



# Public Document Pack

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Committee Manager: Carley Lavender (Ext. 37457)

15 November 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 27 November 2018 at 6.00 pm** and you are requested to attend.

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

## **AGENDA**

### 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 9 October 2018 (to be circulated at the meeting).

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. LITTLEHAMPTON LEISURE CENTRE UPDATE (Pages 1 - 20)  
This report provides an update on the current progress of the Leisure Centre project.
  
6. FORESHORES - UPDATE (Pages 21 - 26)  
This report provides an overview of the Foreshores services and a review the 2018 season.
  
7. STRATEGIC VISION FOR THE FUTURE OF PUBLIC CONVENIENCE SERVICES IN ARUN - UPDATE (Pages 27 - 32)  
Members are requested to note this information report.
  
8. EVENTS POLICY & PROCEDURE 2018 (Pages 33 - 38)  
The Council's Events Policy & Procedures have been developed with the aim of ensuring a fair, transparent and consistent approach to event management within the District. This report seeks member approval for the full Events Policy & Procedures document.

Note : \*Indicates report is attached for all Members of the Council 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.

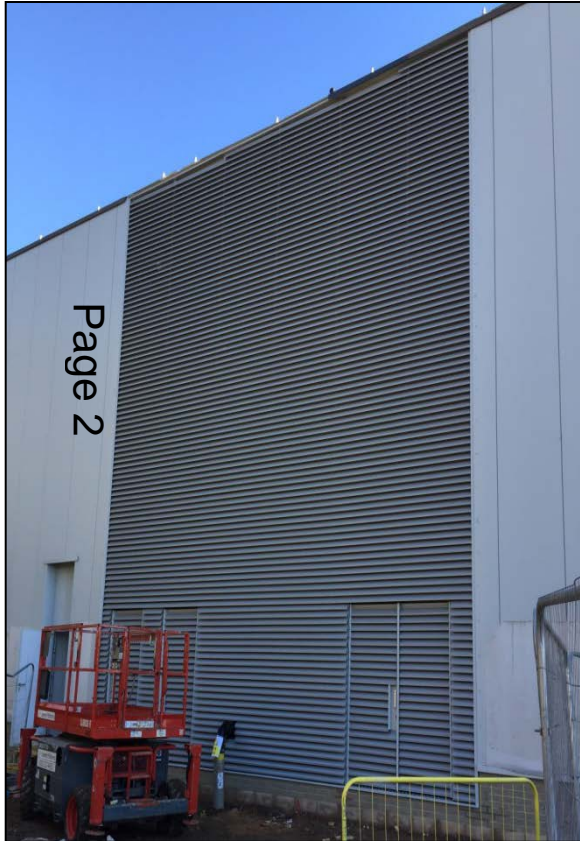
# Littlehampton Wave Project Update



Page 1

Agenda Item 5

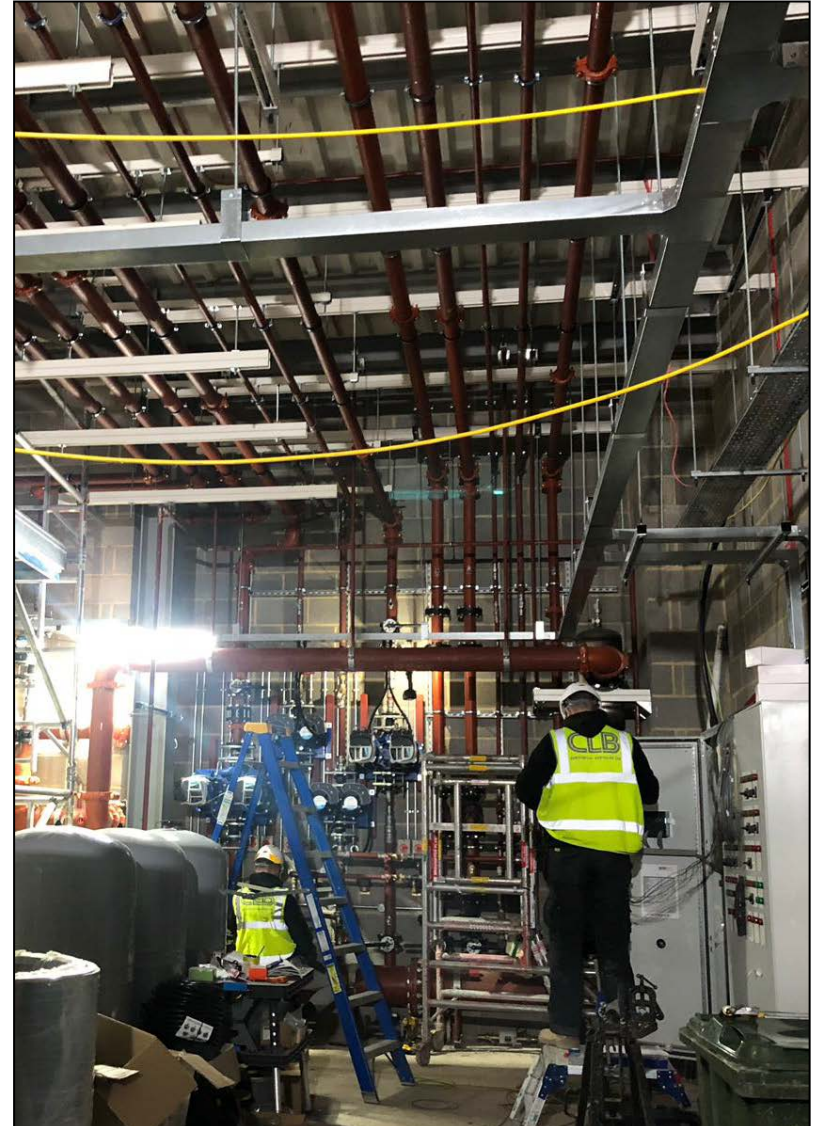
# External Cladding



# Cladding & Glazing



# Pool Plant Mechanics



# Electrical Fixings



# Pool Tiling





# Pool Tiling



# Moveable Floor



# View from Pool



# Changing Rooms

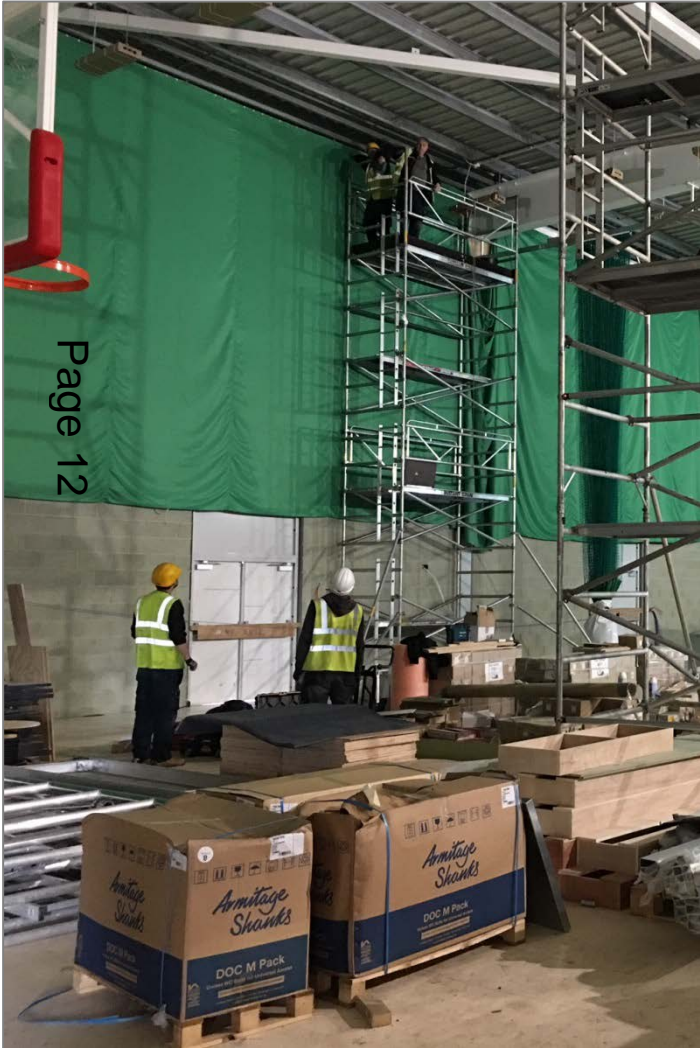


ОКМЕТТ

# Turnstile Area



# Sports Hall



# Gym



# Mewsbrook Park Setting





# Next Steps

- Finishes phase – internal & external
- Loose FFE (fittings, fixtures & equipment)
- Building opening
- Demolition & reinstatement

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# ARUN DISTRICT COUNCIL

## REPORT TO ENVIRONMENT & LEISURE WORKING GROUP ON 27 NOVEMBER 2018

### PART A : REPORT

**SUBJECT:** Littlehampton Leisure Centre

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

**DATE:** 27 November 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 and Members are requested to note the contents.

