously agreed by members;
- 1) Aligns itself with the 2020 Vision
 - 2) Ensure available resources are directed to areas of need and priority
 - 3) Create a sustainable stock of good quality play areas which add something to their local environment
 - 4) Ensure play areas are accessible to all and provide play value to those using them
 - 5) Align provision with accessibility standards set in the Council's Open Space Standards document
- 8.3 The strategy recommendations based on the objectives previously agreed by members include;
- Prioritise investment in those sites identified as high value/key sites in the priority matrix
 - Remove all equipment from non-priority play areas, returning land to usable public open space as part of a phased removal programme
 - Remove all equipment from future non priority play areas once significant investment or repair is required, returning land to public open space
 - Ensure play provision within new housing development is delivered in line with strategy recommendations
 - Provide three "destination" skate parks within major District towns of Arundel, Bognor Regis & Littlehampton
 - Procurement strategy to provide innovation/best value
 - Encourage Parish & Town Council's to partner fund key play area refurbishments
 - Consult locally on all planned improvements
 - Utilise all opportunities for natural play within play areas
 - Design play areas to cater for wide range of abilities and ages
- 8.4 Non priority/Future non priority sites

Non priority

Roman Fields – Very limited use, accessibility and value. Serves a small cul-de-sac of properties. Better facilities identified as a priority within 500 metres or 5 minutes walk.

Brickfield close - Very limited use, accessibility and value. Provision for cul-de-sac of Housing Association Properties only. The Housing Assoc. are not interested in taking responsibility for the site. Better facilities identified as a priority within 375 metres.

Kingfisher Drive – Very limited use, accessibility & value. Better facilities identified as a priority within 200 metres.

Mill Pond – Very limited use and accessibility. Provision for cul-de-sac of Housing Association properties only. Offer Housing Assoc. opportunity to take responsibility or remove. Better facilities identified as a priority within 450 metres.

Wills Close – Very limited use and accessibility. Proposal to invest in Sproule Close 50 metres away as much greater potential due to space and more accessible.

The Cloisters – Very limited use and accessibility. Better facilities identified as a priority within 30 metres at Trinity Way. Trinity way allows for greater expansion/potential.

Marshall Close – Very limited use and accessibility. Poorly located and prone to flooding during winter and ASB during summer. Very new facilities at Murrells Field within 400 metres run by Barnham Community Trust.

Water Lane – Very limited use and poorly located as hidden away in the corner of a recreation ground and not overlooked. Provision of a brand new play area for west end of this open space previously proposed but residents objected and never taken forward.

Carnation – Very limited use due to larger and better facilities within Brookfield Park 415 metres away. Part of the original site development 20 years ago.

Foxglove – Very limited use due to larger and better facilities within Brookfield Park 220 metres away. Part of the original site development 20 years ago.

Ellis Close – Limited use, Canada Road is 250 metres away with greater potential to improve for residents of this area. Canada Road is in a much more open and suitable location.

Holly Court – Very limited use located in amongst some council properties, Berghestede Play Area is 180 metres away.

Future non priority

Fletcher Way – Very limited use, accessibility and value. Provision for Housing Association Properties only so negotiation over future management/responsibility suggested. Better facilities identified as a priority within 620 metres.

Fir Tree Way – very limited use, accessibility and value. Provision for Housing Association Properties only so negotiation over future management/responsibility suggested. Better facilities identified as a priority within 360 metres.

The Oaks - very limited use and accessibility. Better facilities identified as a priority within 950 metres. Given distance suggest local consultation at appropriate point in future.

May Close – very limited use and accessibility. Better facilities (Climping) 1.2km away. Given distance suggest local consultation at appropriate point in future.

Monterey Gardens – Very limited use and accessibility. Better facilities identified as a priority within 500 metres.

Kew Gardens – Very limited use. Better facilities identified as a priority within 500 metres.

Guildford Road – Use is higher than expected mainly due to the fact it sits outside the school gates at Georgian Gardens Primary. Very basic play area with little potential due to large trees and road in close proximity. Better facilities identified as priority within 350 metres.

