



# Public Document Pack

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Committee Manager Helen Burt (Ext. 37614)

21 September 2021

## ENVIRONMENT AND NEIGHBOURHOOD SERVICES COMMITTEE

A meeting of the Environment and Neighbourhood Services Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 23 September 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Staniforth (Vice-Chair), English, Goodheart, Bicknell, Huntley, Chace, Needs, Warr, Worne and Thurston

## AGENDA

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 (Pages 1 - 42)

### CHANGING PLACES TOILETS EXPRESSION OF INTEREST

Authority is sought to support the submission of an Expression of Interest (Eoi) to help fund four Changing Places Toilets in the district. Changing Places Toilets are larger accessible toilets for severely disabled people, with equipment such as hoists, privacy screens, adult-sized changing benches, peninsula toilets and space for carers.

Proposed locations are Regis Centre car park, Bognor Regis, Wildfowl and Wetland Centre, Arundel, Hotham Park, Bognor Regis and Coastguard toilets, Littlehampton.

This report is submitted as an urgent item as there was insufficient time to prepare the expression of interest, and the accompanying report in advance of the normal publication date. The report cannot go to a later Committee meeting date because the submission deadline for the expression of interest is 26 September 2021.

## MOTION REFERRED TO THE COMMITTEE FROM FULL COUNCIL

At Full Council on 15 September 2021, the Motion set out below was referred to this Committee for consideration:

**Proposer: Councillor Edwards**

**Seconder: Councillor Gunner**

### **Motion about Southern Water**

We are unfortunately hearing about the continuous discharges of untreated sewage in the sea which has directly affected our residents' opportunity to use the bathing waters, as well as affecting the wildlife in our harbours and waterways.

This is not just an issue for the Arun District either, it is affecting the coastline from Kent to Portsmouth. Residents along the coast are being constantly subjected to incidents where raw sewage is simply pumped directly into the sea.

Arun District Council believes that the health of residents is of the utmost importance, and this situation therefore must not be allowed to continue. It will also potentially affect our local economy if people are unable to use the seaside because of unsafe bathing water.

This Council urges Arun District Council to condemn this disgraceful practice in the strongest possible terms and calls upon Southern Water and Mr Andrew Griffith, MP and The Rt Hon Nick Gibb, MP to meet together with Arun District Council to agree specific timed commitments for ceasing the practice of discharging untreated sewage into our safe water system.

## MOTION REFERRED TO THE COMMITTEE FROM FULL COUNCIL

At Full Council on 15 September 2021, the Motion set out below was referred to this Committee for consideration:

**Proposer: Councillor Walsh**

**Seconder: Councillor Stanley**

This Council notes with great concern that Southern Water has been fined £90m for sustained sewage discharges into seawater and water courses in our region, after earlier repeated offences. It also notes that Macquarie, a company with a history of asset stripping and profit taking, have taken a majority stake in the company.

It RESOLVES to request the Chief Executive and Group Head of Planning write to them asking what plans and timescales they have to:

- a) Cease such illegal discharges causing risk to public and environmental health
- b) Separate rainwater drainage from sewage networks
- c) Accommodate all the proposed new house building with main sewer connection before a) and

If no satisfactory answers are received, it further RESOLVES to request the DCHLG to drastically reduce the Arun Local Plan housing delivery targets until safe sewage disposal and reasonable rainwater excess drainage can be achieved.

### **OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [Filming Policy](#)

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT AND NEIGHBOURHOODS COMMITTEE ON 23<sup>rd</sup> SEPTEMBER 2021

**SUBJECT:** Changing Places Toilets Expression of Interest

**REPORT AUTHOR:** Helen Cooper, Energy Efficiency Officer

**DATE:** 13 September 2021

**EXTN:** 01903 737737

**AREA:** Technical Services

#### **EXECUTIVE SUMMARY:**

Authority is sought to support the submission of an Expression of Interest (Eoi) to help fund four Changing Places Toilets in the district. Changing Places Toilets are larger accessible toilets for severely disabled people, with equipment such as hoists, privacy screens, adult-sized changing benches, peninsula toilets and space for carers.

Proposed locations are Regis Centre car park, Bognor Regis, Wildfowl and Wetland Centre, Arundel, Hotham Park, Bognor Regis and Coastguard toilets, Littlehampton.

This report is submitted as an urgent item as there was insufficient time to prepare the expression of interest, and the accompanying report in advance of the normal publication date. The report cannot go to a later Committee meeting date because the submission deadline for the expression of interest is 26 September 2021.

#### **RECOMMENDATIONS:**

1. Endorse the submission of the Expression of Interest for funding of four additional Changing Places Toilets within the district.
2. In the event the Council is successful in obtaining government funding for Changing Places Toilets, that authority is delegated to the Group Head of Technical Services to accept the grant.
3. In the event the Council is successful in obtaining government funding for Changing Places Toilets, that authority is delegated to the Group Head of Technical Services, in consultation with the Chair of the Environment & Neighbourhoods Committee, to submit any necessary planning applications.
4. Approve a virement of up to £117k (if all 4 bids are successful) from the capital

programme for toilet refurbishment for match funding of the bid.

5. Recommend to the Corporate Policy and Performance Committee that, in the event that government funding is awarded for Changing Places Toilets:
  - that the capital programme for toilet refurbishments is increased by up to £117k (depending on the amount of match funding required for the Changing Places Bid) to allow the existing programme to be delivered in 2022/23.
  - An additional £4,200 per toilet is included within the revenue budget (for a maximum of three toilets).

## **1. BACKGROUND:**

Local Authorities can apply for a share of a £30m fund to install life-enhancing Changing Places Toilets (CPTs) in public places and tourist attractions, providing a significant increase in areas where users want them most.

There are currently around 1,200 registered Changing Places Toilets in England – these are larger accessible toilets for people who cannot use standard accessible toilets, with equipment such as hoists, curtains, adult-sized changing benches, and space for carers. Over 250,000 people in the country need these facilities to enable them to get out and about and enjoy the day-to-day activities many of us take for granted.

Research conducted by the Research Institute for Disabled Consumers, showed the top three locations where these facilities should be made available were country parks, open spaces, and tourist attractions. The top three venues were: beaches and the seaside, motorway services, and parks or gardens.

### **Proposed locations for CPTs in Arun District:**

Government has made a notional 90K-100K funding allocation for Arun District Council to be bid for.

Based on the stakeholder feedback and deliverability we propose to put forward an Expression of Interest (EoI) with the following sites within it. They are listed in order of priority and include the proposed delivery year:

- Regis Centre car park (demountable and relocatable structure behind the existing toilet block) 22/23
- Wildfowl & Wetland Centre, Arundel (within existing building) 21/22
- Hotham Park (demountable structure) 22/23
- Coastguard toilets, Littlehampton (within the existing block as part of refurbishment works). 23/24

The Wildfowl & Wetlands Centre are to partner with the council and provide a location within the centre. They will also manage and maintain the facility.

The Wave includes CPTs which our leisure services operator is making available to the public and will be placing these facilities on the national CPT website shortly.

Timescales:

The EoI deadline for submission is 26<sup>th</sup> September 2021.

Successful local authorities should expect to receive initial grant funding in Autumn 2021, subject to Ministerial approval. Works to be carried out from 2021-2024.

