

Democratic Services Officer: Carrie O'Connor (Ext. 37614)

6 December 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 19 December 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, Northeast, 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 24 October 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.

5 REVIEW OF ROLE OF WORKING GROUPS

A request has been received for the operation of the current Working Groups to be reviewed. This report seeks this Working Group's views on whether there should be any change to its remit to feed into this review.

6 STRATEGIC VISION FOR THE FUTURE OF PUBLIC CONVENIENCE SERVICES IN ARUN

The report seeks member approval for a number of recommendations relating to the future of public conveniences within the Arun District and advises where further work will be undertaken.

7 LITTER AND DOG FOULING ENFORCEMENT TRIAL

Following a decision taken by Members on 17 January 2017 to conduct a one year trial of littering and dog fouling enforcement across the district, Members are requested to review the scheme and decide if they wish to recommend continuing the service within the Arun District.

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.

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ENVIRONMENT & LEISURE WORKING GROUP

24 October 2017 at 6.00 p.m.

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

Councillors Clayden (part), Bence (part) and Wotherspoon were present at the meeting.

14. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Maconachie, Mrs Neno, Purchase and Reynolds.

15. 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 Buckland declared a personal interest in any matters pertaining to Littlehampton Town Council and West Sussex County Council as he was a member of both bodies.

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Councillor Dr Walsh declared a personal interest in Agenda Item 7, Events in Arun District, as Littlehampton Town Council arranged a host of events, of which he was a member.

Councillor Warren declared a personal interest in Agenda Item 6, Arun’s Play Area Strategy and Item 7, Events in Arun District, as a member of Littlehampton Town Council.

Councillor Brooks declared a personal interest in Agenda Item 7, Events in Arun District, as a member of Bognor Regis Town Council.

16. MINUTES

The Minutes of the meeting held on 29 August 2017 were approved and signed by the Chairman as a correct record.

17. SAFER ARUN PARTNERSHIP (SAP) ANNUAL REVIEW 2016-17

(Prior to consideration of this item, Councillor Buckland had declared a personal interest and remained in the meeting and took part in the debate.)

The Community Safety Manager advised the meeting that, unfortunately, Chief Inspector Burtenshaw was not in attendance as he had given his apologies.

The Community Safety Manager informed the Working Group that the purpose of the report on the table was to provide an update of the work of the Safer Arun Partnership (SAP) and to give feedback of the work undertaken to date to tackle crime and disorder and anti-social behaviour in the District. She then went on to highlight particular aspects of the report she felt would be of particular interest to Members and concluded by stating that the Sussex Police and Crime Commissioner was currently undertaking a review of the community safety grant, the results of which would be published in November 2017, so funding for SAP for 2018/19 was still unclear at the present time.

Members heard that SAP had a good reputation, was well regarded as being effective and disciplined and was working well with Chichester District Council.

In opening up the debate, the Chairman thanked the Community Safety Manager for a comprehensive report and congratulated the team for the positive outcomes listed.

Members participated in a full discussion on the matter and a number of concerns were raised relating to:-

- The dramatic increase in violent crime – disappointment was expressed that Chief Inspector Burtenshaw was not present to answer questions on this matter. It was felt that, as the Police did not publish detailed figures across any part of Sussex, it was difficult to drill down

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to see just what and where it was happening. It was acknowledged that the number of police personnel to cover the Arun and Chichester area was inadequate but that the Police must attend these meetings to inform Members of what the position was in terms of response times and tackling violent crime. It was suggested that a report be brought to the Working Group in the future regarding violent crime, together with comparisons with neighbouring areas. The Community Safety Manager advised that, at the Partnership meeting in December, violent crime was due to be discussed and she would share the outcome of that with the Working Group following that meeting.

- ASB and Street Communities in Littlehampton – local concern was highlighted that the problem had not gone away and the perception was that the street drinking and inappropriate behaviour was not being adequately tackled - that was the biggest single concern of the traders. It was felt it was an ongoing and worsening situation that needed to be addressed. The Community Safety Manager was well aware of the concerns and stressed that complaints still needed to be made as it was important to capture that information to be able to use it to obtain the tools to tackle disruptive behaviour and use viable enforcement where appropriate. Two criminal behaviour orders had been successfully applied for to address concerns relating to two street community individuals in Littlehampton town centre. She stated that she would go back to the key partners to highlight the concerns being expressed.
- ASB and Street Communities in Bognor Regis – Comment was made that Bognor Regis was experiencing the same problems as Littlehampton. The traders were appalled with the lack of improvement and it was felt that the Business Wardens were never around when needed. Members were advised that a meeting had been set up for Friday 3 November between Chief Inspector Burtenshaw, the Town Centre Manager and the Business Wardens to share the concerns raised. The Community Safety Manager informed the Working Group that there were interventions in place to help the rough sleepers and street drinkers off the streets but the challenge was that some of those individuals were deeply entrenched and were not willing to engage and take up the support offered.
- Rough sleeping – Members were advised that in November all housing authorities were being required to undertake a rough sleeping count – the Community Safety Manager would then be able to advise them later in the month of an accurate figure for rough sleepers in the District.

More general discussion took place on serious and organised crime; cuckooing; child sexual exploitation; and modern slavery. With regard to street drinking, the question was asked as to whether anything could be done to stop retailers selling single cans of alcohol to the perpetrators of street drinking and its consequential anti-social behaviour. A response was given that the Licensing Team was aware of the problem but they needed hard evidence to take action.

