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Committee Manager: Carrie O'Connor (Ext. 37614)

19 July 2018

## **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, BN17 5LF on **Tuesday, 31 July 2018 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, Mrs Neno, Oliver-Redgate, Purchase, Reynolds, Stanley, Dr Walsh and Wells

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

To approve as a correct record the Minutes of the meeting held on 5 June 2018 **(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. REPORT BACK FROM CABINET/FULL COUNCIL

At the last meeting of the Working Group held on 31 May 2018 the following recommendations were put forward:

- Minute 5 – Environment & Leisure Working Group Terms of Reference - Recommend to Full Council that the revised Terms of Reference be agreed.
- Minute 9 – Work Programme 2018/19 - Recommend to Full Council that the Environment & Leisure Working Group Work Programme for 2018/19 be approved.

The Working Group may wish to consider the outcome of the Full Council meeting, held on 18 July 2018, when the recommendations from this Working Group were presented.

6. LITTLEHAMPTON LEISURE CENTRE

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

7. EMERGENCY PLANNING UPDATE

This Report provides a brief overview of Arun District Council's roles and responsibilities as a Category One responder as defined under the Civil Contingency Act 2004. It will also briefly explain how ADC carries out this responsibility. A brief update of how the emergency planning is shared between Arun District Council and Chichester District Council. A presentation will be provided which will include examples of recent events and work undertaken.

8. WORK PROGRAMME 2018/19

To set and review the work programme for 2018/19 (attached).

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](http://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

5 June 2018 at 6.00 p.m.

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

Councillor Bence and Councillor Clayden were also in attendance for all or part of the meeting.

1. WELCOME

The Chairman welcomed Members, Officers and Members of the Press to the first meeting of the new Municipal Year. He gave special thanks to Members and Officers on the work that had been achieved over the last year including the commencement of works at the Littlehampton Swimming Pool, the work on Public Convenience improvement and the work on the parks in Bognor Regis.

2. APOLOGIES

Apologies had been received from Councillors; Bicknell, English, Stanley and Wells.

3. DECLARATIONS OF INTEREST

The following declaration of interest was made:-

- Councillor Buckland declared a personal interest in any item on the agenda that might arise in connection with his roles as a member of Littlehampton Town Council and West Sussex County Council.

4. MINUTES

The Minutes of the meeting held on 20 February 2018 were approved and signed by the Chairman as a correct record.

5. START TIMES

The Working Group

RESOLVED

That the start times of meetings for the remainder of 2018/19 be 6.00 p.m.

‘Subject to Approval at the Next Working Group Meeting’

5. ENVIRONMENT & LEISURE WORKING GROUP TERMS OF REFERENCE

The Group Head of Policy, presented this report which put forward an amended Terms of Reference for the Working Group following a full review of the Council’s Constitution, which sought to clarify and simplify the Council’s formal processes.

In addition, and following an issue that had been raised at the last meeting of the Environment & Leisure Working Party, it was suggested that future Working Group agendas have a heading included to read:-

**“Report Back from Cabinet/Full Council**

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented”

The purpose of this heading on the agenda would be to enable members of the Working Group to raise any queries on recommendations that had been forwarded to Cabinet/Full Council to ascertain how they had been dealt with. In addition, the issue of transparency would be covered as notice would be given of possible deliberations and discussion that might be covered at the meeting. The Committee Manager could even list the matters that had recommendations from the previous meeting, therefore making it clear what subject could be raised.

Following a brief discussion whereby clarification was sought and given, the Working Group,

RECOMMEND TO FULL COUNCIL

That the revised Terms of Reference be agreed; and

RESOLVED

That the following heading be included on future agendas:-

**“Report Back from Cabinet/Full Council**

The Working Group may wish to consider the outcome of the Cabinet/Full Council meeting held on (date to be inserted) when the recommendations from this Working Group were presented”

‘Subject to Approval at the Next Working Group Meeting’

6. LOCAL COMMUNITY NETWORK (LCN) DEVELOPMENTS IN THE ARUN DISTRICT

*(During the course of the discussion on this item, Councillor Dr Walsh declared an interest as a Member of West Sussex County Council and Chairman of the West Sussex County Council's Health and Adult Social Care Committee.)*