## **2. PROPOSAL(S):**

1. Endorse the submission of the Expression of Interest for funding of four additional Changing Places Toilets within the district.
2. In the event the Council is successful in obtaining government funding for Changing Places Toilets, that authority is delegated to the Group Head of Technical Services to accept the grant.
3. In the event the Council is successful in obtaining government funding for Changing Places Toilets, that authority is delegated to the Group Head of Technical Services, in consultation with the Chair of the Environment & Neighbourhoods Committee, to submit any necessary planning applications.
4. Approve a virement of up to £117k (if all 4 bids are successful) from the capital programme for toilet refurbishment for match funding of the bid.
5. Recommend to the Corporate Policy and Performance Committee that, in the event that government funding is awarded for Changing Places Toilets:
  - a. that the capital programme for toilet refurbishments is increased by up to £117k (depending on the amount of match funding required for the Changing Places Bid) to allow the existing programme to be delivered in 2022/23.
  - b. An additional £4,200 per toilet is included within the revenue budget (for a maximum of three toilets).

## **3. OPTIONS:**

Alternatively:

Endorsement of the submission of Expression of Interest, less any sites which the Committee wish to see removed.

Not to Endorse the submission of Expression of Interest.

## **4. CONSULTATION:**

Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	X	
Relevant District Ward Councillors		X
Other groups/persons (please specify)	X	
Muscular Dystrophy UK, Bognor Town Council, Arun Access Group, Littlehampton and Bognor Shopmobility,		

Chestnuts Day Centre, Bognor, The Laurels Day Centre Rustington, Care Support West Sussex, Social Care at WSCC, Parents and Carers Support Organisation (PACSO) and The Aldingbourne Trust.		
<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	X	
Legal	X	
Human Rights/Equality Impact Assessment	X	
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land	X	
Technology		X
Other (please explain)		X
<b>6. IMPLICATIONS:</b>  <b>Financial Implications:</b> <p>If successful, £40,000 per unit is grant funded. Other than the Wildfowl &amp; Wetland Trust site, each of the other locations is likely to need Arun District Council to provide in the region of £35,000-£40,000 capital per site match funding. There is no provision currently in the approved Capital Programme for this. In order to avoid growth, it is considered prudent to switch capital resourcing from the existing toilet refurbishment capital budget for the purpose of providing the Changing Places Toilets. If the bid is successful, it will be necessary to include growth in the programme for this. Assuming confirmation of funding is received in autumn 2021, the capital programme proposals could be adjusted to include this in the expected year.</p> <p>Annual maintenance/cleaning costs are expected to be in the region of £4,200 per annum per site (excluding the Wildfowl &amp; Wetland Trust site). This would be an additional cost to current maintenance and cleaning costs so would have to be shown as budget growth if the Council's bid succeeds.</p> <p>Members will be aware that capital and revenue funding is restricted and there is a possibility that not all growth bids can be supported in setting the Council's budget.</p> <b>Legal:</b> <p>Agreement will be required for the Wildfowl and Wetlands Trust to set out the terms and conditions of the grant if successful.</p> <b>Equality Impact Assessment:</b> <p>The installation of CPTs would have a positive impact on disabled people and support Arun District Councils Equality Policy 2014.</p> <b>Asset Management/ Property/ Land:</b> <p>Property Estates and Facilities Manager has been consulted and assisted in the</p>		



identification of appropriate locations. The team will be responsible for project management of these CPT installations and the ongoing maintenance.

## **7. REASON FOR THE DECISION:**

The contribute to the Council' commitment of creating an inclusive environment. The Equality and Diversity Policy 2014 sets out how the council support the Equality Act 2010 CPTs are an example of a "reasonable adjustment". Arun have produced a Changing Places Toilets Guidance document that also highlights the Council's commitment to being inclusive and welcoming. The installation of more CPTs in the district will make the area more accessible to severely disabled people, including those with profound and multiple learning disabilities. Everyone should be able to access public toilet facilities that meet their needs and enjoy public spaces.

## **8. BACKGROUND PAPERS:**

Changing Places Location Maps

CPT Location Analysis Spreadsheet

Equality Impact Assessment

Arun District Council Changing Places Toilets Guidance [download.cfm \(arun.gov.uk\)](#)

Expression of Interest Form - ADC

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# Template Expression of Interest

- Please submit your EOI online via MS Forms by 26 September at:  
<https://forms.office.com/r/iADRfRMWu1>
- Unfortunately, MS Forms does not allow you to save and return to your form – answers must be submitted in one sitting.
- A template of the EOI is provided below to help you prepare your responses in advance.

## EOI Overview

The Ministry for Housing, Communities and Local Government is inviting local authorities in England to complete this Expression of Interest form by **26 September 2021** to receive capital funding to install Changing Places toilets.

The following tiers of local government are eligible to apply for funding:

- District Councils
- Unitary Authorities (single tier)
- London Boroughs
- Metropolitan Boroughs

All details relating to this Expression of Interest can be found in the Changing Places prospectus published on 29 July 2021.

Final allocations will be determined through the initial supply/demand measure as set out in the allocation methodology in the prospectus. The weighting for this indicative allocation is 40%.

The following three factors contained in this Expression of Interest make up the remaining 60%, and along with the allocation methodology, will be used to assess the value for money of each authority's proposals:

1. The number of new Changing Places toilets that will be produced for the funding amount requested (25%)
2. The amount of co-funding from the local authority and partners. (10%)
3. Quality of the proposal, including (25%):
  - Types of proposed CPT locations/venues/facilities
  - Rationale for these decisions
  - Consultation with users
  - Deliverability

Full details of the allocation methodology can be found in Annex B of the prospectus [LINK]

Local authorities may submit one EOI only. The EOI should be signed by a named officer with appropriate authority and be approved by the Section 151 Officer to confirm the proposals are deliverable and that ongoing revenue costs of maintaining and cleaning facilities have been identified and committed.

Please read the prospectus and utilise the support available from MDUK to ensure your proposals represent good value for money.

For advice and support on developing your EOI, please contact MDUK at: [cpt.funding@musculardystrophyuk.org](mailto:cpt.funding@musculardystrophyuk.org)

For any IT related support completing this form, please contact the MHCLG Changing Places team at: [ChangingPlaces@communities.gov.uk](mailto:ChangingPlaces@communities.gov.uk)

Section 1: Privacy Notice		
1	Please tick this box to confirm you have read the Privacy Notice at Annex D of the prospectus, which explains how your personal data will be used and your rights under the Data Protection Act 2018.	Yes
Section 2: Local authority details		
2	Local authority name	Arun District Council
3	Full name of responsible officer submitting this EOI	Helen Cooper
4	Job role of responsible officer	Energy Efficiency Officer
5	Contact email address of responsible officer	helen.cooper@arun.gov.uk
6	Please re-enter email address of responsible officer	helen.cooper@arun.gov.uk
Section 3: Funding overview		
<i>No commas required - e.g., £50,000 should be entered as 50000</i>		
7	Total amount of funding that your authority is applying for from this fund (£)	147000
Section 4: Co-funding		
<p><i>Please use Q8 to provide the total amount of co-funding you have secured.</i></p> <p><i>Please use Q9 - Q17 to provide a breakdown of the co-funding amounts sourced from your own authority's resources, and from any partners' resources (including non-local authority partners).</i></p> <ul style="list-style-type: none"> <li>• Co-funding eligibility info is set out in further detail in paragraph 6.8 &amp; 6.9 of the prospectus.</li> <li>• Co-funding can include in-kind funding.</li> <li>• Maintenance costs can also be included as co-funding, for the first three years.</li> <li>• Historic expenditure is not eligible as co-funding.</li> </ul>		
8	Total amount of co-funding (including from non-local authority partners) that your authority has secured to date, or anticipates securing (£)	<i>[No commas required - e.g., £5,000 should be entered as 5000]</i> 119900
9	Own authority's co-funding resource (£)	116900
10	Partner 1 Name and resource (£)	Wildfowl and Wetland Trust 3000
11	Partner 2 Name and resource (£)	
12	Partner 3 Name and resource (£)	
13	Partner 4 Name and resource (£)	