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The Chairman drew an interesting debate to a close by thanking the Community Safety Manager for her detailed report. The Working Group then

RECOMMEND TO CABINET – That

(1) the work of the Safer Arun Partnership is endorsed and the importance of partnership working in contributing to reducing anti-social behaviour and addressing Street Community issues is recognised;

(2) the need for all Arun District Council services to contribute to delivering the Think Family programme through the flexible use of resource and close working with external partners and internal services be agreed;

(3) recognition be given to the work of the Safer Arun Partnership in contributing to the delivery of the Council’s strategic priority “Supporting you if you need help”; and

(4) the Council’s contribution to overall working of the Safer Arun Partnership (SAP) and achieving SAP’s strategic priorities will be considered as part of the Council’s Vision and restructuring process.

18. CHANGE TO THE ORDER OF THE AGENDA

At the request of the Chairman, the order of the agenda was changed to bring forward the item relating to Events in Arun District.

19. EVENTS IN ARUN DISTRICT

(Prior to consideration of this item, Councillors Brooks, Buckland, Dr Walsh and Warren had declared a personal interest and remained in the meeting and took part in the debate).

In introducing this report, the Marketing & Events Assistant informed the Working Group that there was a problem with the presentation she had prepared to show Members on screen and this was therefore circulated as a hard copy at the meeting.

The Working Group heard that the Council helped to facilitate events by supporting the organisers through the event application process; reviewing the events to ensure they were planned and managed safely on Council land; and offering guidance to events on private land through the Safety Advisory Group (SAG). The number of events held across the District had increased year upon year.

In opening up the debate, the Chairman stated that the number of events that were held across the District was phenomenal and he paid tribute to the army of volunteers that enabled them to take place.

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Concerns were raised as to the lack of funding that Arun was able to contribute to the events in the District and the Marketing & Events Assistant advised that the Council assisted as much as possible by having a dedicated resource offering advice and assistance to organisers and thereby facilitating these events so they could be planned, organised and run successfully and safely.

A query was raised as to the attendance at the various events listed and the Marketing & Events Assistant confirmed that the figures were taken from the application forms before any event had taken place so there would be a variation, particularly if it was more successful than anticipated.

General discussion took place around promotion of specific venues in the District, e.g. Stage by the Sea and the East Bank performance area; public liability insurance; use of web site to promote events; and free Wifi. The Group Head of Neighbourhood Services undertook to look into the matter of assisting organisers with public liability insurance.

The Chairman thanked the Marketing & Events Assistant for her informative report.

20. ARUN'S PLAY AREA STRATEGY 2018-2028

(Prior to consideration of this item, Councillor Warren had declared a personal interest and remained in the meeting and took part in the debate and vote.

During the course of consideration of this matter, Councillor Dr Walsh declared a personal interest as a Member of Littlehampton Town Council.)

The Greenspace & Cleansing Contract & Development Manager presented this report which provided an update on the work that had been carried out in reviewing the Council's Play Strategy to align with its 2020 Vision; to provide a balanced budget; reduce costs; and improve the customer experience. A comprehensive consultation exercise had been undertaken and 357 responses had been received and that information, together with information relating to the recorded use of all of the Council's play areas over an 18 month period, had been collated to put together a strategy for the period 2018-2028. Members were advised that where play equipment was removed, that area would still remain as an open space to be utilised by the public.

Discussions would be undertaken with the Towns and Parishes and it was hoped that everyone would work together to fund the improvements required for priority areas.

The Greenspace & Cleansing Contract & Development Manager was congratulated for a comprehensive and well informed report which had responded to Members' concerns and brought together public consultation.

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A number of questions were asked and responded to at the meeting relating to skate parks; gym equipment in parks; external funding; and vandalism in parks. A query was raised about the play area at Guildford Road, which was very well used and an officer response given that the comments made would be looked at as, although not considered a priority from the Council’s perspective, it was clearly an area of interest and needed to be revisited.

Comment was also made that there must be more joined up thinking between developers and the Council to provide the right facilities for the new developments.

A query was raised as to whether any progress had been made with regard to sponsorship and it was agreed that the play area strategy action plan would be amended to include that sponsorship would be sought for key play areas to help support running costs.

The Chairman thanked the Greenspace & Cleansing Contract & Development Manager for his detailed report and the Working Group then

RECOMMEND TO CABINET

That Arun District Council adopts the 2018-2028 Play Area Strategy.

21. UPDATE ON LITTLEHAMPTON LEISURE CENTRE

The Working Group noted the update provided by the Principal Landscape Officer.

(The meeting concluded at 7.59 pm)

ARUN DISTRICT COUNCIL

REPORT TO THE ENVIRONMENT & LEISURE WORKING GROUP ON 19 DECEMBER 2017

SUBJECT:	Review of role of Working Groups
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REPORT AUTHOR:	Liz Fitcher – Group Head of Council Advice & Monitoring Officer
DATE:	November 2017
EXTN:	01903 737610

EXECUTIVE SUMMARY:

A request has been received for the operation of the current Working Groups to be reviewed. This report seeks this Working Group's views on whether there should be any change to its remit to feed into this review.

RECOMMENDATIONS:

The Working Group is asked to compile its response to the proposals, as presented in the report, for submission to the Constitution Working Party.

1.0 BACKGROUND

- 1.1 A review of the remit of Working Groups was last undertaken in 2012 and concluded with a report to Full Council on 5 September 2012 when the current two Working Groups were established. The aim of this review had been to realign the responsibilities for the scrutiny function across the Working Groups and the Overview Select Committee to reflect the Cabinet Portfolios established at that time. The Working Groups have been working to a similar remit since then, undertaking a review of their terms of reference and work programme each year to ensure this reflected the priorities that Members wished to focus on. The only change has been to the name of this Working Group from Environmental Services & Community Development to Environment & Leisure.
- 1.2 As part of the work that the Constitution Working Party has been carrying out in reviewing the Constitution, particularly Part 3 (Responsibility for Functions) covering the Terms of Reference for Committees, Panels and Working Group, a request has been received for the operation of the current Working Groups to be reviewed. The purpose of this report is to seek Members' views to inform this review.