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

##### 1.1 INTRODUCTION

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

##### 1.2. CONSTRUCTION WORKS

The glazing and external cladding is now complete. Commissioning of the plant room equipment is nearing completion and Willmott Dixon Construction (WDC) is progressing well with pool tiling, wall finishes and second fix works. Forthcoming construction milestones include the installation of the moveable floor, pool filling, installation of sports equipment and external works around the new building.

Orders for loose equipment are currently being placed. A programme of induction and training has commenced with Freedom Leisure in order that they are completely familiar with all aspects of the new building.

##### 1.3 DEMOLITION & REINSTATEMENT

Tenders have been received for the demolition of the existing centre and reinstatement of the land to public open space. These are currently being evaluated.

#### 1.4 STAKEHOLDER ENGAGEMENT

Recent stakeholder engagement has included promoting apprenticeships at St Philip Howard School, careers fair at The Angmering School and site visits by Freedom Leisure members, local residents, and Chichester College students.

Freedom Leisure hosted a recruitment open day to promote the new centre to potential future employees. As a result of the event they received 110 applications for a range of posts at Littlehampton Wave.

#### 1.5 LATEST PROGRESS

A visual update of progress will be presented at the meeting.

#### 2. PROPOSAL(S):

N/A

#### 3. OPTIONS:

N/A

#### 4. CONSULTATION:

The content of this report is not subject to consultation however Stakeholder Engagement has taken place during the course of the project. Members of the public also had the opportunity to comment on the scheme as part of the planning application process. Non-material amendment applications are not subject to the same consultation process, however, all documents are available to view on the Planning Portal.

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)		✓
<b>6. IMPLICATIONS:</b>		
N/A		

**7. REASON FOR THE DECISION:**  
N/A

**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 \(5 June 2018\)](#)  
[Environment & Leisure Working Group \(31 July 2018\)](#)  
[Environment & Leisure Working Group \(9 October 2018\)](#)

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## ARUN DISTRICT COUNCIL

### REPORT TO ENVIRONMENT & LEISURE WORKING GROUP ON 27 NOVEMBER 2018

#### PART A : REPORT

**SUBJECT: Foreshores Service – 2018 Season**

**REPORT AUTHOR:** Russell Tooley, Wellbeing Services Manager

**DATE:** 19 October 2018

**EXTN:** 37836

**PORTFOLIO AREA:** Community Wellbeing, Services Directorate

**EXECUTIVE SUMMARY:** This report provides an overview of the Foreshores Service and a review of the 2018 season.

#### **RECOMMENDATIONS:**

The Environment and Leisure Working Group is requested to note the contents of the report.

#### **1.0 BACKGROUND:**

- 1.1 The Foreshores Service covers the Arun District coastline from Pagham Harbour to Ferring and the River Arun, extending northwards as far as Arundel. Some of the foreshore/beach areas are privately owned but Arun controls the whole of the coastline from the Mean High Water Mark as far as 200m below of the Mean Low Water Mark.
- 1.2 The service deals with the functional day to day management of the coastal areas but not coastal erosion or maintenance of flood defences and groynes, these are managed by Arun's Coastal Engineers.
- 1.3 The service works in conjunction with a number of external agencies including, HM Coastguard, The Littlehampton Harbour Board, The Environment Agency, Royal National Lifeboat Institution (RNLI) and Chichester District Council.
- 1.4 There is also regular liaison with other Arun District Council departments including, Licensing, Events, Property & Estates, Parks, Communications, Environmental Health, Cleansing and Car Parks.
- 1.5 The day to day operation of the Foreshore Service is managed by one full time Foreshore Officer with a number of seasonally employed Foreshores Inspectors. The Inspectors are employed between Easter and Early September with two members of staff based at the following locations daily:

**Bognor Regis (East Beach):**

Daily between Easter and Early September from 10am - 6pm.