The Cedars - very limited use and accessibility. Better facilities identified as a priority within 375 metres.

Holmdale - The Oaks - very limited use and accessibility. Better facilities identified as a priority at 1km. Given distance suggest local consultation at appropriate point in future.

Queensfield Games Court – limited use but given nature of facility has potential to be improved. Further local consultation required around facility in future.

Berryfields – Recent transfer to ADC as part of new development. No action required for many years, however provision unlikely to be justified given close proximity of other priority facilities at point at which refurbishment is required.

March Hare – Very limited use. Two extensive Parish run play areas within 600 metres.

Hedgehog Hollow – Very limited use. This is a very informal play area originally installed as a story telling area for users of Wickbourne Centre opposite. Consult with Wickbourne prior to any final decision.

Ashbee Gardens - Recent transfer to ADC as part of new development. No action required for many years, however provision unlikely to be justified given close proximity of other priority facilities at point at which refurbishment is required.

Linnet Close East – Very limited use and accessibility. Better alternative facilities identified as a priority within 200 metres.

Linden Rec Skate Park – Location and current value are poor. Future will depend on result of separate Skate Park delivery strategy for Littlehampton.

The implications of the above are outlined visually through maps contained within the appendices of the full draft strategy document.

8.5 Capital implications

If all the above removals are carried out over the course of the strategy this will result in a 'saving' (based on predicted capital costs) of £710,000 over the course of the strategy

Therefore reducing the capital shortfall from £1,275,000 to £565,000 over the lifetime of the strategy.

The Council should aim to make up this remaining shortfall as much as possible from partnership & external funding opportunities.

Contact: Oliver Handson – Greenspace & Cleansing Contract and Development Manager
Ext:37955

Background papers

Full draft strategy available at;

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n11332.doc&ver=11307>

Appendices

Appendix 1 - Equality Analysis

Equality Analysis for a Policy, Project or Report

Play Area Strategy	October 2017
Oliver Handson	
Brief introduction to purpose:	
To ensure that Arun District Council can offer a consistently high quality of experience for children and parents/carers using our play facilities.	

The Equality Act 2010 legally protects people from discrimination, both in the workplace and in wider society. It covers 9 specific groups of people who share 1 or more of these protected characteristics; age; disability; gender; gender reassignment; marriage & civil partnership; pregnancy & maternity; race; religion or belief; and sexual orientation.

As a local authority Arun District Council (and any other organisation that is carrying out a public function on our behalf) is further bound by the Public Sector Equality Duty. This means that we have to consider **all** individuals in their day-to-day work – in shaping policy, in delivering services and in relation to our own employees.

The Duty has three aims. It requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and people who do not share it – this means removing or minimising disadvantages suffered by people due to their protected

characteristics and encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.

- foster good relations between people who share a protected characteristic and people who do not share it – this involves tackling prejudice and promoting understanding.

Having due regard means consciously thinking about the three aims of the Equality Duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies – such as in how they act as employers; how they develop, evaluate and review policy; how they design, deliver and evaluate services, and how they commission and procure from others.

The Equality Duty does not impose a legal requirement to conduct an Equality Impact Assessment. However, compliance with the Duty involves consciously thinking about the three aims as part of the process of decision-making. Doing this will entail understanding the potential effects of the organisation's activities on different people. Keeping a simple record of how decisions were reached will help public bodies to demonstrate how they considered the Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

Analysis

Consider what it is that you are trying to achieve and write a brief equality analysis in the box below. You should mention each of the nine protected groups, plus any others (e.g. families, people on low incomes, people in remote areas, etc) who may be affected. The following questions should help shape your thought process and subsequent decision making.

- Who will benefit most from this? Will anyone be treated more favourably as a result?
- Is there any evidence to suggest that your action or policy could have an adverse impact on some groups of people and specifically those with a protected characteristic? Does it present barriers or problems for any groups or communities?
- Is there any data, research or other evidence available to help or support your decisions?
- Have you considered any existing examples of good practice.
- How do you intend to deal with any adverse impact, or lessen it?
- Who else will you need to be working with to do this e.g. partners, contractors etc and what is their approach? How will this help?