2.0 PROPOSALS

- 2.1 From the request received, two specific areas have been posed for this review:

- i. Should the Council move away from the current practice of volunteers making up the membership to introduce a maximum number? The reason for this request comes from the size of this Working Group being felt to be unwieldy and difficult to manage, with a current membership of 18 and a previous membership of 22. A membership of 10 or 15 has been suggested.
- ii. Should the remit of the Working Groups be changed to allow them some delegated authority as a decision maker? The reason for the request is based on feedback from some Members that they feel the Working Groups need a clearer purpose and role in the decision making structure.

2.2 In terms of moving to a set membership for the Working Groups, it needs to be accepted that this will introduce the need for political balance as this will be the only way to allocate seats.

2.3 A change of remit of the Working Groups to allow for decision making would completely alter current arrangements and require them to be established as Committees or Sub-Committees to allow authority to be delegated to take specified decisions. If this option was agreed, then political balance would automatically apply as legislation requires.

2.4 Initial consultation on these proposals was undertaken with the Chairmen and Vice-Chairmen of the two Working Groups and the Group Leaders. There was support to the proposals for change from the Chairman and Vice-Chairman of this Working Group and the Chairman of the Housing & Customer Services Working Group. The Leader of the Council has also given her support; no formal comment has been received from the other Group Leaders. Based on this feedback, the Constitution Working Party then discussed the proposals at their meeting on 17 October and they concluded that:

- both Working Groups should become Sub-Committees;
- they should be politically balanced with a membership size of no more than 10 to 15; and
- they should have a degree of decision making powers with these being clearly specified.

2.5 If the proposals were to be taken forward, then the types of delegation that could be given to a Sub-Committee would be:

- To agree consultation on relevant plans/proposals
- To monitor progress against agreed projects and seek action to address any problems or issues raised
- To agree the scoping and development of new policies and strategies with final sign off being a recommendation to Cabinet or Full Council, dependent on who was the decision taker
- To undertake service reviews and seek action to address any problems or issues raised

2.6 These proposals are being presented for comment to this Working Group and also the Housing & Customer Services Working Group on 4 January 2018. The feedback from this consultation will then be fed into a final report to be considered by the Constitution Working Party on 13 February 2018 and then at Full Council on 7 March 2018 so if any change is to be made, it can be introduced from the new Council year in May 2018.

3.0 OPTIONS:

1. To consider the proposals, as presented.
2. To propose alternative arrangements for this review.

4.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> • Group Leaders and Working Group Chairmen and Vice-Chairmen 	✓	
5.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)	YES	NO
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)		✓

6.0 IMPLICATIONS:

None

7.0 REASON FOR THE DECISION:

To respond to a request for a review of the current operation of Working Groups.

8.0 BACKGROUND PAPERS:

Full Council report – Review of Responsibilities of Working Groups : 5 September 2012

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 19 DECEMBER 2017

Recommendation Paper

Subject : Strategic Vision for the future of public convenience services in Arun

Report by : Oliver Handson, Greenspace & Cleansing Manager

Report date : December 2017

EXECUTIVE SUMMARY

This report follows on from previous reports on public convenience strategy, providing an update on the further feasibility work undertaken by officers at the request of members.

The report seeks member approval for a number of recommendations relating to the future of public conveniences within the Arun District and advises where further work will be undertaken.

RECOMMENDATIONS

Members are requested to recommend the following to Cabinet;

- 1) That the proposal to investigate the potential for commercial development with retained public conveniences at Crown Yard remains, to be undertaken in due course by Property & Estates as part of their work plan.
- 2) That the public conveniences at Ferring Village Green are retained, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and continue with their current revenue contribution to Arun.
- 3) That the Council aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Property & Estates Service and Ferring Parish Council in due course.
- 4) That the Council withdraw the North St Wick public conveniences, but work in partnership to support the Wick Traders Assoc. over provision of a Community Toilet Scheme in close proximity.
- 5) That the Council retain Avisford Park public conveniences, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase their current annual contribution towards public conveniences.
- 6) That the Council retain West Meads public conveniences, on the basis that

Aldwick Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase in their current contribution towards public conveniences.

- 7) That the Council withdraw the Snooks Corner public conveniences. This decision is made on the basis that the Culver Road facility will remain open all year round in future. The Council will also look to set up a Community Toilets Scheme arrangement with an interested business in close proximity and will explore commercial opportunities for Snooks Corner.
- 8) That the Council retain Shrubbs Field public conveniences, on the basis that Middleton-on-Sea Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to increase their current annual revenue contribution towards public conveniences.
- 9) That pending the formal agreement of Freedom Leisure, for free public use of their public conveniences at the new Littlehampton Leisure Centre, that the Council withdraw the Mewsbrook Park public conveniences on opening of this facility.
- 10) That the Council retain Waterloo Square public conveniences at present, pending exploration of a commercial development opportunity of this site with retained public conveniences, to be undertaken Property & Estates as part of their work plan.
- 11) That the Council finalises a detailed condition survey of retained public conveniences within the next 12 months. This will allow effective budget planning from both ADC & Parishes who have agreed to support capital refurbishment costs moving forward.
- 12) To support the delivery of the strategic vision by committing future capital funding sufficient to deliver the phased capital programme.
- 13) To cease the current seasonal closure trial at Culver Road Felpham, on the basis of representation received from the public and to ensure the site will be open once the proposed refurbishment works due this winter are completed.
- 14) To cease the current seasonal closure trial at Sandy Road Pagham, on the basis of the representation received from the public and a reasonable maintenance contribution to be formally agreed with Pagham Parish Council.
- 15) To continue with the current trial seasonal closure at Norfolk Gardens due to the fact there is alternative provision continuing to be provided at the Norfolk Gardens Café.
- 16) To agree that the seasonal closure for Norfolk Gardens would be lifted if the Council's contractor and café operator ISS Facility Services formally requests this.
- 17) To continue with the current trial seasonal closure at West Beach.
- 18) To reschedule the proposed opening of the remaining sites under trial seasonal closure from Easter 2018 rather than the 1st May 2018.
- 19) That a further progress summary is provided to the Working Group in one year's time.

