



# Public Document Pack

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Committee Manager Carley Lavender (Ext 37547)

18 August 2020

## ENVIRONMENT & LEISURE WORKING GROUP

A meeting of the Environment & Leisure Working Group will be held virtually on 3 September 2020 **at 6.00 pm** and you are requested to attend.

Members: Councillors Mrs Warr (Chairman), Brooks (Vice-Chair), Bicknell, Mrs Catterson, Clayden, Dixon, Gunner, Huntley, Jones, Kelly, Purchase and Ms Thurston

***PLEASE NOTE:*** *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

*Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.*

*This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>*

*For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)*

## A G E N D A

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

Members and officer should make their declaration by stating:

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

3. **MINUTES**

(Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Environment & Leisure Working Group held on 27 February 2020.

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. **MEETING START TIMES**

For the Working Group to agree the start times of meetings for the new municipal year.

6. **EMERGENCY PLANNING UPDATE**

(Pages 7 - 10)

This report will provide an overview of the Council's roles and responsibilities as a Category One responder. A presentation will also be given at the meeting.

7. **PLACE ST MAUR**

(Pages 11 - 14)

This report provides Members of the Working Group with an update on the public realm project at Place St Maur, Bognor Regis.

8. **REPORT BACK FROM CABINET/FULL COUNCIL**

The Working Group are requested to note that on 9 March 2020 Cabinet reviewed the recommendations put forward by the Working Group in its last meeting held on 27 February 2020.

*The first was at Minute 16 [Cemeteries Policy] which sought approval for the Council to adopt the proposed Cemeteries Regulations and Procedures from 1 April 2020.*

*The Cabinet*

*RESOLVED – That*

*(1) From 1 April 2020 Arun District Council adopts the proposed Cemeteries Regulations and all procedures as outlined in the report;*

*(2) The new associated fees & charges as outlined in the report are approved for implementation from April 2020;*

*(3) The service enhancements & projects identified within the report are endorsed and where appropriate, delivery will be considered as part of the Council's future annual budget setting;*

*(4) Future changes and amendments to the regulations, procedures and fees & charges, can be made in consultation with the Cabinet Member with delegated responsibility for Cemeteries;*

*(5) Within 12 months following the Council's adoption of these regulations, the Cemeteries Service shall submit to the ICCM a request for Arun, as a burial authority, to become a member of the Charter for the Bereaved, which further enhances the Council's reputation as a modern, compassionate, lawfully and legally complaint Cemeteries Service provider.*

*The Cabinet was then alerted to final recommendations at Minute 17 [Enforcement Contract Update] where the Council was being asked to approve extending its existing agreement with East Hampshire District Council for a further two years from 15 May 2020 to 14 May 2021 which would allow for the continued enforcement and educational patrols to continue against dog fouling, breaches*

*of dog controls and other littering offences.*

*The Cabinet*

*RESOLVED – That*

*(1) The agency agreement with East Hampshire District Council is extended for a further two years from 15 May 2020 until 14 May 2022;*

*(2) The charging model of the agreement is amended, as outlined in the report, in order to provide the Council with greater flexibility and options for additional targeted enforcement activities.*

9. **WORK PROGRAMME 2019/20**

(Pages 15 - 16)

The Working Group are required to approve the Work Programme for 2020/21.

Note : Reports are attached for all Members of the Working Group only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

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](#)

# Agenda Item 3

Subject to approval at the next Environment & Leisure Working Group meeting

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## ENVIRONMENT & LEISURE WORKING GROUP

27 February 2020 at 6.00 pm

Present: Councillors Mrs Staniforth (Chairman), Brooks (Vice-Chair), Bicknell, Mrs Catterson, Clayden, Dixon, Gunner, Huntley, Kelly and Mrs Worne

Apologies: Councillors Chapman and Ms Thurston

### 13. DECLARATIONS OF INTEREST

Councillor Brooks declared a Personal Interest in item 6 [Cemeteries Regulations & Procedures] as he personally knows one of the Cemetery Managers.

### 14. MINUTES

The minutes of the last meeting held on 7 November 2019 were approved and signed by the Chairman as a correct record.