The purpose for creating the new Arun Play Strategy is to identify Arun's priorities in terms of delivering play opportunities.

Our aim is to ensure these opportunities are of a consistently good quality, are accessible to all and provide value for money within the current financial restraints. The strategy will fit in with the wider aims of the organisation.

ADC Greenspace Service will have the responsibility for delivering this strategy.

We have utilised the most recent Census data relating to number of 0-16 year olds in particular wards, as well as information in relation to accessibility, use and value of existing play areas in order to set our priorities.

We have also considered Planning Policy Guidance 17 consultation/recommendations and National Play Strategies in developing our strategy.

Improved access to good quality and fully accessible play opportunities for all ages and abilities is a priority within the strategy. Our aim is that all children and young people of the Arun District will ultimately benefit from this strategy.

Where facilities will not be invested in there are alternative facilities identified as a priority within 10 minutes walk and often much less. We are prioritising those sites which are the most accessible in terms of transport links and walking routes. Where equipment is removed these areas will be retained as public open space for informal play use.

The strategy recommendation are based on evidence & need and are therefore justifiable.

We want local play opportunities to be valued by local communities and visitors to the area. Good quality play areas foster relations between children of all ages and abilities as well as their parents and carers.

ARUN DISTRICT COUNCIL

ENVIRONMENT AND LEISURE WORKING GROUP – 24 OCTOBER 2017

Information Paper

Subject : Events In Arun District

Report by : Jasmine Ede

Report date: September 2017

EXECUTIVE SUMMARY

Arun District Council recognises the benefits that events bring to the District and the significant contribution they make to Arun's Cultural, Economic and Tourism offer.

The Purpose of this report is to inform Members about the various events that take place within the District and the role that the Council plays. The Council helps to facilitate and support a wide variety of events, filming and other activities held each year within the District on Council owned and controlled land and on other public and privately owned land.

1.0 INTRODUCTION

- 1.1 Arun District Council recognises the benefits that events bring to the District and the significant contribution they make to Arun's Cultural, Economic and Tourism offer. A diverse range of events and activities are held throughout the year across the District. The table at appendix 1.0 shows the estimated number of people who attend some of the main events held across the District in each town. The figures in the table are taken from the event application forms that are submitted by the event organisers.
- 1.2 The number of events and activities applied for and held on Council land has increased year upon year. In 2015 there were 137 events/filming activities on Council land and in 2016 there were 168 of these events. For 2017 it is expected that up to 220 events/filming activities will take place. The events range from small community picnics to large carnival and bonfire events that attract thousands of residents and visitors to the area.

1.3 The following are some other examples of the events and activities that take place on Council land;

- Circuses and funfairs
- Commercial and non-commercial filming
- Outdoor activities including fitness classes, small sports activities, Nordic walks, boot camps and workshops such as pond dipping and forest skills
- Community fetes/family fun days
- Remembrance Parades and Armed Forces Day events
- Sports events such as 10k runs, mini-triathlons, bike races and large football competitions
- Themed festivals
- Foreshore excursions from local schools and groups
- Specialist markets
- Parades

2.0 THE COUNCIL'S ROLE

- 2.1 The role of Arun District Council is to ensure that the use of land is for the improvement and development of the area for the benefit of the community. Thereby facilitating events, providing information and advice so that event organisers can plan, organise and run their events safely.
- 2.2 This process is coordinated by the Council's Events Officer who is the main point of contact for event organisers.
- 2.3 The Council is not responsible for running and managing events, but does have a duty of care to ensure events held on Council land are planned and managed safely. The Council may also be asked to comment on events that are held on private land and on public highways within the District.
- 2.4 Various officers within the Council will review event application forms and the associated documents. The following departments are included in the events application consultation process; Events, Environmental Health, Property and Estates, Engineers, Parks, Leisure and Culture, Emergency Planning, Cleansing, Car Parks, Foreshores, Housing, Economic Regeneration and Licensing.
- 2.5 Where necessary the Council will take advice from the Safety Advisory Group (SAG) and as land owner the Council will have the final decision in respect of which events may be held on Council land. If after review of the relevant information approval can be given the Council will issue a letter granting permission and highlighting any conditions required during an event to the applicant.
- 2.6 The Safety Advisory Group (SAG) is an advisory panel who provide advice and guidance to event organisers. Membership of the Group will vary dependant on the nature of the event (i.e. for events that take place on the sea the harbour board may

be consulted) but typically include representatives from Police, Fire Services, Highways, council services and the ambulance service.