In introducing this report the Chairman welcomed the following guests to the working group:

- Tina Favier – Strategic Lead for Prevention, Coastal West Sussex Clinical Commissioning Group
- Mark Lee – GP at Willow Green Surgery
- Neil Vinter – REAL patient representative
- Michaela Hawkes - Regis and Adur LCN Development Manager
- Debra Flynn – LCN Development Manager

The Group Head for Community Wellbeing explained that since 2016 there had been a move to establish Local Community Networks in England consisting of health providers, the voluntary sector and local authorities all with the shared ambition of creating an integrated approach to organising and improving the health and wellbeing of local populations.

A presentation was provided which outlined the work of an LCN and highlighted demographic challenges. It was reported that there were eight LCNs across Coastal West Sussex and those based in Arun were; Regis and REAL Care (Rustington, East Preston, Angmering, Littlehampton).

It was noted that a detailed Delivery Plan for **Coastal Care** was agreed in Oct 2017, and this brought the partners (health providers, commissioners and councils, including WSCC as an ‘aligned’ partner) together to focus on four key programme areas:

- Prevention
- Frail and Ageing Population
- Urgent Care
- Local Community Networks (which is place-based delivery model for this programme).

Members were provided with information on Urgent Care and the positive changes to provide better and consistent out of hours health care. This included clinical care provision through the 111 telephone service, urgent treatment centres in Worthing, Chichester and Bognor and better GP accessibility with GP Access hubs open evening and weekends.

Prevention was cited as a key work stream with its emphasis on improving population health. It was seen as crucial that partners worked

‘Subject to Approval at the Next Working Group Meeting’

together to prevent ill health which would ultimately save money and was the right thing to do.

All LCNs were focused on older people, with additional varying priorities around social isolation, befriending, working with care homes to reduce hospital admissions. Work was also developing on ‘prevention’ as a critical part of the work for LCNs, shaped around a life-course approach (‘start well, live well and age well’.) It was noted that REAL Care was focusing on providing care for the area’s older population with chronic diseases, long term conditions and frailty by starting with integrating primary and community care staff to identify those patients who are most in need of help and support. This LCN aimed to have one universal care plan that is shared with all of the people involved in their care and training had been taking place since the end of last 2017.

In concluding the presentation Members were informed that engagement with people and communities was vital and a key priority in shaping the work and development of the LCNs. It was reported that Public Members were involved in Regis and REAL Care with well attended public meetings.

In discussing the report and presentation Members asked a number of questions that were responded to at the meeting. Key points raised were:

- Members welcomed joined up approach of the LCNs
- Concern was expressed with respect to the areas of deprivation in Arun, poor education results and severe lack of support for youth mental health. The Strategic Lead for Prevention, Coastal West Sussex Clinical Commissioning Group, stated that the pressures on youth mental health issues were known with prolonged treatment waiting times. It was recognised that LCNs needed to work with schools and provide supportive care for young people who often needed someone to listen. It was expected that the gap between adult and youth mental health should be closed with an integrated service.
- Members also voiced their concerns with respect to the Growing Population in Arun which was set to continue to rise with a large number of new houses being built in the area and the number of GP practices that would be expected to cope with this increase. It was noted that GP practices in Arun were already under increasing pressure. It was felt that there was no opportunity for expansion and that the only answer was to find the money to build new GP practices.
- Prevention methods for keeping Arun’s population healthy were welcomed but Members condemned the inability of the National Health Service (NHS) to provide funds for GP healthcare

‘Subject to Approval at the Next Working Group Meeting’

provision. It was seen as urgent that local surgeries were supported with new and enhanced facilities.

- The Chairman emphasised that Members were unable to change the NHS locally. He pointed out that a report had been commissioned by the Littlehampton Locality Group of GP’s which would recommend proposals for estates. The draft report was expected on Friday on 15 June 2018.

The Chairman thanked the guests from the LCNs for attending the working group. The working group then noted the report.