1.0 Introduction

1.1 Members have previously agreed that Arun District Council adopts the following strategic vision for its public conveniences:

‘To provide and sustain affordable, good quality public conveniences in key areas which enhance both residents and visitors perception and experience of Arun’

It is clear that whilst the provision of public conveniences is not a statutory service, the provision of such facilities is one that the public have come to expect and in many cases rely upon. Public conveniences in prominent tourist areas support and encourage visitors to an area, and many public conveniences in the outlying villages support outdoor activity, especially for children and the elderly.

This report is very much focused on identifying sensible proposals in order to achieve the strategic vision above, whilst also aligning public convenience provision with the Council’s overarching 2020 Vision.

1.2 Following previous reports on this matter, Full Council agreed the following recommendations which are relevant to this latest report paper and worth highlighting to members;

- 1) *Agree that the Council explores the potential for a commercial development to include the retention and management of a smaller public convenience facility at:*
 - *Crown Yard Car Park, Arundel*
 - *Ferring Village Green*
- 2) *Agree that within the next 12 months, officers will explore the feasibility of a Community Toilet Scheme (CTS) as detailed in this report, within close proximity to and as an alternative provision option for;*
 - *Snooks Corner, Felpham*
 - *Shrubbs Field, Middleton*
 - *Ferring Rife, Ferring*
 - *North Street, Wick*
 - *Avisford Park, Aldwick*
 - *West Meads, Aldwick*
- 3) *Agree that the Council explores any other viable alternatives put forward by the Parish & Town Councils for those toilets named above*
- 4) *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*
- 5) *Agree that the following public conveniences move to the following seasonal opening hours from 1st October 2017 plus opening for special events:*

- *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)*

1.3 The following public conveniences have already been agreed as a priority by members

- Mill Road, Arundel
- Bedford Street, Bognor Regis
- Foreshore Station, Bognor Regis (Disabled only)
- Regis Centre, Bognor Regis
- Hotham Park, Bognor Regis
- West Park, Aldwick
- Coastguards, Littlehampton
- Mewsbrook Park, Littlehampton
- St Martins Car Park, Littlehampton
- Culver Road, Felpham
- West Beach, Climping
- Sandy Road, Pagham
- Norfolk Gardens, Littlehampton

2.0 Commercial development opportunities with retention of public conveniences

These were identified for two sites, Crown Yard Arundel & Ferring Village Green. No further work has been carried out on this due to other priorities within Property & Estates Service area. It is proposed that this option should still be explored in due course for Crown Yard, but following further discussion with Ferring Parish Council that this option is not taken forward at this time for Ferring Village Green.

3.0 Community Toilet Scheme

This was explored by officers and details of this process are provided in appendix 1 & 2

In general there was very little interest in the scheme, despite additional follow up communication with selected businesses. Reference to specific areas for a CTS to be explored are included within the review of individual sites detailed in 4.2 below.

One potential exception is a catering business in close proximity to Snooks Corner, which since the Council originally went out for expressions of interest, has shown a potential interest in formalising their current policy on the public use of their facilities. This will be explored shortly by officers with a view to formalising this arrangement.

4.0 Options & exploring any other viable alternatives put forward by Parishes

4.1 Town & Parish contributions

An original decision had been made to discontinue all Parish & Town Council contributions. However, in line with the above mandate and in order to give Members 'viable' alternatives to consider, a number of Parishes have outlined a desire to provide increased financial support for both revenue and capital costs. This is aimed at protecting those facilities not included within the original priority list, within their respective areas.

In terms of a means to achieve the overall strategy and improve the quality of facilities, it is recommended that where applicable Members give strong consideration to supporting a collaborative funding approach for both revenue and capital costs, for selected parishes as detailed below.

It is not possible to ensure absolute consistency between contributions provided by individual parishes, as their respective precepts and financial commitments will vary. The aim of the District Council, through any discussions, is to negotiate a revenue contribution which is considered as reasonable and proportionate by both parties on a parish by parish and site by site basis. All recommendations to retain facilities and subsequent final negotiation is subject to agreement of this principle.

The figures described below, with the exception of Aldwick are indicative only and subject to final negotiation and formal agreement from each Parish, through its respective committee process.

Where capital contributions are concerned ongoing dialogue with Parishes will continue, once Property & Estates have reviewed and fully costed the phased public conveniences capital refurbishment programme.

It should be understood that the future of a facility would need to be reviewed if a Parish wished to reconsider its funding contribution.

4.2 Sites

Avisford Park & West Meads

Aldwick Parish Council are keen to see both facilities retained. The Parish would be willing to increase their current annual revenue contribution from £7,300 to £8,000 and to support future capital refurbishment costs to a value of £2,000 per annum in order to achieve this. This offer is predicated on the retention of both facilities.