14	Partner 5 Name and resource (£)	
15	Partner 6 Name and resource (£)	
16	Partner 7 Name and resource (£)	
17	<p>If your use of co-funding includes staff time contributions, please provide a short methodology for how you arrived at the staff time contributions figure.</p> <p><i>When your EOI is assessed, if the methodology you provided is not considered a robust or reasonable part of this funding, the co-funding amount considered eligible will be reduced accordingly. (250-word limit)</i></p>	No

### Section 5: Profile of spend

Please use **Sections 6 - 8** to provide a breakdown of your spend, over the next three financial years, in the following four areas:

- Grant funding
- Cleaning/maintenance costs
- Capital co-funding
- In-kind co-funding

### Section 6: Financial Year 2021/2022

*Numeric entry only*

*No commas required - e.g., £10,000 should be entered as 10000*

18	Grant Funding spend in financial year 2021/2022 (£)	27000
19	Cleaning/maintenance costs in financial year 2021/2022 (£)	4200
20	Capital co-funding spend in financial year 2021/2022 (£)	3000
21	In-kind co-funding spend in financial year 2021/2022 (£)	12600

### Section 7: Financial Year 2022/2023

22	Grant Funding spend in financial year 2022/2023 (£)	80000
23	Cleaning/maintenance costs in financial year 2022/2023 (£)	8400
24	Capital co-funding spend in financial year 2022/2023 (£)	64000
25	In-kind co-funding spend in financial year 2022/2023 (£)	46800

<b>Section 8: Financial Year 2023/2024</b>		
26	Grant Funding spend in financial year 2023/2024 (£)	40000
27	Cleaning/maintenance costs in financial year 2023/2024 (£)	4200
28	Capital co-funding spend in financial year 2023/2024 (£)	22,000
29	In-kind co-funding spend in financial year 2023/2024 (£)	21900
<b>Section 9: CPTs &amp; Co-funding if allocated minimum amount of £40k</b>  <i>Please use Q10 &amp; Q11 to tell us how many CPTs and co-funding you would be able to provide, if you were allocated the minimum amount of funding (£40k)</i>  <i>Numeric entry only</i> <i>No commas required - e.g., £10,000 should be entered as 10000</i>		
30	In the event of your authority being allocated the minimum amount of funding (£40k), how many CPTs would you be able to produce?	One
31	In the event of your authority being allocated the minimum amount of funding (£40k), how much co-funding would you be able to provide, including from non-local authority partners? (£)	55400
<b>Section 10: CPT provision - venue address, type &amp; rationale</b>  <i>Please use <b>Section 11</b> onwards tell us about each CPT you propose to install, including address, type of venue/place, and rationale.</i>  <i>For more info on venue types, please see the results from the research consultation, at Annex A of the prospectus.</i>  <i>The online EOI form will enable you to complete additional responses for up to 10 venues. Please copy and paste Section 11 as required to prepare your responses for each venue within this Word document.</i>		
<b>Section 11: Venue 1</b>		
32	Building/location name (optional)	The Regis Centre
33	Street Address	Belmont Street
34	Town/City	Bognor Regis
35	County	West Sussex
36	Postcode	PO21 1LD
37	Parliamentary Constituency	Bognor Regis and Littlehampton

38	Type of venue/place <i>Select one</i>	Country parks/open spaces/seaside
		Tourist attractions
		Transport Networks (including motorway services)
		Entertainment (e.g. cinemas, bowling alleys, theatres)
		Retail
		Hospitality (e.g. restaurants, cafes, pubs)
		Healthcare buildings
		Leisure/sport venues
		Other ( <i>please tell us which</i> )
39	<p>Venue 1 - what is the rationale for choosing this venue/location?</p> <p><i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i></p>	<p>Bognor Regis is a large seaside resort town in West Sussex, on the south coast of England. There is no other CPT provision in Bognor Regis. The Regis Centre is located on the seafront in the centre of the town. This is an ideal location near the beach, tourist facilities and close to the high street. This location has over 274,000 visitors per year just based on carparks alone.</p> <p>The Regis Centre itself is a vibrant venue with a range of entertainment such as dance, musicals, drama and family events. It has a 364-seat auditorium, café, shop, and studio spaces.</p> <p>The seafront has traditional attractions like a promenade, crazy golf, and a pier.</p> <p>The Butlins holiday resort is located nearby drawing high numbers of visitors to the area, many of whom visit Bognor Regis seafront.</p> <p>This CPT location is adjacent to the Bognor Town Hall which is owned by Arun District Council and is a public access building. This location, therefore, is also ideal for people wanting to access the council offices.</p> <p>Following consultation with over 10 groups including disability interest groups was highlighted as one of the top locations.</p> <p>We would install a permanent CPT pod to this site in the carpark next to existing toilets and designate a disabled parking bay adjacent. The CPT will be monitored and cleaned twice daily by our cleaning team and will be overseen by Bognor Town Hall.</p>
40	Would you like to add another venue?	Yes

Section 12: Venue 2		
41	Building/location name (optional)	Wildfowl and Wetland Trust
42	Street Address	Mill Road
43	Town/City	Arundel
44	County	West Sussex
45	Postcode	BN18 9PB
46	Parliamentary Constituency	Arundel and South Downs
47	Type of venue/place <i>Select one</i>	<div>Country parks/open spaces/seaside</div> <div><b>Tourist attractions</b></div> <div>Transport Networks (including motorway services)</div> <div>Entertainment (e.g. cinemas, bowling alleys, theatres)</div> <div>Retail</div> <div>Hospitality (e.g. restaurants, cafes, pubs)</div> <div>Healthcare buildings</div> <div>Leisure/sport venues</div> <div>Other (<i>please tell us which</i>)</div>
48	Venue 2 - what is the rationale for choosing this venue/location?  <i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i>	<p>Located in the medieval town of Arundel, West Sussex, the Wildfowl and Wetland Trust (WWT) Centre is a popular attraction. The WWT centre has up to 100,000 visitors per year and is open 7 days a week all year-round. This CPT facility will be publicly available, kept unlocked and managed by reception staff. The centre has disabled parking outside the main entrance. The CPT will be located inside the visitor centre, directly off reception, through automatic doors. The whole site is fully accessible. The Centre Manager has had numerous members of the public request a CPT, and as a result the centre allocated a suitable space over 2 years ago, following CPT guidance. The WWT centre has been fundraising and have £3,000 to contribute. The feedback from consulting groups and organisations has been very positive for this location. Arundel has no other CPT.</p> <p>The nearby Arundel Castle Cricket Club also have several SEND school groups who access the grounds and have informed us that some children can't come as there is no CPT in the area. If successful these children would be able to visit and access the CPT at the WWT site.</p>