- 2.7 The SAG does not make decisions but will provide advice on plans and give feedback and share any concerns with organisers. Event organisers will be advised if a SAG meeting would be recommended whilst they are planning an event. For some events the SAG may convene remotely and exchange documents and feedback with organisers electronically. Enquiries to the Group can be made via the Events Officer who will initially consult with the Chairman.

3.0 PROMOTION OF EVENTS

- 3.1 The Council supports events by providing a variety of methods for event organisers to promote their events (see table below).

Methods of Promotion	
Online What's on Events Guide	The Council's website provides an online electronic diary where event organisers can input their events to be promoted. The guide is called the What's On Guide and is located on the Council's website under Events and Leisure. Events in the What's on Guide are also promoted in the Sussex By the Sea's online events calendar.
Noticeboards	Event organisers are able to use the Council noticeboards to promote their events. The noticeboards can be booked via the Council's Events Officer.
Roadside Banners	The Council has 6 roadside banner sites that can be booked through the Council's Events Officer.
Lamp Post Banners	The Council has 32 lamp post banner sites. The lamp post banner sites are located across the Arun District in the towns of Littlehampton, Bognor Regis and Arundel. There are 12 sites in both Littlehampton and Bognor Regis and 8 sites in Arundel. These can be booked via the Council's Events Officer.

4.0 EVENT APPLICATION APPROVAL PROCESS

- 4.1 All events, filming and activity applications will need to follow an application approval process. The steps involved may vary depending on the type of event or activity applied for. The event application approval process is the series of steps that event organisers wanting to apply to hold an event on Council land must follow in order for their event to be considered for approval by local authority officers and where necessary, statutory partners including agencies who are part of the SAG.
- 4.2 As part of the event application process the event organiser must adhere to the set timescales for submitting the required information. All information submitted will be reviewed by relevant Arun District Council officers and where necessary the SAG. The departments involved in the review of event applications and required documentation remain the same as listed in section 2.4 of the report.

5.0 SUMMARY

- 5.1 There are currently a large range and variety of events, filming and activities which take place across the District. The Council will continue to support and promote events within the District by providing information and advice so that event organisers can plan, organise and run their events safely. In order to ensure that the Council is providing the relevant guidance an Event Policy and Events Procedures document is under review and is anticipated to be produced during 2018 following consultation.

Appendix 1Event Attendance

The table below shows the estimated number of people who attend some of the main events held across the District in each town (based on information received via the events application process).

Town	Event	Estimated number of attendees (for the duration of the event) 2016	2015	2014
Bognor Regis (per day unless otherwise stated)	Rox Music And Arts Festival	5,000 Over 2 days	5,000 over 2 days	5,000 over 2 days
	Bognor Regis Carnival	8,000	3,000	3,000
	Drive Through Time	3,000	3,000	3,000
	Proms in the Park	1,000	1,000	1,000
	Bognor Birdman	7,000	10,000	10,000
	Hotham Park Heritage Trust's Country Fayre	9,000 over 2 days	8,000 over 2 days	6,000 over 2 days
	Hotham Park Heritage Trust's Carols in the Park	500	500	500
	Bognor 10k	2,000	2,000	1,800
	Christmas switch on celebrations	1,000	1,500	1,000
	South Downs Folk Festival	6,000 over 2 days	5,000 over 2 days	5,000 over 2 days
	Bognor Regis Illumination Gala	7,000	7,000	5,000