## 7. BATHING WATER ENHANCEMENT UPDATE

The working group received a report from the Group Head of Technical Services concerning the Bathing Water Enhancement Programme.

It was reported that the Council was working with Southern Water and other partners to promote the improvement of bathing water quality primarily at Middleton-on-Sea but also at Bognor Regis Aldwick, Bognor Regis East and Felpham bathing waters. This was part of a Southern Water programme for which funding was being provided. It was explained that the main focus of Arun’s work would be on reducing dog fouling and litter which could lead to contamination of the bathing water.

It was noted that all bathing waters in the Arun District were classified as sufficient, good or excellent. The Group Head of Technical Services stated that Bathing water was classified based on a 4 yearly average of the results of analysis on samples taken by the Environment Agency throughout the bathing water season which runs from May – September of each year. The samples of sea water were analysed for two types of bacteria, E.coli and Intestinal Enterococci. These two bacteria were used as indicators of contamination that can make bathers unwell.

It was also noted that there could be multiple sources of contamination, and these could vary from one bathing water to another. The sources could include diffuse sources from agricultural land, toilets which had been misconnected to surface water drainage, defective public and private sewers, and animal faeces including from dogs, vermin and birds.

Members were informed that Southern Water undertook a customer survey and identified that bathing water quality was a major concern of their customers. They therefore sought from their regulator, Ofwat, the latitude to spend £31.5 million on a Bathing Water Enhancement Programme (BWEP) between 2015-2019. The first step they undertook was to identify 21 bathing waters where it was forecast that they would not meet the “excellent” classification by 2019. Further studies were undertaken on these 21 sites to establish what the sources of contamination were and which could feasibly be improved within the timescales. Of the 21, Arun’s Felpham, Bognor Regis Aldwick and Middleton-on-Sea bathing waters were included. Middleton-on-

‘Subject to Approval at the Next Working Group Meeting’

Sea was selected for inclusion in the BWEP programme. Felpham and Bognor Regis Aldwick were not but have subsequently been allocated funding by Southern Water to support interventions by the Council to reduce litter, bird and dog fouling.

It was reported that evidence was found through analysis of water samples in 2017 that dog faeces was contributing, albeit to a small extent, to the contamination of bathing water at Middleton. A survey was conducted of beach users across the 7 sites included in the BWEP about public perception of the cleanliness of the beach including litter and dog mess. Middleton came second from bottom in that survey.

In discussing the report Members welcomed the Bathing Water Enhancement Programme and requested that:

- More and larger dog and litter bins be placed along coastal areas in Arun
- Enforcement action be taken when necessary
- Improved signage and publicity campaigns be used
- It was requested that River Walk be included within the scope of Middleton’s enhancement

After a number of further questions that were responded to at the meeting the Group Head of Technical Services was thanked for his worthwhile report.

The Working Group then noted the report.

*(Following the meeting the Group Head of Technical Services provided further information on dog controls to the working group via the link provided: <https://www.arun.gov.uk/dog-control> )*

## 8. LITTLEHAMPTON LEISURE CENTRE UPDATE

The Working Group received a written report and presentation that provided a visual update showing the progress of the works to the Littlehampton Leisure Centre from the Group Head of Community Wellbeing.

The following key points were outlined:

- The structure of the new leisure centre was complete and the current focus of Willmott Dixon Construction (WDC) was weatherproofing the building. The roof was nearing completion and the masonry and cladding work was underway. Inside the building WDC was co-ordinating the installation of reinforced concrete and drainage systems and also the internal wall construction work.
- Southern Water had completed its work to divert a sewer pipe and the disturbed ground in Mewsbrook Park had been reinstated.



‘Subject to Approval at the Next Working Group Meeting’

- WDC was continuing to refine options for reducing the amount of glare in the pool hall and discuss these with Sport England.
- In the coming weeks officers would work to prepare tender documentation for the demolition of the existing leisure centre, including reinstatement of the land to public open space.