**Littlehampton (East Beach):**

Daily between Easter and Early September from 10am - 6pm.

1.6 The Foreshore Service deals with many varied tasks throughout the year ranging from pollution monitoring, safety inspections of the promenades, railings and Public Rescue Equipment (PRE) and co-ordination of shingle removal from the promenades in the winter months. During the summer the Service also deals with dog control zone enforcement, lost & found children, administering first aid, patrolling the beaches and dealing with general enquiries. A full list of main duties can be found in Appendix 1.

1.7 Since 2013 the RNLI has been contracted to provide a Seasonal Lifeguarding Service on the beaches of Littlehampton and Bognor. The RNLI offer the only nationally resourced lifeguarding service capable of providing a seamless lifeguarding service throughout the summer months. The RNLI also provide, at no charge, safety awareness education both on the beach and in schools. This year their contract was renewed for three years with an option of a further two year extension.

1.8 The RNLI provide their lifeguard service over the following locations and time frame:

**Bognor Regis:**

07/07/18 - 02/09/18 seven days a week. 3 x lifeguards on duty at any given time. Supervision provided from 1000 – 1800

**Littlehampton (East):**

19/05/18 - 02/09/18 seven days a week. 3 x lifeguards on duty at any given time. Supervision provided from 1000 – 1800

**Littlehampton (West):**

05/05/18 - 13/05/18 weekends and bank holidays only. 19/05/18 - 09/09/18 seven days a week. 2 x lifeguards on duty at any given time. Supervision provided from 1000 – 1800

**2.0 Review of the 2018 Season**

2.1 2018 has been an extremely busy year for the service. During the winter months the Foreshores Officer and seasonal staff dealt with unprecedented levels of shingle which had ‘over topped’ onto the promenade. It was also one of the hottest and longest summers on record.

2.2 Foreshores Inspectors dealt with the following number of first aid incidents over the season:

**Littlehampton: 149**

**Bognor Regis: 20**

The disparity between the figures for Littlehampton and Bognor Regis is explained by



the RNLI First Aid station in Bognor Regis being sited immediately in front of the relocated Foreshores Office.

- 2.3 First Aid incidents ranged from bumps, grazes, slips, trips and falls, but occasionally they included more serious injuries such as suspected fractures, head injuries or heart conditions. The RNLI provide a report on the number of first aid incidents that they dealt with over the season but this was not available at the time of writing this report.
- 2.4 This season saw the introduction of tear drop flags along the promenade to enable the public to have a visual indication of where the dog free zones start and finish (1 May to 30 September). Staff often found that dog walkers accidentally strayed into the no dog zones and having a visual marker was extremely useful in controlling dog access on the beach.
- 2.5 The RNLI was commissioned to carry out a survey of the foreshore Public Rescue Equipment (PRE) and as a result of their recommendations all of the lifebuoy points will be upgraded. The existing 6mm blue polypropylene line will be replaced by 11mm orange/white polypropylene. These lines are intentionally made in this unique colour scheme to identify them as being used on rescue equipment. All non-encased lifebuoys will have revised information signs on their stands and all old encased cabinets will be replaced.
- 2.6 Over the summer there was an increase in the number of complaints regarding jet ski users, particularly those coming in too close to the shore or riding in areas that are not designated for Personal Water Craft (PWC). In order to reduce these incidences the Foreshores Officer has introduced a page on Arun's website which offers Jet ski and PWC users general advice and safety guidance and highlights the dedicated launching ramps at Littlehampton and Bognor Regis. The Foreshore Officer has also been working closely with both the launch ramp operators at Bognor Regis and the Harbour Board in Littlehampton to ensure that PWC users are launching correctly. The Foreshore Officer and Inspectors also try to identify and speak to users who are not adhering to the relevant guidance.
- 2.7 The Foreshores Officer is currently liaising with the Littlehampton Harbour Board about the possibility of introducing buoys at the Littlehampton harbour entrance that will run parallel to the beach (eastern side). This will allow Jet ski and PWC users have a visual marker clearly identifying the areas that they are not allowed to access as these are dedicated public bathing areas. This system is already successfully used in Bognor Regis in the area around the launch ramp with buoys clearly marking the bathing area.
- 2.8 During the winter and spring the combination of high tides, strong onshore winds and large sea swells often results in shingle deposits along the promenades. This mainly occurs at Felpham, Bognor Regis and Aldwick; Littlehampton is affected to a lesser degree.
- 2.9 At these times the Council maintains a useable footpath for pedestrians, disability vehicles and cyclists. During protracted periods of poor weather there may be a delay in clearance due to the frequency of deposits and/or the availability of contractors. A full clearance of the promenades always commences once the worst of the winter high tides have passed, normally around the Easter holiday period. This full pre-summer seasonal clearance can take up to two weeks to complete.