		The town of Arundel is very popular and has high numbers of visitors not only people visiting the town, but also Arundel Castle and the river Arun area. The WWT site is opposite the picturesque Swanbourne lake, located in the 1,000-acre Arundel Park.
49	Would you like to add another venue?	Yes
<b>Section 13: Venue 3</b>		
50	Building/location name (optional)	Hotham Park
51	Street Address	Upper Bognor Road (A259)
52	Town/City	Bognor Regis
53	County	West Sussex
54	Postcode	PO21 1HN
55	Parliamentary Constituency	Bognor Regis and Littlehampton
56	Type of venue/place <i>Select one</i>	<div>Country parks/open spaces/seaside</div> <div>Tourist attractions</div> <div>Transport Networks (including motorway services)</div> <div>Entertainment (e.g. cinemas, bowling alleys, theatres)</div> <div>Retail</div> <div>Hospitality (e.g. restaurants, cafes, pubs)</div> <div>Healthcare buildings</div> <div>Leisure/sport venues</div> <div>Other (<i>please tell us which</i>)</div>
57	Venue 2- what is the rationale for choosing this venue/location?  <i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i>	<p>Hotham Park is in Bognor Regis, West Sussex. This large town requires two CPTs and while the Regis Centre has a seafront and town centre location, Hotham Park is a large public park covering an area of 22 acres. The park is well maintained with many specimen trees from around the world. The park has undergone an extensive regeneration. Hotham park is open to the public year-round has many amenities appealing to both residents and tourists. These include a café, crazy golf, lake, miniature railway, children's play area and heritage buildings. Winner of the prestigious Green Flag Award which recognises the best green spaces in the country.</p> <p>Located close to the beach, and Bognor Regis town centre, the park has good</p>

		<p>transport links nearby with a large train station. The park attracts over 100,000 visitors per year with carpark figures of 58,400.</p> <p>The Butlins holiday resort is located ½ mile away drawing high numbers of visitors to the area, many of which visit Hotham park.</p> <p>The CPT will be in a permanent structure/pod at Hotham park lodge. Our cleaning team will monitor clean it twice daily. Disabled parking is available in an adjacent car park and we intend to designate a dedicated bay next to the CPT. We have consulted over 10 local groups and organisations such as day centres, disability groups, town councils and members. Feedback, which has been in favour of this location as one of the top venues, has been used to reach the decision.</p>
58	Would you like to add another venue?	Yes
<b>Section 14: Venue 4</b>		
59	Building/location name (optional)	Coastguards Toilets
60	Street Address	Coastguards Road
61	Town/City	Littlehampton
62	County	West Sussex
63	Postcode	BN17 5LH
64	Parliamentary Constituency	Bognor Regis and Littlehampton
65	Type of venue/place <i>Select one</i>	<div>Country parks/open spaces/seaside</div> <div>Tourist attractions</div> <div>Transport Networks (including motorway services)</div> <div>Entertainment (e.g. cinemas, bowling alleys, theatres)</div> <div>Retail</div> <div>Hospitality (e.g. restaurants, cafes, pubs)</div> <div>Healthcare buildings</div> <div>Leisure/sport venues</div> <div>Other (<i>please tell us which</i>)</div>
66	Venue 3 - what is the rationale for choosing this venue/location?	This site was added following consultation with groups and organisations. It was suggested as a good location for users so

	<p><i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i></p>	<p>was therefore carefully considered and included in the bid.</p> <p>Littlehampton is a large seaside town which attracts many visitors. It is a well-established resort with a promenade, amusements, theme park and well-maintained seafront gardens. Located at the mouth of the Arun it also attracts visitors using the river. The area has a variety of award-winning architecture including the Stage by the Sea, East Beach Café, and Britain's Longest Bench. The location pinpointed for the toilet is on the seafront near a mile-long sand and shingle beach. This is close to the town centre which has good transport links with a railway station. The car parks alone show visitor number of over 178,000 per year.</p> <p>The Council's Civic Centre is in Littlehampton, a short distance from the coastguard toilets. This is the main council offices for Arun District Council and people accessing this facility will be able to utilise this CPT.</p> <p>It is planned that this CPT will be incorporated into the programmed refurbishment of the existing toilets. The CPT will be monitored and cleaned twice daily by our cleaning team and keyholder managed by the Windmill site adjacent. There will be a dedicated disable parking bay close to the facility.</p>
67	Would you like to add another venue?	No
<p><b>Copy and paste Section 11 to add more venues as required below.</b></p> <p><b>Sections 12 – 20 of online EOI enable you to add additional venues, and include Questions 41 - 120</b></p>		
<p><b>Section 21: Other information</b></p>		
121	<p>Please use this space to share any other information that you think is relevant to your application (250-word limit)</p>	<p>Arun District Council feel strongly that we must ensure all our residents and visitors have facilities needed to enjoy the many, and varied, attractions of the area. It is essential we do everything possible to ensure the well-being and dignity of disabled people. The Council's Equality and Diversity Policy 2014 describes our support of the Equality Act 2010 and how equality is as the centre of all council decisions. The Council has</p>

		<p>produced a CPT Guidance document highlighting our commitment.</p> <p>Several locations were carefully considered, those included were selected through consultation with various disability groups and organisations along with Members and council departments. The Council has greatly valued feedback, informing our decisions and helping raise an additional site. Muscular Dystrophy UK has been very supportive providing guidance.</p> <p>The proposed CPTs are ideally located as indicated by the Research Institute for Disabled Consumers describing seaside, parks, and tourist areas as top locations.</p> <p>Arundel, Littlehampton, and Bognor Regis form a triangle of towns with a range of facilities and attractions making them popular destinations for a high volume of visitors.</p> <p>Our Property and Estates team have been consulted regarding project management and ongoing maintenance. Various installers have provided costings and discussed the sites.</p> <p>The CPT locations and this Expression of Interest have gone before our relevant Members' committee who have firmly endorsed its content and submission. The committee have also taken necessary steps to ensure the capital and revenue budgetary provision stated is available in the event the CPTs are allocated funding.</p>
<b>Section 22: Declaration</b>		
122	I confirm that the information provided in this EOI has been assured by a relevant council official i.e., Section 151 Officer, and that sufficient revenue funding has been identified by those responsible for the up-keep and maintenance of all Changing Places facilities delivered through this funding for the lifetime of the asset.	Yes

## Bognor Regis Locations

Potential CPT Location	Hotham Park Lodge	Regis Centre Carpark
Location Address	Hotham Park Lodge, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HN	Regis Centre, Belmont Street, Bognor Regis, West Sussex, PO21 1BL
Contact	ADC	ADC
Type of location	Recreational park	Car park
Location description	Public park with café, playgrounds, crazy golf, lake, heritage amenity. Close to the beach and town centre. Good transport links and disabled parking near the facility.	Central Bognor location on the seafront. Next to performing arts theatre.
Public access	Yes	Yes
Accessible routes to facility	Disabled parking available in adjacent car park, will also look to put one next to the CPT. Wide footpath and level access would be provided.	Disabled parking available in car park. Level access provided.
Method of access	Coded entry. Call contact centre for code.	Coded entry. Call contact centre for code.
Access hours/days	In line with opening times of the existing WC facilities. Biffa contract to provided access and daily checks.	In line with opening times of the existing WC facilities. Biffa contract to provided access and daily checks.

## Bognor Regis Locations

Potential CPT Location	Hotham Park Lodge	Regis Centre Carpark
Number of visitors	Over 100,000 visitors. Approximatley 58,400 via the car parks.	274,000 per year but likely to be far greater as this is just based on one council carpark
In existing building or new build/pod required	New pod in yard/ possible need to costruct brickbuild structure with tiled roof if requested by planning. Cost similar.	Currently temporary WC in the car park. An extension to the building would potentially be possible in this area to provide this facility.
Size of facility (12m <sup>2</sup> )	12m <sup>2</sup>	12m <sup>2</sup>
All facilities provided	Yes. Need to assess if shower is essential. Open to more targeted vandalism and misuse if there are showering facilities.	Yes. Need to assess if shower is essential. Open to more targeted vandalism and misuse if there are showering facilities.
Estimated cost of install (£)	60-70k	50-60k need to get budget figure from consultant.
Funding requested (£)	40k	40k
Water/electric/drainage	Yes	Yes
Services/maintenance/ LOLAR responsibility and contractor	ADC contractor to be confirmed. Dependant on who installs the facility. Vicky Ashmore investigating insurance.	ADC contractor to be confirmed. Dependant on who installs the facility. Vicky Ashmore investigating insurance.