The Avisford Park facility is a stand-alone building and has been closed for approximately 4 months due to significant roof damage, whilst a decision on the future of the site is considered. The Parish would also potentially consider jointly funding this repair if members decide to retain the facility. A very small number of complaints have been

received by Arun regarding the current closure, however, Parish Councillors have said that they have received more complaints locally.

The facility sits on the edge of a large recreation ground, with associated amenities such as play area, football pitches and skate park. Beyond this the site is predominantly used as a popular dog walking area. The facility has been the subject of a number of instances of vandalism and misuse in recent years. Strong consideration needs to be given to the design and layout of any facility should it be retained.

West Meads is part of the same building that houses the changing facilities for sports activities on this site (football & cricket), next to large car park (not ADC owned) and small shopping precinct. Previous correspondence was received from the West Meads Residents Association petitioning over the potential closure of this site. The site also contains play area facilities and is popular with dog walkers.

No interest in a CTS was forthcoming locally to either of these sites.

Ferring Village Green & Ferring Rife

Ferring Parish Council are keen to see both facilities within Ferring retained. They would be willing to retain their current level of revenue contribution and support future capital refurbishment costs at Ferring Village Green to achieve this. During the course of discussions the potential for further negotiation around provision at Ferring Rife linked to a commercial partnership arrangement was raised. This could provide a viable option to retain a facility for visitors and Arun beach hut users whilst also reducing costs and increasing income. It is proposed to be explored by Property & Estates and the Parish Council in due course.

No interest in a CTS was forthcoming locally to Ferring Village Green.

Snooks Corner

This is one of a small number of current sites for which there is no overriding argument for retaining. Alternative provision is available at Culver Road (370 metres away) and Hotham Park (850 metres). For passing motorists/delivery drivers the Bognor seafront sites are within a few minutes drive. Snooks Corner is not a particularly high pedestrian trafficked area, even in the summer, unlike Culver Road.

There is the potential for a CTS to be set up with a local catering establishment just one hundred metres from the Snooks Corner. In addition to this a commercial opportunity is likely to be available for the current building.

Felpham Parish Council's original view when consulted on was that if Snooks Corner were to close they would not challenge this but wanted to ensure that Culver Road was not subject to a seasonal closure.

Shrubbs Field

Middleton-on-Sea Parish Council have indicated a willingness to increase their current contribution and to support future capital refurbishment costs for this facility. This is subject to final negotiation and would need to be formally agreed at the relevant Committee meeting of the Parish Council.

There was some potential interest in a CTS from a local public house, but this has yet to materialize but will be revisited. Whilst the potential for a CTS should continue to be explored, this should not delay discussions with the Parish Council regarding the retention of this facility.

North St, Wick

This facility has been closed due to serious fire damage for approximately eighteen months. During initial consultation Littlehampton Town Council did not raise any particular concern regarding the potential closure of this facility. Complaints about the continued closure of the facility have been very minimal.

Whilst initial interest in the potential for a CTS was low, Council Officers have also contacted Wick Traders Association in writing in order to understand their views and offer to work collaboratively in supporting alternative options for provision. This could be through further discussions around a Community Toilet Scheme or potentially a portable type facility. The Council is currently waiting for a response. On the above basis it is recommended that this facility should be withdrawn and options for the building explored by Property & Estates

Waterloo Square

Originally it was decided to close Waterloo Square on the basis of the planned delivery of a new bespoke facility to the east on the esplanade. Since the original decision was made, interest in commercial use for the site with a retained public convenience facility has been identified by Property & Estates.

Because delivery of the Esplanade facility will potentially be delayed and taking into account the likely location of the new facility, it is recommended to retain the Waterloo Square facility, given this is a heavily trafficked area of the sea front. This will allow time for commercial opportunities with a retained public convenience facility to be explored by Property & Estates.

4.3 Seasonal Closures

As of 23rd November the following number of complaints had been formally received by the Council in relation to the current seasonal closure trials.

Culver Road – 19
Norfolk Gardens – 8
Sandy Road – 29

West Beach – 1

There were a further 2 complaints which were concerned with the closures in general.

At Norfolk Gardens there have been some concerns about the knock on impact of this decision from the Council's contractor ISS Facility Services who operate the nearby café. ISS will continue to monitor this impact on their operation and advise the Council of problems.

ISS have also advised that this decision has had some benefits in relation to additional trade from the extra footfall.

Recommendations are contained within report in relation to the current trial closures.

5.0 Summary

Based on the recommendations contained within this report being agreed and the previous decisions made, future provision of public conveniences within the District would be as follows;

Retain & improve

Mill Road, Arundel
 Bedford St, Bognor Regis
 Esplanade, Bognor Regis (subject to approval by Development Control Committee)
 Regis Centre, Bognor Regis
 Hotham Park, Bognor Regis
 Culver Road, Felpham
 West Park, Aldwick,
 West Meads, Aldwick
 Avisford Park, Aldwick
 Shrubbs Field, Middleton – on – Sea
 Ferring Village Green, Ferring
 Sandy Road, Pagham
 Norfolk Gardens, Littlehampton
 Coastguards, Littlehampton
 St Martins Car Park, Littlehampton
 West Beach, Clymping

Explore commercial opportunity with retained public conveniences

Crown Yard, Arundel
 Waterloo Square, Bognor Regis
 Ferring Rife, Ferring

Withdraw

North St, Wick

Snooks Corner, Felpham

Mewsbrook Park, Littlehampton (on the basis of formal agreement from Freedom Leisure)

Other

London Road, Bognor – Will be considered separately through future proposals likely to come forward in 2018, relating to regeneration proposals for this area.