2.10 In order to improve the arrangements for shingle clearance, responsibility has passed to the Arun's Tree and Maintenance Team (TMT). This will provide a more coordinated approach and make the best use of resources.

**3.0 CONCLUSION**

3.1 The start of the year required the Foreshore Officer to respond to an unusually large quantity of shingle on the promenades. The Foreshore Office in Bognor Regis was successfully transferred to its new location before the start of the summer season which turned out to be one of the hottest and longest on record. Working with partners the Foreshore Service provided a valuable service, ensuring that the promenades and beaches were safe, clean and attractive venues for residents and visitors to the district.

**2. PROPOSAL(S):**

The Environment and Leisure Working Group is requested to note the contents of the report.

**3. OPTIONS:**

To note the report.

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X
<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

**6. IMPLICATIONS:**

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**7. REASON FOR THE DECISION:**

Information paper.

**8. EFFECTIVE DATE OF THE DECISION:**

**9. BACKGROUND PAPERS:**

None

Appendix 1

Routine tasks include:

- Pollution monitoring
- Enforcement of the Byelaws
- Removal of dead animals/mammals
- Removal of abandoned nets
- Safety inspections of proms, railings and Public Rescue Equipment (PRE)
- Risk Assessments
- Responding to queries and complaints from the public
- Co-ordination of seasonal shingle clearance
- Monitor seafront concessions
- Monitor beach huts
- Manage licenses with the Crown Estate, OFCOM and UKHO
- Arrange removal of graffiti

Summer only:

- Lost/found children
- First Aid
- Dog control zone enforcement on beaches
- Tourist information
- Lost/found property
- Event support
- Enhanced safety inspections
- Barrier control to seafront car parks (Travellers)
- Seaside Award compliance

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT & LEISURE WORKING GROUP ON 27 NOVEMBER 2018

#### PART A : REPORT

**SUBJECT:** Strategic Vision for the future of public convenience services in Arun update report.

**REPORT AUTHOR:** Paul Broggi, Property, Estates & Facilities Manager  
**DATE:** 25 October 2018  
**EXTN:** 37506  
**PORTFOLIO AREAS:** Property, Estates & Facilities. Greenspace & Emergency Planning.

#### EXECUTIVE SUMMARY:

Information and update report on Strategic Vision for the future of public convenience services in Arun which had originally been recommended to Cabinet by the Environment & Leisure Working Group following its meeting on 19<sup>th</sup> December 2017 and subsequently approved by Cabinet on 12 February 2012.

#### RECOMMENDATIONS:

That Members note the update report.

#### 1.0 Introduction

This report provides an update on the various decisions made by Cabinet relating to the Council's Public Convenience Strategy. All decisions made by Cabinet were made following consultation with the Working Group and their subsequent recommendations.

#### 2.0 Update on capital refurbishment programme.

Phase one of the WC improvement programme is well underway with works now drawing to completion. The first phase includes full alteration and refurbishment of public WC's to Culver Road, Felpham as well as those in St Martins Car Park, Littlehampton.

Phase two of the programme commences on 29<sup>th</sup> October 2018 and this will see refurbishment and improvement of the public WC facilities at Hotham Park, Bognor Regis and Norfolk Gardens, Littlehampton with completion anticipated by Christmas 2018.

Works are generally proceeding well and remain within budget.

The new public toilets on the promenade in Bognor Regis are now installed and open to the public, albeit later than originally anticipated, as a result of the Council being let down by the building manufacturer. This installation has also been funded from the 2018/19 capital toilet improvement budget.

P & E currently have a remaining budget for public toilet improvement work in 2018/19

circa £95,000. It is anticipated that 2019/20 will be the last year of the original agreed investment sum of £1 million fed into P & E budget over the past 5 years. This will see an injection of a further £200K into 2019/20 financial year.