## Bognor Regis Locations

Potential CPT Location	Hotham Park Lodge	Regis Centre Carpark
Cost of servicing/ maintenance p/a estimate	£562-£900 servicing + budget for repairs	£562-£900 servicing + budget for repairs
Replacement parts/ repairs and labour costs p/a	£100 call out from Closomat and £50 for each 1/2 hr after first. (Repair callout and parts budget suggested £1000 per year)	£100 call out from Closomat and £50 for each 1/2 hr after first. (Repair callout and parts budget suggested £1000 per year)
Cleaning responsibility and contractor (inc large waste bin- clinical waste)	Included in Biffa contract (approx. £2000 per annum)	Included in Biffa contract (approx. £2000 per annum)
Close to managed facility- procedure for emergency call	No. Would need to explore the option of a phone line - possibly through to the contact centre. £500 for install and £300 ongoing cost. Possible £2,000 cost for CCTV .	No. Would need to explore the option of a phone line - possibly through to the contact centre. £500 for install and £300 ongoing cost. Possible £2,000 cost for CCTV .
Details of partner organisation if applicable	None - might be possible to approach town council	None - might be possible to approach town council
Co-funding amount and details	None - unlikely BTC can support this at such short notice.	None - unlikely BTC can support this at such short notice.
Total ongoing cost estimate per annum	£4,200 (Note replacement may required after 10years allow £15,000)	£4,200 (Note replacement may required after 10years allow £15,000)

## Bognor Regis Locations

Potential CPT Location	Hotham Park Lodge	Regis Centre Carpark
<b>Positive reasons for location</b>	No other provision in the town. Very central public access recreational area near to the beach. Disabled parking near the facility.	Central location on seafront near shops and theatre.
<b>Any issues/restrictions/ comments on site</b>	Possible delays as next to listed wall and in conservation area	Possible development in the future in this location so may not be preferred option however a CPT pod is movable and can easily be relocated.



## Arundel Location

Potential CPT Location	WWT Arundel Wetland Centre
Location Address	WWT Arundel Wetland Centre, Mill Road, Arundel, Sussex BN18 9PB
Contact	Tim McGregor - WTT Arundel Centre Manager
Type of location	Visitor Centre/ recreational
Location description	Near the town centre. Close to Swanbourne lake, cricket ground and Arundel play park
Public access	Yes
Accessible routes to facility	Double electric doors in 1.6m wide into the centre. They will remove existing doors to make open space straight to the CPT. They will be able to install an outwards opening door (automatic)
Method of access	Unlocked and secure in building with pad entry system
Access hours/days	Opening hours 10.00-4.30 seven days a week except Christmas Day.

## Arundel Location

Potential CPT Location	WWT Arundel Wetland Centre
Number of visitors (if known)	95,000-100,000 per year.
In existing building or new build/pod required	In existing building, they designated a space 2 years ago when a theatre space was removed. They used the Changing Places website as a guide to size. Just need stud walls, doors (preferable automatic). Backs onto other toilets so close to drainage water etc.
Size of facility (12m <sup>2</sup> )	12m <sup>2</sup>
All facilities provided	Yes and would like showering facility
Estimated cost of install (£)	30k
Funding requested (£)	27k
Water/electric/drainage	Yes
Services/maintenance/LO LAR responsibility and contractor	WWT. They are happy to fund this but always open to offers of support
Estimated cost of servicing/ maintenance per annum	£562- £900 LOLAR WTT insurance includes testing they will add to asset list and cover the cost.

## Arundel Location

Potential CPT Location	WWT Arundel Wetland Centre
<b>Replacement parts/ repairs and labour costs</b>	£100 call out from Closomat and £50 for each 1/2 hr after first. (Repair callout and parts budget suggested £1000 per year)
<b>Cleaning responsibility and contractor (inc large waste bin- clinical waste)</b>	Add to contract
<b>Close to managed facility- procedure for emergency call</b>	Within managed facility
<b>Details of partner organisation if applicable</b>	WWT
<b>Co-funding amount and details</b>	£3000 and ongoing maintance/ servicing/ repairs/ cleaning etc.
<b>Total ongoing cost p/a estimate</b>	£4,200 (Note replacement may required after 10 years ADC/WTT allow £15,000)

## Arundel Location

Potential CPT Location	WWT Arundel Wetland Centre
Positive reasons for location	<p>The centre are very enthusiastic about this as an option. They have been trying to source additional funding for years, the £3000 has been saved through fundraising for this over a number of years. The Manager has had visitors come up to him and plead with him to install a CPT. One lady described how it is impossible for her to use a normal disabled WC. The site is fully accessible and has a large number of disabled visitors. He would also be more than happy for people to use the facility and not enter the paid site.</p> <p>The cricket club could use this CPT for the SEND children who are wanting to access there ground if their EOI is not successful.</p>
Any issues/restrictions/ comments on site	

## Littlehampton Location

Please note Littlehampton already has a CPT at the Wave

Potential CPT Location	Coastguard Toilets
Location Address	Coastguard Toilets, Littlehampton
Contact	ADC
Type of location	Public WCs on Seafront
Location description	This is located near Harbour Park (amusement park) on the seafront at Littlehampton on the promenade.
Public access	Yes
Accessible routes to facility	Disabled parking would be made available near facility. Level access provided.
Method of access	Coded entry. Call contact centre for code.
Access hours/days	In line with opening times of the existing WC facilities. Biffa contract to provided access and daily checks.
Number of visitors (if known)	Over 178,000 visitors (based on carpark visitors)
In existing building or new build/pod required	Remodel existing WCS to incorporate this as part of refurbishment.
Size of facility (12m <sup>2</sup> )	12m <sup>2</sup>
All facilities provided	Yes. Need to assess if shower is essential. Open to more targeted vandalism and misuse if there are showering facilities.
Estimated cost of install (£)	60-70k need to get budget figure from consultant.
Funding requested (£)	40k
Water/electric/drainage	Yes
Services/maintenance/LOLAR responsibility and contractor	ADC contractor to be confirmed. Dependent on who installs the facility. Vicky Ashmore investigating insurance.
Estimated cost of servicing/ maintenance per annum	£562-£900 servicing + budget for repairs
Replacement parts/ repairs and labour costs	£100 call out from Closomat and £50 for each 1/2 hr after first. (Repair callout and parts budget suggested £1000 per year)
Cleaning responsibility and contractor (inc large waste bin- clinical waste)	Included in Biffa contract (approx. £2000 per annum)
Close to managed facility- procedure for emergency call	No. Would need to explore the option of a phone line - possibly through to the contact centre. £500 for install and £300 ongoing cost. Possible use of the Windmill via Freedom leisure to be keyholders. Possible £2,000 cost for CCTV
Details of partner organisation if applicable	None -Freedom leisure to offer possible support to be key holder
Co-funding amount and details	None -Freedom leisure to offer possible support to be key holder
Total ongoing cost p/a estimate	£4,200 (Note replacement may required after 10years allow £15,000)
Positive reasons for location	No other provision on the seafront
Any issues/restrictions/ comments on site	