The above proposals aim to support delivery of the Council's objectives as set out in the 2020 Vision document. It is believed that these proposals will achieve a sensible balance between efficiency savings - due to a small reduction in the overall number of sites, increased income - through commercial opportunities, but most importantly the retention of facilities viewed as locally important - through a collaborative approach with Parishes.

With a smaller number of facilities greater resource for maintenance and cleaning can be afforded to those remaining priority sites – thereby improving the overall quality and customer experience.

5.1 Cost implications

If the recommendations are all agreed, the estimated annual revenue saving is calculated to be around £25,000 per annum. This takes into account reductions in utilities and rates and both the reduced and increased income from contributions from parish & town councils

Another financial consideration is the potential for commercial revenue from the opportunities identified in this report. Whilst this is very difficult to quantify as there are many external factors which will influence this revenue - such as planning considerations and the market at the time, a conservative estimate would be around £15-20,000 per annum in additional income to the Council.

Delivery of these proposals will also reduce the Council's capital liabilities by an estimated £250,000 over a five year period.

5.2 Phased capital refurbishment programme

Revised condition surveys will be undertaken and a subsequent phased capital programme developed with preferred design proposals where appropriate, based on unisex cubicles. This provides the following advantages to the Council and its customers

- Provides the most efficient/cost effective use of space
- Reduces inappropriate use and ASB
- Benefits people with disabilities, the elderly, and anyone else who may require the assistance from someone of another gender, including parents who wish to accompany their children to the washroom or toilet facility

It is not possible to convert all existing buildings to unisex facilities due to the structural layout and clearly demolition and construction of replacement facilities would cost more

than refurbishment. Public conveniences such as Norfolk Gardens are being modernised but will still have male / female facilities.

Where required proposals will be subject to the necessary planning permissions.

Background Papers: None

Contact: Oliver Handson, Greenspace & Cleansing Manager, 37955

Appendices;

- 1) CTS letter
- 2) CTS summary response

APPENDIX 1 – letter to business regarding Community Toilets Scheme

Dear business/business owner

As part of a district wide review of public convenience provision, Arun District Council is exploring the viability of initiating a Community Toilets Scheme in your area.

Community Toilets Schemes have been successfully rolled out by many local authorities up and down the country. A Community Toilets Scheme essentially comprises the establishment of a partnership between Arun District 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 in your area.

Benefits to your business

In exchange for public access the Council would pay your business an annual grant and provide opportunities for free advertising on the Council's website as a partnership organisation and further potential advertising through Council publications.

In addition, there is a possibility of more people using your business as a result of them accessing your premises.

We have enclosed further information containing Frequently Asked Questions which covers how the scheme is likely to work in practice.

In the first instance please contact us on CTS@arun.gov.uk or call 01903 737951 to register your interest. We will then follow this up with a site visit for further discussions.

Yours sincerely

Oliver Handson
Greenspace & Cleansing Manager

Community Toilets Scheme FAQ's

Q. If my business joined the scheme, what would it need to do?

A. It is anticipated that you would not need to do much more than you do at the moment . Assuming that your toilets are properly maintained the process is simple. A checklist of the requirements is as follows:

- Provide a reasonably unobstructed route of access to the premises (and provision for wheelchair access if accessible toilet facilities are offered).
- Provide clear and uncluttered access to all toilets within the premises.
- Provide directional signage to the toilets on the interior of the property.
- Display signage to the toilets (including opening times) on the exterior of the property.
- Ensure the toilets are clean and well stocked with hand towels/hand drier, soap, toilet paper, sanitary bins, etc.
- Ensure the toilets are clear of storage and unobstructed, in accessible toilets please ensure bins and other floor furniture does not obstruct the transfer space.
- Ensure there is a clear and adequate cleaning regime (ideally, with a notice displaying what that is).
- Ensure all staff are aware of the implications of scheme membership.

Q. What would the benefits to my business for joining the scheme?

A. The Council would pay your business a grant on an annual basis for opening up the toilet facilities to the general public. The value of the grant would be negotiable with the amount being dependent on the standard, type and number of facilities offered and also opening hours.

In addition, there is a possibility of more people using your business as a result of them accessing your premises to use your toilet facilities and also publicity as your business will be advertised via the Council as a partnership organisation and further potential advertising through Council publications.

Q. Who would pay for any extra running costs?

A. The grant you would receive from the Council would be intended to pay for any extra costs incurred by offering the facilities to the general public.

Q. How many people would I expect to be using my toilets?

A. It is impossible to say, but it is hoped that in busier areas there may be several partnerships, as well as existing Council public toilets to help spread the demand.

Q. Would I be expected to allow troublemakers in to use my toilets?

A. Although the Council would expect your toilets to be publicly available, you would be entitled to expect the same standards of behaviour as you would from customers who would normally access your business facilities. If someone caused trouble, you would be

entitled to ask them to leave and in extreme cases bar them from entry. The same would apply to people using your toilet facilities.

Q. How would the partnership affect my insurance?

A. The Council would strongly recommend that you advise your insurers if your business joins the scheme. As a business which admits the public, you will already require to have public liability insurance.

Q. Would my premises be inspected on a regular basis?

A. A Council Officer would inspect your premises on a routine basis.

Q. How can my business join the scheme?

A. In the first instance please contact us on CTS@arun.gov.uk or call 01903 737951 to register your interest. We will then follow this up with a site visit for further discussions and to ascertain opening hours, number of facilities, separate male/female facilities etc.