	West Fest	3,600	n/a	n/a
	Bognor Regis Kite Festival	1,500	100	n/a
Littlehampton	Littlehampton Carnival	5,000	1,000	1,000
	St Barnabas Littlehampton 10k	1,500	1,300	1,200
	Littlehampton Traditional Bonfire Celebrations	25,000	25,000	25,000
	Littlehampton Fort restoration family fun day	500	500	500
	Littlehampton LOCA Arts Week	10,000 – across the whole week	10,000 – across the whole week	10,000 – across the whole week
	Armed Forces Day	4,999	4,999	4,999
	Screen on the Green	2,000	2,000	2,000
Arundel	Arundel Festival	10,000 Over 10 days	10,000 Over 10 days	10,000 Over 10 days
	Arundel by Candle light	5,000	5,000	5,000
	Arundel Farmers Market	2,000	2,000	2,000
	Arundel Proms	100	100	100
	Corpus Christi Flowers and Procession	800	800	800
	Arundel Apple Day	350	350	350
Estimated Total number of attendees for events		121,849	109,149	104,249

Background Papers: None

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ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 24 OCTOBER 2017

Information Paper

Subject : Update on Littlehampton Leisure Centre

Report by : Rachel Alderson

Report date: October 2017

EXECUTIVE SUMMARY

This report provides an update on the current progress of the leisure centre project.

1.0 INTRODUCTION

1.1 The construction phase for the Littlehampton leisure centre project has commenced on site.

2.0 CONSTRUCTION WORKS

2.1 The main construction phase is underway, starting in early September with the installation of pre-cast concrete piles. A few complaints were received from local residents due to the noise created by the piling operation. This work was completed ahead of schedule, however there are a small number of piles which will need to be installed early 2018 following the diversion of the Southern Water sewer pipe.

2.2 Work to divert the smaller of the two sewer pipes is due to be undertaken by Southern Water later this year and will require excavations in the swimming centre car park and Mewsbrook Park. All disturbed areas will be reinstated on completion.

2.3 In the coming weeks the focus on site will be the installation of drainage, steel reinforcement and building foundations.

3.0 STAKEHOLDER ENGAGEMENT

3.1 Willmott Dixon is commencing their programme of STEM (Science, Technology, Engineering, Maths) career and interview support sessions with the Angmering

School. The engagement sessions will also explain the many aspects of constructing the new leisure centre.

4.0 PROJECT MILESTONES

4.1 The project programme identifies the following key milestones:

Main Works	Autumn 2017	Piling complete
	Spring 2018	Foundations complete
	Summer 2018	Frame complete Building watertight
	Autumn 2018	Fit out complete Testing and commissioning
	Spring 2019	Completion

Background Papers:

[Leisure and Cultural Strategy 2013 - 28](#)

[Full Council 15 May 2013, Final Resolution, Minute 522, Strategy 1, Stage 2](#)

[Leisure, Tourism & Infrastructure Working Group \(30 June 2014\)](#)

[Cabinet Report \(21 July 2014\) – A New Leisure Centre for Littlehampton](#)

[Detailed Feasibility Study 2015](#)

[Cabinet Report \(16 November 2015\) - Capital Prioritisation Programme](#)

[Cabinet Report \(8 February 2016\) – A New Leisure Centre in Littlehampton](#)

[Environmental Services & Community Development Working Group \(28 June 2016\)](#)

[Environment & Leisure Working Group \(6 September 2016\)](#)

[Cabinet Report \(17 October 2016\) – Littlehampton Leisure Centre Project Update](#)

[Environment & Leisure Working Group \(1 November 2016\)](#)

[Environment & Leisure Working Group \(17 January 2017\)](#)

[Environment & Leisure Working Group \(14 March 2017\)](#)

[Cabinet Report \(10 April 2017\) – Littlehampton Leisure Centre](#)

[Environment & Leisure Working Group \(27 June 2017\)](#)

[Cabinet Report \(17 July 2017\) - Littlehampton Leisure Centre](#)

[Environment & Leisure Working Group \(29 August 2017\)](#)

[Full Council Report \(13 September 2017\) – Littlehampton Leisure Centre](#)

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