### 15. LOCAL COMMUNITY NETWORK UPDATE

In agreement with the Chairman the Working Group agreed that due to a late apology received from the NHS representative that this item should be deferred to the next meeting of the Working Group to allow for a more meaningful discussion to be had.

The Working Group

RESOLVED – That

- 1) this report be deferred to the next meeting of the Working Group

### 16. CEMETERIES POLICY

The Environmental Services and Strategy Manager drew Members attention to section 1.4 of the report where he summarised that the Institute of Cemetery and Crematorium Management (ICCM) was commissioned in 2018 to undertake a review of its services. In the main review it confirmed that the service was operating well with effective systems and compliance. It did highlight the following:

- Staffing was lower than expected in respect of the size and responsibilities of the service

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- There was a need to update and review service regulations and procedures

As well as the above and to further inform the review of the regulations, procedures, fees and charges, the Parks and Cemeteries Manager had completed benchmarking against other local and neighbouring authorities.

The Parks and Cemeteries Manager then drew Members attention to the following:

- Encouraging biodiversity within cemeteries with the introduction of wild flower areas
- Grave allocation & ownership, regulations now define how and when out of rotation purchases of graves may be undertaken at additional cost
- New regulations for Lawn sections
- Scattering of ashes to be allowed at designated places at Council cemeteries
- The proposal that specific areas are set aside and suitably landscaped to provide an appropriate location for deceased children
- New regulations relating to memorials and memorial installation, requirements that monumental masons provide:
  - Membership of a trade body
  - Copies of testing certificates evidencing compliance for ground anchor systems
  - Copies and receipt of public liability insurance held
  - Copies of guarantee provided to memorial and/or grave owner

A full debate took place with Members raising the following points:

- In relation to section 1.5.7 of the report a number of questions and concerns were raised, officers gave assurances that the ICCM had agreed that ADC's proposed measures in relation to memorial safety were 'entirely reasonable and went further than most'. It was agreed that a meeting would be arranged with Members who wanted to attend with Officers to discuss these concerns in more detail
- Concerns in relation to why there had been an increase in fees were raised. It was explained that on completing the benchmarking exercise it was highlighted that the Council's fees were significantly lower than other local authorities and with the Council's desire to make the improvements that had been detailed within the report it was felt that the increases were justified.
- A question was asked in relation to the cost of the work needed at Bognor Regis Chapel. It was explained that this question would require an answer from the Properties & Estates Team. The Working Group agreed to accept a written response at a later date.

The Working Group

RECOMMEND to Cabinet – That

- a) From 1 April 2020 Arun District Council does adopt the proposed Cemeteries Regulations and all procedures as outlined in this report.
- b) The new associated fees & charges as outlined in the report are approved for implementation from April 2020.
- c) The service enhancements & projects identified within the report are endorsed and where appropriate, delivery will be considered as part of the Council's future annual budget setting
- d) Future changes and amendments to the regulations, procedures and fees & charges, can be made in consultation with the Cabinet Member with delegated responsibility for Cemeteries.
- e) Within 12 months following the Councils adoption of these regulations, the Cemeteries Service shall submit to the ICCM a request for Arun, as a burial authority, to become a member of the Charter for the Bereaved, which further enhances the Council's reputation as a modern, compassionate, lawfully and legally compliant Cemeteries Service provider.

17. ENFORCEMENT CONTRACT UPDATE

The Environmental Services & Strategy Manager advised Members that since 2017 Arun District Council (ADC) had provided environmental enforcement services through an agency agreement with East Hampshire District Council (EHDC) and that the report was seeking a recommendation to Cabinet to extend the agreement for a further 2 years from 15 May 2020 to 14 May 2022.

He went on to advise that throughout the one-year trial agreed in May 2017, the delegation of enforcement powers given to EHDC to enable their officers to undertake littering enforcement across the district with a focus on Town Centres was an immediate success and subsequently extended in December 2017 for further two-year period up until 15 May 2020. He also drew Members attention to the fact that neighbouring authority Chichester District Council also commenced the scheme in November 2017 with EHDC.

The Cleansing Services Manager drew Members attention to the current statistics section of the report (2.0), he advised that the contract was efficient, that EH Commercial Services Ltd are recognised as a good performer given their 100% prosecution rate and highlighted that they are also recognised by the courts as the lead for best practice for Single Justice Procedure. He further highlighted the work the officers complete regarding education for under 18's, vulnerable adults and non-UK residents where tickets could have been issued and that they have been shortlisted for an award in the Public Service category at the 2020 LGC awards.