P & E have gathered information regarding the use and condition of remaining public WC's and the next proposed priority public toilet project will be the Bedford Street toilets in Bognor Regis. These toilets receive the heaviest use across the district and regrettably also suffer from the greatest anti-social behaviour and misuse which see significant reactive maintenance expenditure for Arun when compared to other toilets.

### **3.0 Update in relation to specific public conveniences.**

#### **3.1 Crown Yard Public WC's, Arundel.**

**Decision taken** – Investigate the potential for commercial development with retained public conveniences at Crown Yard.

This aspect of the strategy has been delayed due to resource implications within Property & Estates (P & E). P & E have engaged the services of a consultant to look at the feasibility of development of the above site. These WCs are located within a larger, attractive building in the corner of the town centre car park. There is considered to be scope to change the use of the building to an office or catering outlet with retained public conveniences.

ADC has been working with Arundel Town Council on Arundel's street scene with a view to improvements throughout the town. One initiative has included an option for a change of use to the Crown Yard car park to other public use such as a connective public realm space. Although this initiative is not currently supported any development of the toilets will bear in mind possible future changes whilst considering its current use as a car park.

#### **3.2 Ferring Village Green & Rife Public WC's:**

**Decision taken** – retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Property & Estates service and Ferring Parish Council in due course. That the public conveniences at Ferring Village Green are retained, on the basis that the Parish Council are prepared to enter into agreement with Arun to support future capital refurbishment costs and continue with their current revenue contribution to Arun.

The Council have received a written agreement in principle from Ferring Parish Council (FPC) confirming that it will support costs for future required refurbishment works but that it wishes to be consulted on any proposals ahead of completion and at the appropriate point.

The Council have met with FPC to discuss the Rife WC's as the strategy was looking to achieve continued viability of this particular WC through commercial partnership opportunity and that this would be explored by the Council and FPC. No commercial proposal has been submitted. The Council have written to FPC to request update on position and we await their response.

#### **3.3 North Street Public WC's, Littlehampton:**

**Decision taken** – That the Council withdraw the North Street Wick public conveniences, but work in partnership to support the Wick Traders Association over provision of a Community Toilet scheme in close proximity.

Property & Estates have engaged the services of a consultant to look at the feasibility of

development of the above site.

This is a small building in poor condition on a very constrained site. There may be scope to convert the building into a small commercial or retail unit or food outlet but P & E are unconvinced regarding demand in this locality. A further option could be to demolish the building and build a one and a half storey residential one bedroom residential unit. The impact on the adjacent residential properties would need to be carefully considered to avoid possible overshadowing.

P & E believe that the site is not of strategic interest to ADC and so are to recommend that the site be marketed in order to gauge commercial interest with a view to disposal of the asset. P & E have been informally approached by two local parties interested in purchasing the site but as yet no offers have been made. In order to demonstrate best value an open marketing exercise or auction is likely to be recommended for a small site of this nature.

When the WC's closed as a result of the arson attack and resultant extensive internal fire damage the Council agreed to work in partnership with Wick Traders Association on the potential for provision of a community toilet scheme. The Council have contacted the traders association representative and have made an offer for ADC to support a community toilet scheme and an acknowledgement response was received. However, the Council have heard nothing further since but this offer remains firmly on the table but the traders association will have to approach the Council in the event that it is interested in pursuing this scheme further.

P & E estimate that the Council will attain revenue and repair savings of around £10K per year as a direct result of closure of this facility.

### **3.4 Avisford Park Public WC's Aldwick & West Meads Public WC's, Bognor Regis:**

**Decision taken** – That the Council retain Avisford Park & West Meads public conveniences, on the basis that Aldwick Parish Council (APC) are prepared to enter into an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase to their current annual contribution towards public conveniences.

When the Council have maintenance works planned to these toilets it will open up further dialogue with APC in advance in order to discuss possible financial assistance towards required works.

### **3.5 Snooks Corner Public WC's, Felpham, Bognor Regis:**

**Decision taken** – That the Council withdraw the Snooks Corner public conveniences. This decision is made on the basis that the Culver Road facility will remain open all year round in future. The Council will also look to set up a Community Toilets Scheme arrangement with an interested business in close proximity and will explore commercial opportunities for the Snooks Corner building.