The Group Head of Community Wellbeing went on to praise WDC for its stakeholder engagement and publicity. A number of site visits had been arranged to enable people to view progress of the building behind the construction hoarding. Arun District Council (ADC) Members and local community groups had taken up invitations to visit the site and an Open Doors event was held on 24 March 2018 which gave members of the public the opportunity to also see the works up close. It was hoped that further dates would be set as the project moves through the next phase of building work. It was also noted that, as part of public engagement, staff from ADC and WDC supported the Angmering School with a design project which helped students develop some of the life skills they would need as they moved into employment. The team also attended the Junior Youth Council in May to give a presentation about the project.

In conclusion, the Group Head of Community Wellbeing stated that Leisure Centre users had been asked to put forward suggestions for the new name of the centre for consideration. He announced that the chosen name for the Littlehampton Leisure Centre was, ‘Littlehampton Wave’.

In discussion Members praised the project and welcomed the chosen name. Some concerns were raised with respect to the glare caused by glass on the outside of the building and how this could be reduced. The Group Head of Community Wellbeing assured Members that this issue was being given urgent attention. He was due to visit other centres with WDC to look for the best possible solution.

The Working Group then noted the report.

#### 9. WORK PROGRAMME 2018/19

The Work Programme for the Municipal Year 2018/19 was considered and the following changes were made:

- The Wellbeing Annual Report was moved from 31 July 2018 meeting to 29 January 2019 meeting.
- A request was made that a Report be given to the Working Group, later in the year, on Dog Fouling and Litter along Coastal Areas.

Following this amendment, the Working Group

RECOMMEND TO FULL COUNCIL

‘Subject to Approval at the Next Working Group Meeting’

That the Environment & Leisure Working Group Work Programme for 2018/19 be approved.

(The meeting concluded at 8.07 pm)

**AGENDA ITEM NO.6****ARUN DISTRICT COUNCIL****REPORT TO ENVIRONMENT & LEISURE WORKING GROUP  
ON 31 July 2018****PART A : REPORT****SUBJECT: Update Littlehampton Leisure Centre****REPORT AUTHOR:** Rachel Alderson – Principal Landscape & Project Officer**DATE:** July 2018**EXTN:** 37946**PORTFOLIO AREA:** Neighbourhood Services**EXECUTIVE SUMMARY:**

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

**RECOMMENDATIONS:**

This is an information paper.

**1. INTRODUCTION**

1.1 The construction phase for the Littlehampton leisure centre project commenced on site in September 2017 and continues to progress in line with the programme.

**2. CONSTRUCTION WORKS**

2.1 Glazing and cladding installations are nearing completion and pool testing is also underway ahead of tiling. Drainage work and excavations are taking place within Mewsbrook Park and the adjacent car park to complete the service connections for the new building.

2.2 A Topping Out ceremony was held on 9 July 2018 to mark the traditional milestone of the completion of the roof. The ceremony was attended by Chairman of Council who was presented with an engraved trowel by the Managing Director of Willmott Dixon Construction (WDC). A group of students from the Angmering School were also invited to attend.

2.3 WDC is finalising their proposals to mitigate glare using a series of blinds which can be deployed as required.

2.4 Work is continuing in the preparation of tenders for the demolition of the existing leisure centre, including reinstatement of the land to public open space.

2.5 A visual update showing the latest progress on site will be presented at the meeting.

### 3. STAKEHOLDER ENGAGEMENT AND PUBLICITY

3.1 WDC continues to host site visits both for ADC Members and the local community. They have also committed to a full programme of work experience placements during the summer term.

3.2 The dedicated Facebook and website pages continue to be updated. Since July 2017 the Vlogs posted on Facebook have had more than 19,000 views and over 55,000 people have been reached with the updates.

### 8. 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 \(24 October 2017\)](#)

[Environment & Leisure Working Group \(19 November 2017\)](#)

[Environment & Leisure Working Group \(20 February 2018\)](#)

[Environment & Leisure Working Group \(5 June 2018\)](#)

**AGENDA ITEM NO.7****ARUN DISTRICT COUNCIL****REPORT TO ENVIRONMENT & LEISURE WORKING GROUP  
ON 31 July 2018****REPORT****SUBJECT: Emergency Planning – Arun DC’s Roles and Responsibilities****REPORT AUTHOR:** Michael Rowland, Emergency Planning Officer**DATE:** July 2018**EXTN:** 37922**PORTFOLIO AREA:** Neighbourhood Services**EXECUTIVE SUMMARY:**

The Report provides a brief overview of Arun District Council’s roles and responsibilities as a Category One responder as defined under the Civil Contingency Act 2004. It will also briefly explain how ADC carries out this responsibility.