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The Environmental Services & Strategy Manager confirmed that in extending the agreement for a further two-years, EHDC had offered a share on any income beyond the point at which operating costs are covered. This money would then be ringfenced for reinvestment in targeted additional enforcement and educational patrols against dog fouling, breaches of dog controls and other littering offences.

Members took part in a full debate and asked a number of questions of which have been summarised below;

- A request to see some benchmarking in future reports for comparison purposes was made
- Confirmation of the cost of the agreement was sought, this was confirmed as zero cost to ADC
- Overflowing bins at fast food outlets was a concern highlighted, it was advised to Members that ADC do have a Street Scene Enforcement Officer who they should report incidents like this to and a visit to the premises would be made, however this was confirmed as a separate service to the EHDC agreement
- Concerns regarding dog fouling were also raised and addressed
- A question was raised at how much income this agreement could approximately bring in, it was confirmed that it was expected to be approximately £12,000 and this would be ringfenced for use within the programme as explained previously

The Working Group

RECOMMEND to Cabinet – That

- 1) the agency agreement with East Hampshire District Council is extended for a further two years from 15 May 2020 until 14 May 2022.
- 2) the charging model of the agreement is amended, as outlined in the report. This is in order to provide Arun District Council with greater flexibility and options for additional targeted enforcement activities.

#### 18. REPORT BACK FROM CABINET/FULL COUNCIL

The Chairman confirmed that the previous recommendations made at the last meeting on 7 November 2019 to Cabinet and Full Council for consideration were;

- 1) **Minute 9 [Urgent Item – Bognor Regis Disc Parking Scheme]** had been withdrawn as this had been superseded by the resolution made at the last Full Council meeting held on 13 November 2019 [Minute 300 – Bognor Regis Regeneration Sub-Committee of 28 October 2019 referred].

- 2) **Minute 12 – Climate Change** – Cabinet agreed with and resolved the recommendation.

19. WORK PROGRAMME 2019/20

The Committee Manager advised Members that as this meeting was the last for this municipal year, that officers would present a draft work programme at the first meeting in the new municipal year for their review.

The Chairman agreed that Members could present suggestions for the new work programme for her to collate and pass on to officers ahead of the next meeting.

(The meeting concluded at 7.23 pm)

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## ARUN DISTRICT COUNCIL

### REPORT TO ENVIRONMENT & LEISURE WORKING GROUP ON 3 September 2020

#### REPORT

**SUBJECT: Emergency Planning – Arun DC’s Roles and Responsibilities**

**REPORT AUTHOR:** Michael Rowland, Emergency Planning Officer

**DATE:** 20 July 2020

**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,
- a brief explanation of how ADC carries out this responsibility,

A presentation will be provided at the Working Group Meeting of the 3<sup>rd</sup> September 2020 which will include:

- Community risks: A look at the Sussex Resilience Forum's Community Risk Register and the risks that could affect the Arun District
- Planning for our risks: A review of Sussex Resilience Forum's and Arun District Council's Emergency Plans
- An outline of how the emergency planning is shared between Arun DC and Chichester DC.
- Emergency incidents in the Arun district in the last 12 months

#### 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 the 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 certain 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 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;
- Lead the recovery process.

ADC emergency response roles and responsibilities are generally an extension of its normal day to day activities.

- ❖ Warning and informing –
  - Public relations
  - Coordinated and approved
  - Info provided by any part of the Council
- ❖ Temporary shelter –
  - Involves Communities services
  - Supported by Housing
  - Support from staff from all services
  - Ongoing Housing needs
- ❖ Marine Pollution
  - Arun Contract Services
  - Environmental Health
  - Coastal Protection team
  - Financial services
- ❖ Clean up
  - Arun Contract Services
  - Environmental Health
  - Financial services
- ❖ Dangerous Structures
  - Building Control
  - Engineers

**2. PROPOSAL(S):**

Members are requested to note the report.