P & E have explored commercial opportunities as it was agreed within the strategy to withdraw this toilet from public use. The Council have worked with the owner of the nearby Lobster Pot Café who has agreed to provide a community toilet at this private café. In return for this he wishes to lease the Snooks corner toilet building, once closed, from the

Council in order to convert them to a store for his business. Lease terms are agreed and a lease is drafted with the intention that the Snooks corner WC's are closed once the current planned refurbishment works to the Culver road public toilets in Felpham are fully complete and open to the public (currently anticipated at the end of November 2018). P & E will ensure a communications plan is in place and local Ward Councillors / members are fully briefed in advance of the above action.

The solution agreed will see the Council reduce costs in respect of the toilets and will also remove liability for utility costs and business rates as well as upkeep and maintenance costs associated with the facility.

P & E estimate that the Council will attain revenue and repair savings of around £10K as a direct result of closure of this facility.

### **3.6 Shrubs Field Public WC's Middleton-On-Sea, Bognor Regis:**

**Decision taken** – That the Council retain the Shrubs field conveniences, on the basis that Middleton-On-Sea Parish Council (MPC) are prepared to enter into an agreement with Arun to support future capital refurbishment costs and are prepared to increase their current annual revenue contribution towards public conveniences.

The Council have been in discussion with MPC have agreed in principle to supporting refurbishment costs and contributions for this facility moving forward. MPC await refurbishment proposals and timescales from the Council, at the relevant time in order to enter into further discussion and agree financial contribution once project costs are known.

### **3.7 Mewsbrook Park Public WC's, Littlehampton:**

**Decision taken** – That pending the formal agreement of Freedom Leisure, for free public use of their public conveniences at the new Littlehampton Leisure Centre, that the Council withdraw the Mewsbrook Park public conveniences on opening of this facility.

The public will have access to the facilities included in the new Wave Leisure Centre. Then at the relevant time (to be agreed) the public WC facilities in Mewsbrook Park Littlehampton will close.

### **3.8 Waterloo Square Public toilets, Bognor Regis.**

**Decision taken** – That the Council retain Waterloo square public conveniences at present, pending exploration of commercial development opportunity of this site with retained public conveniences.

This aspect of the strategy has been delayed due to resource implications within Property & Estates (P & E).

These toilets remain open to the public and the current intention is that they remain open for the foreseeable future.

P & E will look to explore possible commercial opportunities with this site and land and in doing so will look to secure the future of some toilet provision in this location as well as seek increased revenue and reduction in liability in respect of premises running and maintenance costs. The timeframe for this is currently unknown due to current workload and work priorities but P & E are planning to gain expressions of interest from the open market during financial year 2019/20.



#### **4.0 Seasonal Public Convenience Closures:**

The WC sites proposed for seasonal closure were Norfolk Gardens, Littlehampton, Culver Road, Felpham, West Beach, Littlehampton and Sandy Road in Pagham, Bognor Regis. Due to the Council's capital programme of refurbishments and the direction of the Public Convenience Strategy then no further seasonal closures are proposed at this stage.

It is the Council's intention to open a dialogue with Pagham Parish Council with regard to potential future arrangements for the Sandy Road public conveniences.

Public toilets will therefore continue to be provided during normal prescribed hours. In summer time (1<sup>st</sup> May to 30<sup>th</sup> September) from 08:00 Hrs to 20:00 Hrs and for winter time (1<sup>st</sup> October to 30<sup>th</sup> April) from 08:00 Hrs to 17:00 Hrs.

#### **5.0 The future of public toilet provision in Arun.**

In agreeing the Public Convenience Strategy, the Council are committing to ensuring adequate funding is in place to allow its delivery.

P & E estimate that for the remaining public toilet assets to be converted and fully refurbished to bring them up to the same standard as the phase one and two projects currently underway the Council will need to fund works up to the value of £1.8 Million. This sum is based following the recent procurement exercise and on improving the remaining 14 separate public toilet locations across the Arun district.

The above required funding requirement will be communicated to the Council's finance team in order that this can be considered as part of the Council's medium to long term financial strategy.

It should also be noted that as toilet assets are refurbished they become far easier to clean, maintain and keep clean. This is a very important aspect in respect of the end customer experience when using the public facilities. If the Council proceed in this way then P & E believe that customer satisfaction with the end environment and overall cleanliness would increase significantly.