Cost Estimates

Costings are all subject to change and are estimates

Company/organisation	Annual Servicing costs	Repairs callout costs (£)	Install cost to pre-made room (£) (note refurbishment/remodelling not included)	Pod cost (£)	Pod cost does not include the groundworks/suba se or service connections allow an additional 10k
INNOVA	562	Standard 120 (£40 1/2 hr) Emergency 160 (40 1/2hr)	20,000	50,000-80,000	60,000-90,000
Closomat	585	100 (£50 1/2 hr)	15,000	50,000-60,000	60,000-70,000
Astor Bannerman	495 (or £814 callouts inc. and 20% off parts )	220 (£95 hr there after)	13-15,000	55,000	65,000

Ongoing costs estimates	Cost (£)
Cleaning/ management - locking/checking 2xdaily	2,000
Servicing and Maintenance Inc. LOLAR	900
Repairs callouts and parts	1,000
Phone line management	300
Total estimated annual cost	4,200

Locations	Install cost estimates (£)	Ongoing maintenance per annum estimates (£)	Project Management Costs (£) (based on 15%) May not be required if inhouse	Grant funding to be requested (£)	Co-funding by ADC and Wetland trust	Year of delivery
Hotham Park	72,000	4,200	10,800	40,000	42,800	22/23
The Regis Centre	72,000	4,200	10,800	40,000	42,800	22/23
WWT Centre	30,000			27,000	3,000	21/22
Coast Guard Toilets	62,000	4,200	9,300	40,000	31,300	23/24
Totals	236,000	12,600	30,900	147,000	119,900	

## Feedback Summary

Group/organisation	Other locations	Shower	Further comments
The Laurels Day Service	Littlehampton town Centre and Rustington Village Centre	No - nice but not essential	
Littlehampton Shop Mobility	Harbour Park Toilets or East park café	Yes if near beach	
Aldingborune Trust		No not a requirement for CPTS	We have found the equipment susceptible to misuse so radar keys not a great option managed facility would be best
Chestnuts Day Centre, Bognor		Yes - I feel that showers would be beneficial to any changing places facility.	
Bognor Regis Town Council	Existing underground toilet on the promenade / or old Esplanade site if plans for a ramp. We should consider mobile hire for major events / summer season.		It's imperative we have at least one changing place toilet on the seafront and in the town. These service's are absolutely vital for families with both special needs adults and children. My conversation with Nigel Lynn and Phillipa Dart at ADC over the past year pushing for these has suggested the toilet block by the Regis can be expanded to include a changing places toilet and possibly the toilets by Morrison's.
West Sussex County Council Physio Therapists	Creative heart café Littlehampton	Yes - bigger venues only	None

## Preferred locations

- 1 Hotham park
- 2 Regis Centre
- 3 WWT Arundel

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## EQUALITY IMPACT ASSESSMENT

Name of activity:	Changing Places Toilets Expression of Interest			Date Completed:	14/09/2021			
Directorate / Division responsible for activity:	Place			Lead Officer:	Helen Cooper			
Existing Activity		N	New / Proposed Activity		Y	Changing / Updated Activity		N

### What are the aims / main purposes of the activity?

Authority is being sought from Committees to submit an Expression of Interest (EoI) to help fund four Changing Places Toilets (CPTs) in the district. Changing Places Toilets are larger accessible toilets for severely disabled people, with equipment such as hoists, privacy screens, adult-sized changing benches, peninsula toilets and space for carers.

### What are the main actions and processes involved?

Proposal to install large specialist toileting facilities to support severely disabled people including those with profound and multiple learning difficulties.

### Who is intended to benefit & who are the main stakeholders?

Severely disabled people including those with profound and multiple learning difficulties and their Carers and families.

### Have you already consulted on / researched the activity?

Yes, ten different disability groups, organisations and charities have been consulted over the locations.

Arun District Council has also previously produced a Changing Places Toilets Guidance document which sets out the council's commitment to being inclusive and welcoming and that CPTs are viewed as a "reasonable adjustment" under the Equality Act 2010.

<b>Impact on people with a protected characteristic</b> (What is the potential impact of the activity? Are the impacts high, medium or low?)		
<b>Protected characteristics / groups</b>	<b>Is there an impact (Yes / No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b> (older / younger people, children)	No	
<b>Disability</b> (people with physical / sensory impairment or mental disability)	Yes	This will provide specialist toileting facilities in various locations in the district. This will have a highly positive impact as often without these facilities this group are unable to access these areas and attractions. Over 250,000 people in the country need these facilities to enable them to get out and about and enjoy the day-to-day activities many of us take for granted.
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	No	
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	No	
<b>Sex</b> (male / female)	No	

<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	<b>No</b>	

What evidence has been used to assess the likely impacts?
<p>The Changing Places Consortium is a group of organisations working to support the rights of people with profound and multiple learning disabilities and/or other physical disabilities. This is chaired by the charity Muscular Dystrophy UK . Established in 2005, the Consortium researches and campaigns for Changing Places to be installed in all big public spaces so people can access their community. Their research has shown over 250,000 people in the country need these facilities to enable them to get out and about and enjoy activities and attractions.</p> <p>Research conducted by the Research Institute for Disabled Consumers, showed the requirement for these facilities and the top three locations where these facilities should be made available were country parks, open spaces, and tourist attractions. The proposed CPTS in the Arun District will be in these areas.</p>

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N

Action Plan			
Impact identified	Action required	Lead Officer	Deadline
Positive impact of request for funding for CPTS	Submission of the EoI for the four CPTS	Helen Cooper	26/09/2021

### Monitoring & Review

Date of last review or Impact Assessment:

Date of next 12 month review:

Date of next 3 year Impact Assessment (from the date of this EIA):

Date EIA completed:

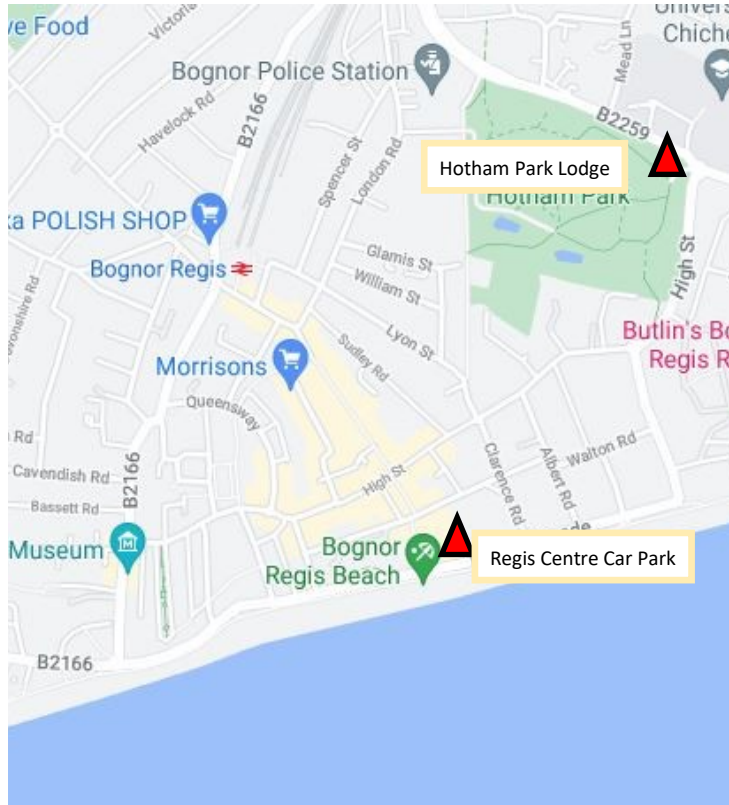
14/09/2021

Signed by Person Completing:

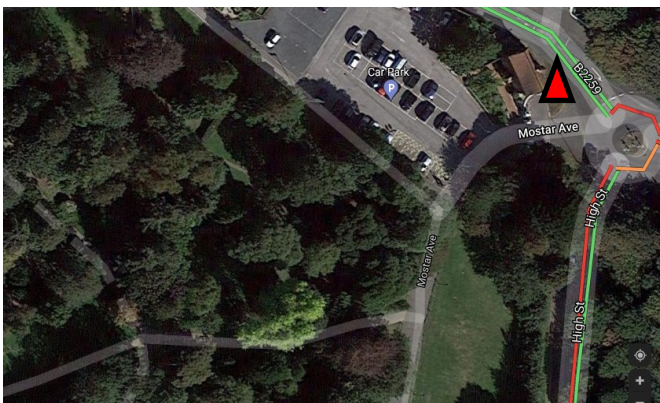
*H Cooper*

# Changing Places Toilets Location Maps

## Locations in Bognor Regis



## Satellite Views

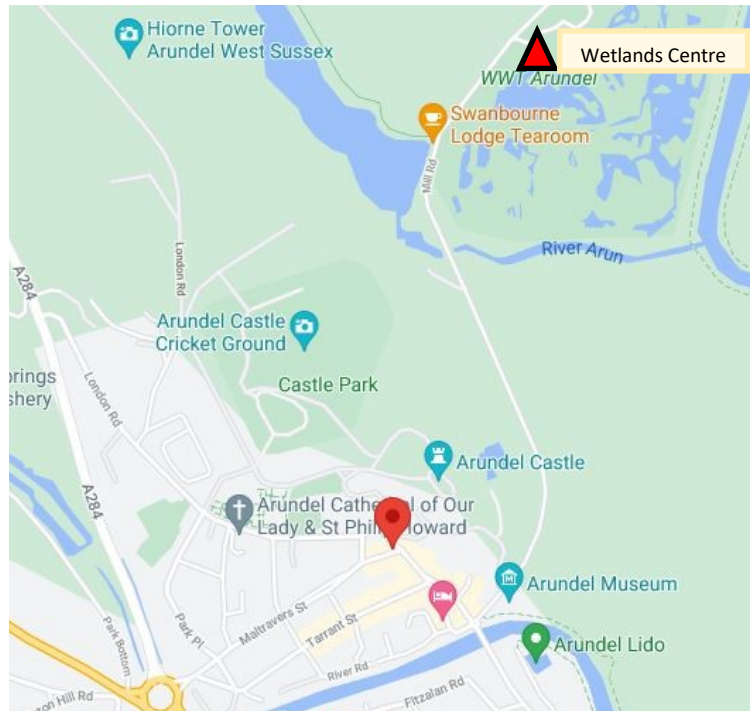


Hotham Park Lodge



Regis Centre Car Park

## Location in Arundel



## Satellite View





## Location in Littlehampton



## Satellite View



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# Changing Places Toilets Guidance

Planning and Sustainable Development



**“ We want to make Arun as accessible as possible to everyone. Arun District Council is encouraging Changing Places Toilets in all appropriate destinations and developments as they transform experiences for many residents, visitors and their families. ”**

**Councillor John Charles**

**Portfolio Holder for Planning**

## Background

It is important that people with profound, complex and multiple disabilities and impairments are able to safely, comfortably and hygienically spend time away from their home. Changing Places Toilets (CPTs) support this by providing sanitary facilities, with extra space and equipment, that can be used by people who require the assistance of one or two carers/companions. As they are designed for assisted use they should supplement, not replace, standard unisex accessible toilets. They are not appropriate for bariatric use<sup>1</sup> and are not baby changing facilities.



## What is a Changing Places Toilet?

CPTs have a floor area of at least 3x4 metres with a ceiling height of 2.4 metres and provide a range of features including:

- Tracking hoist covering the whole room
- Adult changing bench which is adjustable and easy to clean
- Toilet with drop down support rails and 1m clearance each side (from centre of pan)
- (Optional) adjustable shower (hose to reach centre of bench)
- Adjustable height sink
- Privacy curtain/screen
- Alarm pull cords and reset button
- Comfortable temperature for undressing
- Welcoming and interesting decoration with visual contrast to highlight equipment, door frames and door handles

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<sup>1</sup> The room structure, track, hoist and changing bench should operate at a safe working load of 200kg

For the full specifications of a CPT see [Changing Places](#) and British Standard [BS 8300-2:2018](#). If you do not have access to the British Standard please see the example layout at Appendix 1. These features are in addition to requirements in [Part M of the Building Regulations](#).

In some cases facilities that don't meet all of the minimum specifications in the British Standards can be registered as a CPT but you should bear in mind that these cannot be used by as many people.

## What are the benefits of a CPT?

CPTs enable people with profound, complex and multiple disabilities and impairments, and their families to access every day places and stay away from home for longer.

“ Changing Places Toilets make the difference between visiting somewhere for a couple of hours and being able to stay for a day or until the end of an event. ”

[Emily Hudson, parent<sup>2</sup>](#)

CPTs can also help providers by demonstrating a clear commitment to being inclusive and welcoming, enhancing public safety, attracting the “purple pound” and as an example of a “reasonable adjustment” under the Equality Act 2010.

## Where should CPTs be provided?

Many types of places may be able to accommodate a CPT. They are most needed in every day locations where people pass through or spend time. Locally adapted from BS 8300-2:2018<sup>3</sup>, Arun District Council is seeking the inclusion of a CPT in largescale public developments such as:

- a. major transport terminals and interchanges, e.g. large railway stations and airports
- b. roadside service stations
- c. sport and leisure facilities, including large hotels
- d. cultural centres, e.g. museums, concert halls, art galleries and faith centres
- e. stadiums and large auditoriums
- f. large commercial retail premises and shopping centres
- g. key buildings within town centres, e.g. town halls, civic centres and main public libraries
- h. educational establishments
- i. health facilities, such as hospitals, health centres and community practices
- j. other visitor attractions such as theme parks, monitored beaches and parks.

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<sup>2</sup> As quoted in the Cornwall Council version of this leaflet.

<sup>3</sup> Permission to reproduce extracts from British Standards is granted by BSI Standards Limited (BSI). No other use of this material is permitted. British Standards can be obtained in PDF or hard copy formats from the BSI online shop: [www.bsigroup.com/Shop](http://www.bsigroup.com/Shop).

## How do I install and manage a CPT?

The CPT Consortium sets out [advice for installation](#). In addition to Building Regulations consent, you may also require planning permission and/or listed building consent to install a CPT; Arun District Council offers a checking service if you are unsure.

Careful consideration should be given to the location of your CPT in relation to disabled persons' parking, co-location with other visitor facilities and the avoidance of physical barriers, e.g. uneven surfacing, steep slopes and multiple doors. Locating a CPT before any ticket barriers will maximise the number of people who can benefit from the facility.

The appropriate management arrangements will depend on the location, opening hours and likely usage of your CPT. Typically access is freely available within public buildings and visitor complexes where there is surveillance by staff, or via a more managed [locking system](#) appropriate to the level of security risk where CPTs are in less observed locations.

As with all public toilets, CPTs should be regularly monitored and cleaned to ensure they are kept to a good standard. Venue staff should be familiar with the CPT but are not expected to help visitors use the facilities as assistance will be provided by carers/ companions.

## How much will a CPT cost?

Installation costs will vary depending on the specifications of the equipment being installed and whether the CPT is being installed in an existing building, will form a new extension or is being designed into a new building.