**3. OPTIONS:**

NA

**4. CONSULTATION:**

NA

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x

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		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> NA		

**7. REASON FOR THE DECISION:**  
This is an information paper; Members are requested to note the report.

**8. BACKGROUND PAPERS:**  
None

## ARUN DISTRICT COUNCIL

### REPORT TO ENVIRONMENT & LEISURE WORKING GROUP ON 3 SEPTEMBER 2020

#### PART A : REPORT

**SUBJECT: Place St Maur, Bognor Regis**

**REPORT AUTHOR:** Rachel Alderson – Principal Landscape & Project Officer

**DATE:** August 2020

**EXTN:** 37946

**PORTFOLIO AREA:** Neighbourhood Services

#### **EXECUTIVE SUMMARY:**

This report provides an update on the public realm project at Place St Maur, Bognor Regis.

#### **RECOMMENDATIONS:**

This is an information paper.

#### **1. BACKGROUND:**

##### 1.1 Place St Maur

Place St Maur is an important public space adjacent to the Regis Centre and was previously included in the Bognor Regis public realm masterplan as a flexible and functional active space and to form a stronger connection between the beach and town centre. Place St Maur is currently not fulfilling its potential as an attractive and welcoming space for visitors and there is an appetite to see the area enhanced.

A report presented to Cabinet (C/043/090320) set out recommendations for approving the design brief for public realm improvements at Place St Maur, procuring consultants to enable the delivery of the project and the virement of up to £235K for this purpose and other associated project costs. It was also recommended that enhancement proposals for Place St Maur are prepared for public consultation. These recommendations were ratified by Full Council at their meeting on 22 July 2020 (minute 114) which will now trigger the commencement of the procurement process for the consultant.

##### 1.2 Project Scope

The focus in the design brief for Place St Maur is to create an enhanced and activated open space which creates a draw for visitors and encourages families to stay longer in the town. It is expected that the main components of the scheme will consist of enhanced hard surfacing, an area of soft landscape, water jets, lighting and seating. The area also needs to retain a large enough space to accommodate different events e.g. ice rink within

a marquee and include the service infrastructure to support these. The design brief is included in Appendix 1 of the Cabinet report.

### 1.3 The Esplanade

The Esplanade sits between Place St Maur and the seafront and provides an opportunity for extending the town's potential for offering space for events; a concept reported within the Position Statement (Transport and Car Parking) at the Bognor Regis Regeneration Sub-Committee meetings. It is proposed to incorporate this area within the design brief for the consultant for further consideration.

### 1.4 External Funding Bid

Following the submission of a Government funding application for a sum of £1.2m plus £300K of ADC funds, the Council has been asked to provide a business case for the Place St Maur scheme and design work for the Esplanade by the end of August. The delivery of the project will be challenging, particularly with the current uncertainties in the construction industry. Costs are unpredictable and it is likely any risks will be passed to the client.

### 1.5 Next steps

A Cabinet report will follow in November 2020 and will set out recommendations for the approval of internal funding and external funding, should the Government bid be successful.

Regular updates on the scheme will be provided to the Environment and Leisure Working Group and reports for key decisions presented at Cabinet.

## 2. PROPOSAL(S):

N/A

## 3. OPTIONS:

N/A

## 4. CONSULTATION:

Stakeholder Engagement and public consultation will take place as part of the design development process for the project.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	

Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability	✓	
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

- Financial – A Council commitment will be required to finance part of the scheme.
- Legal – Should the Government bid be successful a legal agreement will be required.
- Sustainability – Sustainability is a factor when sourcing materials for the scheme.
- Asset Management/Property/Land – ADC will retain responsibility for the land on completion and therefore its maintenance.

**7. REASON FOR THE DECISION:**

N/A

**8. BACKGROUND PAPERS:**

[Full Council 15 July 2015 – Minute 96 refers](#)

[Full Council 11 November 2015 – Minute 315 refers](#)

[Full Council 20 July 2016 – Minute 145 refers](#)

[Full Council 8 March 2017 – Minute 494 refers](#)

[Full Council 10 January 2018 – Minute 366 refers](#)

[Full Council 18 July 2018 – Minute 108 refers](#)

[Cabinet 8 July 2019 – Minute 76 refers](#)

[Cabinet 9 March 2020 – Minute 499 refers](#)

[Full Council 22 July 2020 – Minute 114 refers](#)

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