A brief update of how the emergency planning is shared between Arun DC and Chichester DC.

A presentation will be provided at the Working Group Meeting of the 31<sup>st</sup> July 2018 which will include examples of recent events and work undertaken.

**RECOMMENDATIONS:**

This is an information paper; Members are requested to note the report.

**1. BACKGROUND:**

The Civil Contingencies Act 2004 defines district councils as Category One (Cat1) responders along with the ‘blue light’ services. It puts a statutory duty on district councils (along with other Cat 1 emergency responders) to:

- assess the risk of emergencies occurring and use this to inform contingency planning
- put in place emergency plans
- put in place business continuity management arrangements
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination
- co-operate with other local responders to enhance co-ordination and efficiency
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

Other Cat 1 responders in West Sussex are:

- Sussex Police
- West Sussex Fire and Rescue Service
- South East Coast Ambulance Service
- British Transport Police
- Maritime and Coastguard Agency
- Environment Agency
- NHS
- Public Health England
- West Sussex County Council
- All other District and Borough Council's

To satisfy these duties Arun District Council, in conjunction with other Category One Responders identifies risks, creates plans, trains and exercises to minimise the impact of those risks.

The Category One responders in Sussex are members of Sussex Resilience Forum. The forum provides an organisation within which partners can agree who carries out each of emergency planning and response roles and responsibilities. By working together and following agreed methods of working an effective response to emergencies can be assured.

To support this working together a national set of principles has been devised known as JESIP (Joint Emergency Services Interoperability Principles).

To support Cat 1 Responders a number of organisations are defined as Category Two (Cat 2) responders. These include:

- The electric, gas, water, telecom, rail and road network providers;
- Airports Authorities;
- Harbour Agencies;
- The Health and Safety Executive;
- Major voluntary agencies e.g. British Red Cross, Samaritans, RNLI etcetera.

These agencies work together through a number of groups such as the Strategic Coordinating Group, Tactical Coordinating Group and Advisory Groups.

Arun District Council's agreed roles and responsibilities are:

- Alert other local authorities and organisations, including parish councils;
- Deploy liaison officers;
- Assist in warning and informing of the general public;
- Provide a Strategic level officer to the Strategic Coordinating Group (when appropriate);
- Provide and manage Rest Centres & arrange emergency feeding;
- Support the running of Survivor Reception Centres;
- Coordinate the provision of Transport (if not already being carried out by County);
- Re-housing and accommodation needs for displaced persons;
- Support to major public events;
- Respond to local marine pollution incidents;
- Waste removal;
- Provide technical and engineering advice;
- Environmental health advice and services;
- Building Control Services e.g. structural safety advice;

<ul style="list-style-type: none"> <li>• Lead the recovery process.</li> </ul> <p>ADC emergency response roles and responsibilities are generally an extension of its normal day to day activities.</p> <ul style="list-style-type: none"> <li>❖ Warning and informing – <ul style="list-style-type: none"> <li>➢ Public relations</li> <li>➢ Coordinated and approved</li> <li>➢ Info provided by any part of the Council</li> </ul> </li> <li>❖ Temporary shelter – <ul style="list-style-type: none"> <li>➢ Involves Communities services</li> <li>➢ Supported by Housing</li> <li>➢ Support from staff from all services</li> <li>➢ Ongoing Housing needs</li> </ul> </li> <li>❖ Marine Pollution <ul style="list-style-type: none"> <li>➢ Arun Contract Services</li> <li>➢ Environmental Health</li> <li>➢ Coastal Protection team</li> <li>➢ Financial services</li> </ul> </li> <li>❖ Clean up <ul style="list-style-type: none"> <li>➢ Arun Contract Services</li> <li>➢ Environmental Health</li> <li>➢ Financial services</li> </ul> </li> <li>❖ Dangerous Structures <ul style="list-style-type: none"> <li>➢ Building Control</li> <li>➢ Engineers</li> </ul> </li> </ul>		
<p><b>2. PROPOSAL(S):</b></p> <p>Members are requested to note the report.</p>		
<p><b>3. OPTIONS:</b></p> <p>NA</p>		
<p><b>4. CONSULTATION:</b></p> <p>NA</p>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		<b>x</b>
Relevant District Ward Councillors		<b>x</b>
Other groups/persons (please specify)		<b>x</b>
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		<b>x</b>
Legal		<b>x</b>
Human Rights/Equality Impact Assessment		<b>x</b>
Community Safety including Section 17 of Crime & Disorder Act		<b>x</b>

Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X
<b>6. IMPLICATIONS:</b>		
NA		

**7. REASON FOR THE DECISION:**

This is an information paper; Members are requested to note the report.

**8. BACKGROUND PAPERS:**

None



Environment & Leisure Working Group							
Meeting Date			05-Jun-18	31-Jul-18	09-Oct-18	27-Nov-18	29-Jan-19
Item	Lead	Origin					
Terms of Reference	JF		*				
Work programme - Review and set.	JRW/RW		*				
Local Community Network - CCG - presentation	RW		*				
Littlehampton Leisure Centre Verbal Update Report	RW/RA		*				
Bathing Water Enhancement Programme - Update	NS		*				
Littlehampton Leisure Centre Update	RW/RA			*			
Emergency Planning Update	MR			*			
Littlehampton Leisure Centre Update	RW/RA				*		
Safer Arun Partnership Annual Review	GB				*		
Littlehampton Leisure Centre Update	RW/RA					*	
Public Convenience Strategy - Update	OH					*	
Events Policy	OH					*	
Foreshores Update	RW					*	
Littlehampton Leisure Centre Update	RW/RA						*
Car Parks Strategy	CB						*
Wellbeing Annual Report	RT						*
Dog Fouling and Litter Along Coastal Areas (Report Request for later in the year)							
<b>Agenda Prep Timetable</b>							
Send to Gemma for CMT by 2pm Thurs			03-May-18	28-Jun-18	06-Sep-18	25-Oct-18	13-Dec-18
CMT Tues			08-May-18	03-Jul-18	11-Sep-18	30-Oct-18	18-Dec-18
Draft Reports to Committees by 9am Weds			09-May-18	04-Jul-18	12-Sep-18	31-Oct-18	02-Jan-19
<b>Agenda Prep Date 14:30</b>			<b>14-May-18</b>	<b>09-Jul-18</b>	<b>17-Sep-18</b>	<b>05-Nov-18</b>	<b>07-Jan-19</b>
<b>Room</b>			<b>BRTH</b>	<b>BRTH</b>	<b>BRTH</b>	<b>BRTH</b>	<b>BRTH</b>
Final Reports to Committees by 9am Tues			22-May-18	17-Jul-18	25-Sep-18	13-Nov-18	15-Jan-19
Despatch Agendas by 2pm Thurs			24-May-18	19-Jul-18	27-Sep-18	15-Nov-18	17-Jan-19
<b>Date of Meeting 6pm</b>			<b>05-Jun-18</b>	<b>31-Jul-18</b>	<b>09-Oct-18</b>	<b>27-Nov-18</b>	<b>29-Jan-19</b>
<b>Room</b>			<b>CR1</b>	<b>CR1</b>	<b>CR1</b>	<b>CR1</b>	<b>CR1</b>
OSC Meeting Dates			17-Jul-18	18-Sep-18	20-Nov-18	22-Jan-18	12-Mar-19
Cabinet Meeting Dates			23-Jul-18	17-Sep-18	12-Nov-18	14-Jan-18	04-Mar-19
Full Council Meeting Dates			18-Jul-18	12-Sep-18	07-Nov-18	09-Jan-18	20-Feb-19