As a guide, adapting a suitably sized room to a full CPT will cost from around £15,000. There are lots of variables with new builds; our advice is that you look at installing a CPT as early as possible in the design process so that it can be factored into the space, building schedule and budget. It is worth checking whether you are eligible for [funding](#).

## Publicise and celebrate your CPT!

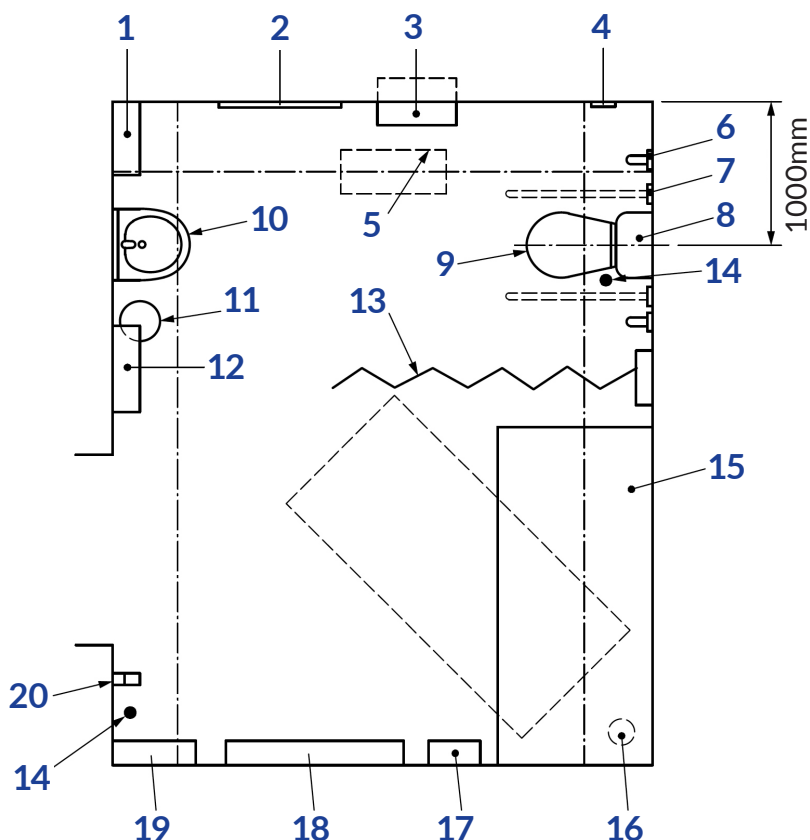
CPT providers tell us they take pride in their facilities. Make the most of your CPT by following these tips:

- Display [CPT signage](#) plus clear signs for other toilet / baby changing facilities so that people use the most appropriate facilities
- Register your facility on the [CPT website](#) with accurate details such as opening times, precise location and whether a key or coins are needed
- Tell your customers by updating your website and social media, host a media launch and have fun with the [CPT selfie kit](#)
- Let Arun District Council know by emailing us using the address on the back page
- Enter to win [Loo of the Year](#).

## Appendix 1:

### Example of fittings and accessories in a changing places toilet

Extract from British Standard BS 8300-2:20182



#### Key

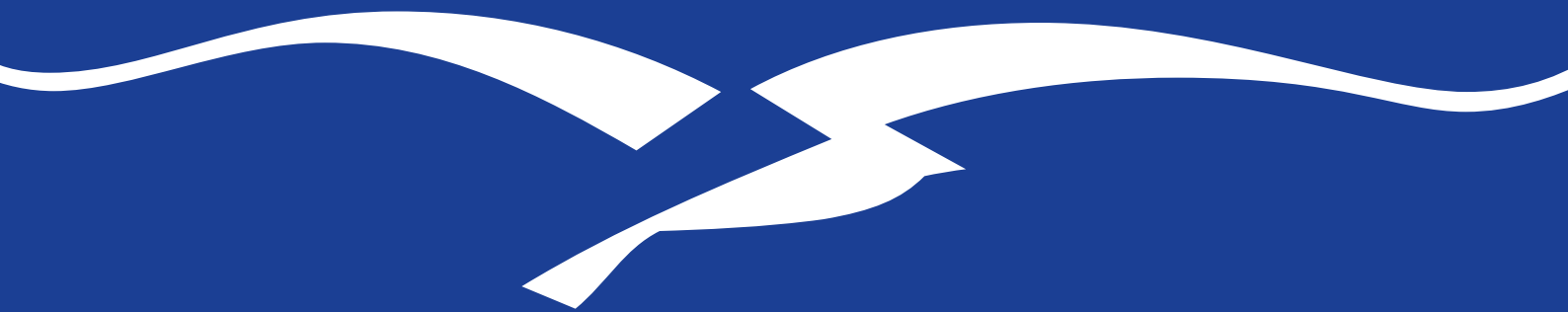
- |  |   |
|--|---|
| 1 Paper towel dispenser  | 11 Waste disposal bin   |
| 2 Full length mirror   | 12 Manually-operated low-noise hand dryer (see Note 2 to 18.5.6.1)  |
| 3 Large sanitary disposal bin, if possible recessed into the wall  | 13 Retractable privacy curtain/screen   |
| 4 Alarm reset button   | 14 Alarm pull cord  |
| 5 Full room cover tracked hoist system   | 15 Height-adjustable showering/changing bench, min. 1800mm long   |
| 6 Vertical grab rail   | 16 Floor drain  |
| 7 Drop-down support rails with toilet paper dispensers   | 17 Optional shower unit with hose long enough to reach the centre of the bench, for personal hygiene purposes |
| 8 Flat-topped close-coupled cistern providing a back rest and a colostomy bag changing surface for standing users <sup>(a)</sup> | 18 Wide paper roll dispenser for use on the changing bench  |
| 9 Peninsular WC (see Figure 45 for the location of associated fittings)  | 19 Sanitary towel dispenser   |
| 10 Large power-assisted height-adjustable washbasin  | 20 Two clothes hooks, one at 1050mm and the other at 1400mm above the floor                                   |

NOTE 1 Details of common features of sanitary accommodation are described in 18.1 and accessories related to toilets in 18.5.6. Advice on particular products is available from the Changing Places Consortium (see Commentary on 18.6).

NOTE 2 Provision of a wash/dry type WC can enable greater independence and dignity for users.

NOTE 3 Provision of a shelf can be beneficial for users.

(a) Where high or low level or reduced flush cisterns are used, a rail with a padded back rest and a separate colostomy bag.



# Further information

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

01903 737500

[planning@arun.gov.uk](mailto:planning@arun.gov.uk)

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NB: This leaflet is based on a version originally published by Cornwall Council in September 2018



## ARUN DISTRICT COUNCIL COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES

### Report to Environment & Neighbourhood Services Committee – 23 September 2021

<b>Name of Meeting:</b>	Littlehampton Harbour Advisory Body
<b>Date of Meeting:</b>	14 <sup>th</sup> of September 2021
<b>Report by:</b>	Councillor David Chace
<b>Committee:</b>	Environment & Neighbourhood Services Committee
<p>Appointment of Arun District Council Representative – David Chace, and WSCC - Cllr John Charles.</p> <p>Parking at Pier Road – LHB Berth Holders – a. It was generally agreed that the response from ADC was sub-optimal.</p> <p>Parking enforcement. Enforcement notices have been issued since our last meeting, one of which was rescinded because the offender actually had a permit but forgot to display it (a reasonable outcome)</p> <p>Users noted that they have seen an increase in the “ticketing” notices.</p> <p>Harbour Entrance Renewal Scheme –</p> <p>Contractors appointed and started work Sept 2021</p>	

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