APPENDIX 2

Below are the details of businesses we wrote to regarding the CTS and any interest they may have in discussing the scheme. Follow-ups were undertaken with a number of businesses which in some cases brought about a response, albeit a negative one.

Avisford Park

<u>Rita Sen solicitors</u>
<u>Co-op</u>
<u>Jordon's Butchers</u>
<u>Lloyds Pharmacy</u>
<u>Post Office</u>
<u>Oakmere Pet & Garden Supplies</u>
<u>Nice and Tasty Coffee Shop</u>
<u>Creative Homes</u>
<u>Martin McColl</u>
<u>Cachet</u>
<u>Britannia Windows</u>
<u>Rose Green Hardware</u>
<u>Derek Mens Hairstylist</u>
<u>Scan station Computers Limited</u>
<u>Rose Green Centre Of Art & Craft</u>
<u>Oops A Daisy Florist</u>
<u>So Lovely</u>

Snooks corner

<u>Best Western Beachcroft Hotel</u>
<u>Felpham Bazaar</u>
<u>Five Star Taxis</u>
<u>Noggins</u>
<u>Aunty Aly's, Bognor Pet Supplies</u>
<u>Old corn Ltd</u>
<u>Carlyle's Cafe and Restaurant</u>
<u>V R V Automobiles</u>

Shrubbs Field

The Beresford
Elmer Garage
One Stop Shop Ltd
Lloyds Pharmacy
Middleton Medical Centre

West Meads

Alpha Pet Veterinary Clinics
Westmeads Dental Surgery
West Meads Surgery
Westmeads Post Office

North Street Wick

Old Oven Bakery
Wick Express
St Barnabas House charity shop
Elliot's
Party Bags & Supplies
Wick Information Centre
The Flower Shop Littlehampton
Country Life
Budgens
Glyn Norris Pharmacy
Martin McColl
Wick Parade Mini Market
Sue Ryder Care
William Hill
Wick Newsagents and Post office
Biggs Bakery
Raire Hairdressing
STS Communications Ltd

Ferring

Kingsley Coffee and Gifts
Ferring dental Practice
The Co-operative
Symonds Reading
Ferring Village Hall
Ferring News
Hair ways barber shop

ARUN DISTRICT COUNCIL

ENVIRONMENT AND LEISURE WORKING GROUP – 19 DECEMBER 2017

Recommendation Paper

Subject: Litter and Dog Fouling Enforcement Trial

Report by: Sarah Meeten, Licensing Manager Report date: 21 November 2017

EXECUTIVE SUMMARY

Following a decision taken by Members on 17 January 2017 to conduct a one year trial of littering and dog fouling enforcement across the district, Members are requested to review the scheme and decide if they wish to recommend continuing the service within the Arun District.

RECOMMENDATIONS

It is recommended that the Working Group resolve to recommend (Option 5.1) to the relevant Cabinet Members, that:

- The contract is extended for a further two years from 15th May 2018 subject to agreement of suitable terms and conditions
- The contract is expanded in scope to allow the Street Scene Enforcement Officers to enforce Public Space Protection Order's allowing them to enforce all dog controls and confiscate alcohol where appropriate and in accordance with guidance
- The fixed penalty notice "fine" levels are adjusted to ensure scheme sustainability

1.0 INTRODUCTION

- 1.1 The Council has a duty under S89 of Environmental Protection Act 1990 to keep relevant land clear of litter.
- 1.2 Cleanliness of the district is identified as of importance through Arun Priorities.

- 1.3 A one year trial began on 9 May 2017 to undertake littering and dog fouling enforcement across the district.
- 1.4 The scheme operates on a zero tolerance basis. This was identified as the only effective way to ensure officers are able to deliver education alongside enforcement and to instigate behavioural change achieving the objective of improved cleanliness. Between two to five (depending on need) Officers are dedicated to the district three days per week and will target areas on an intel led basis. There working times are also determined partly by area issues.
- 1.5 Officers are instructed to issue a ticket to offenders. This ensures a consistent and fair approach to all and allows an educational intervention by the officer at the same time. A person may appeal the issue of an FPN if they feel this was not justified, and the ticket maybe cancelled upon consideration if the circumstances warrant such. The contractor will advise each person of the outcome of their appeal in writing.
- 1.6 Officers are provided with full training which is regularly under review. Part of this review is undertaken by the viewing of footage captured on body worn video which is also reviewed where relevant when a FPN is appealed.
- 1.7 Neighbouring authority Chichester District Council commenced the scheme in November 2017. The scheme is also adopted in the areas of East Hants, Havant and Hart.

2.0 STATISTICS

- 2.1 At the time of drafting the report in excess of 100 man days of free enforcement patrols have been delivered in the district, 63 cases were being prepared for court in respect of unpaid fines. These are likely to be listed for hearings in early 2018. The payment rate is currently 75%.
- 2.2 The vast majority of offenders are local people. At the time of drafting the report approximately 900 FPNs have been correctly issued. Of this number, around 10 are for dog fouling offences.
- 2.3 The busiest part of the district for officers is Bognor Regis. Figures have shown a significant peak in tickets issued in the town centre area.
- 2.4 It is commonly known that many more FPNs will be issued for littering than for dog fouling. This is for a number of reasons which include most dog fouling offenders showing a tendency to commit offences under cover of darkness or in concealed areas.

- 2.5 Dog fouling issues have been successfully addressed in a number of areas due to the presence and the work of the Street Scene Enforcement Officers. Hotspot dog fouling areas have been targeted and there has been a vast improvement in the areas affected. For example Woodlands Recreation Ground in Rustington was visibly improved after the officers had patrolled and issued just one ticket in the area. The officers have been able to respond to complaints from members of the public, assess areas and make improvements where there has been a need. Where issues remain the area will continue to be targeted until the issue is deemed resolved. Felpham Beach huts area is currently receiving such attention.

3.0 OBSERVATIONS

- 3.1 ADC Street Scene Officers that monitor cleansing standards in the District as well as Biffa, the councils cleansing contractor have both given positive feedback regarding the impact of the scheme Town Centre areas in Bognor Regis and Littlehampton town centre areas.
- 3.2 The Littlehampton Town Centre Manager and Littlehampton Traders Partnership have informally complained about the zero tolerance approach to issuing tickets. They have stated that some businesses have expressed concern that footfall will decrease due to the scheme. A local Councillor has also expressed concern that people are being fined for dropping cigarettes in Littlehampton Town Centre.
- 3.3 The only manner in which the contract is able to sustain itself is through delivery of littering and dog fouling enforcement simultaneously.
- 3.4 The impact of dropping litter is significant, even small pieces of litter such as cigarette ends can block drainage systems and result in requests for cleansing of streets the cost of which is footed by the tax payer.
- 3.5 All litter bins in the main High Street areas of Bognor Regis and Littlehampton are fitted with a 'stubber' plate, to extinguish cigarette butts. As part of ongoing litter bin replacement and refurbishment all future bins will have a 'stubber' plate fitted as standard.
- 3.6 Persons who do not commit offences will not be issued with FPN's. If the scheme is successful in overcoming sweeping change of behaviours regarding these issues, officers will recommend a review of the necessity of deploying officers to enforce against offences.
- 3.7 The council's cleansing contractor noted an improvement in the street scene in high profile town centre areas soon after implementation of the contract.

- 3.8 The majority of offenders are local residents. This supports the zero tolerance approach which allows educational intervention to drive down chances of repeat offenders.
- 3.9 This is a service that can be delivered at zero cost to the taxpayer to help enhance the appearance of the district which is a council priority identified by our residents and businesses.
- 3.10 Officers have undertaken plain clothes patrol in dog fouling hotspot areas where requested to do so.
- 3.11 ADC Cleansing department have reported positive feedback regarding the scheme has been received from members of the public as well as Biffa, the councils cleansing contractor.

4.0 SCOPE OF CONTRACT

- 4.1 There is resource available to extend the scope of delivery of the current contract to allow officers to be delegated additional powers under PSPO's including the addition of powers to enforce dogs on leads requirements and the confiscation of alcohol.
- 4.2 EHDC, the contractor, are happy to support voluntary clean up initiatives undertaken in the community.
- 4.3 To ensure the sustainability of the contract and that any costs to the Council are recovered, officers will need to adjust fine levels if the contract is extended. Officers would recommend that the fine levels are adjusted to Littering £80 (£65 if paid within 14 days) and Dog Fouling £100 (£75 if paid within 14 days). The figures may need to vary following further consultation with EHDC.

5.0 OPTIONS

- 5.1
- The contract is extended for a further two years from 15th May 2018 subject to agreement of suitable terms and conditions
 - The contract is expanded in scope to allow the Street Scene Enforcement Officers to enforce Public Space Protection Order's allowing them to enforce all dog controls and confiscate alcohol where appropriate and in accordance with guidance
 - The fixed penalty notice "fine" levels are adjusted to ensure scheme sustainability
- 5.2
- The contract is extended for a further two years from 15th May 2018

subject to agreement of suitable terms and conditions

- The fixed penalty notice “fine” levels are adjusted to ensure scheme sustainability

5.3

- Not to continue with the contract beyond the one year trial.

Background Papers:

<https://www.arun.gov.uk/dog-control>

<http://www.saferarun.co.uk/PSPO>

Contact:

Sarah Meeten, Licensing Manager x37680

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 19 DECEMBER 2017

Information Paper

Subject : Update on Littlehampton Leisure Centre

Report by : Rachel Alderson

Report date: November 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 commenced on site in September 2017.

2.0 CONSTRUCTION WORKS

2.1 Willmott Dixon Construction (WDC) is now progressing with the building foundations, drainage and also excavation of the swimming pools. The steel frame is expected to start arriving on site in early 2018.

2.2 Work to divert the smaller of the two sewer pipes has recently commenced and will take a period of approximately six weeks. The work is being undertaken by Southern Water and will involve excavations in the swimming centre car park and Mewsbrook Park. All disturbed areas will be reinstated on completion.

2.3 The second phase of work to relocate the Arun Youth Aqua centre is nearing completion and includes the installation of utility services, changing area and boat store. Planting has commenced to screen the new fencing.

2.4 Local contractors are expected to be involved with the installation of the steel frame and steel fixings and there are approximately 15 local labourers on site daily.

3.0 STAKEHOLDER ENGAGEMENT & PUBLICITY

- 3.1 Promotion of the project with local secondary schools has been positive to date and will reinforce the work and values of STEM Sussex; inspiring young people to consider careers in engineering and construction. WDC is able to offer support both on and off site, including career and interview advice sessions, visits to site, school assemblies, workshops and work experience placements. The Angmering School and St Philip Howard have both agreed a programme of events with WDC. Further information will be circulated to try and encourage other schools to engage.
- 3.2 Artwork is being added to the construction hoarding on both the car park and Mewsbrook Park elevations.

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](#)
[Environment & Leisure Working Group \(24 October 2017\)](#)

Contact: Rachel Alderson, Principal Landscape & Project Officer
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