#### **6.0 Next Steps:**

P & E possess a sound working knowledge of the condition of the remaining public toilet stock across the district. Ahead of moving forward in devising a suitable 'fit for purpose' planned maintenance strategy for the Council's public toilets P & E will need to ascertain the level of available funding for future financial years as this will dictate the works that can be undertaken and the programme of delivery.

P & E will look to develop a five year costed planned maintenance strategy based on likely budget availability using its knowledge of existing toilet stock condition combined with the reactive repairs demand in order to deal with the necessary public toilet refurbishments on a need and priority basis. This plan will be reported to the Environment & Leisure Working Group when complete as well as local parish council partners and Arun DC ward members.

#### **7.0 BACKGROUND PAPER:**

Strategic vision for the future of public convenience services in Arun paper reported to the Environment & Leisure Working Group on the 19<sup>th</sup> December 2017.

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF ENVIRONMENT & LEISURE WORKING GROUP 27 NOVEMBER 2018

#### PART A : REPORT

**SUBJECT:** Events Policy & Procedures 2018

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**DATE:** 27 November, 2018

**EXTN:** 37955

**PORTFOLIO AREA:** Neighbourhood Services

**EXECUTIVE SUMMARY:** The Council's Events Policy & Procedures have been developed with the aim of ensuring a fair, transparent and consistent approach to event management within the District.

This report seeks member approval for the full Events Policy & Procedures document and can viewed via the link provided at the end of this report. A copy of the document is available in the Members room for Members information.

#### RECOMMENDATIONS:

Members are requested to recommend to Cabinet that;

- 1) Arun District Council adopts the draft Events Policy & Procedures.
- 2) Future amendments or revisions, which do not constitute a wholesale change in Policy or procedure, can be made in consultation with the Cabinet Member for Neighbourhood Services.

#### 1. BACKGROUND:

- 1.1) Arun District Council does not currently have an adopted policy for events management. The events process is currently managed through a series of terms and conditions and historical practice. It is in the interests of the Council and event organisers, for Arun to adopt fair, transparent and consistent policies and procedures which support the event application and management process.
- 1.2) The Council's Corporate Priorities and 2020 Vision objectives underpin the need to adopt an events policy. The adoption of an events policy was agreed by members as part of the 2020 Vision work programme.

- 1.3) This report provides a succinct summary of the new policies and procedures. The full policy & procedures document is available to members via the link at the foot of this report.
- 1.4) The Events Policy & Procedures Document relates primarily to the use of Arun District Council owned spaces for events. This document provides a framework that must be followed in order to successfully apply to host an event on Council owned land.
- 1.5) Arun District Council recognises the benefits that events bring to the District and the significant contribution they make to the local cultural and tourism offer.
- 1.6) The number of events applied for and held on Council land is increasing year upon year. In 2015 there were 137 events (including filming activities) on Council land. In 2016 there were 168, in 2017 there were 200 and in 2018 the Council is anticipating facilitating up to 220 in number.
- 1.7) This represents a huge opportunity for the Council to promote the district in a positive light and enhance the leisure and cultural offer. With this demand comes the need to ensure that the Council's policies and procedures in relation to events are robust, enforced and support delivery of the wider aims of the Council.

## **2.0 Consultation**

- 2.1) All internal services who have an interest in the policy have been consulted and have helped shape the final version. This includes Legal Services, Car Parks, Environmental Health, Cleansing, Property & Estates, Engineers, Emergency Planning, Economic Regeneration, Public Relations, Foreshores and Leisure.
- 2.2) Consultation has also been carried out with key external partners including Sussex Police, Fire & Rescue, Ambulance and West Sussex County Council Highways.
- 2.3) Consultation with key event organisers will take place following Members consideration of the policy. Any recurring feedback from consultation can be considered and the policy revised in consultation with the Cabinet Member for Neighbourhood Services.

## **3.0 Key Policy Summary**

- 3.1 The policy & procedures document contains a main policy statement which outlines what the Council seeks to achieve through the policy. These objectives are set out below;
  - 1) Give clear guidance in relation to those events that will/will not be permitted to take place on Council owned/controlled land
  - 2) Ensure a fair, consistent and transparent process underpinning all decisions made in relation to the event process

- 3) Outline the role of the Council and its officers in relation to the events process
- 4) Provide a comprehensive framework for the benefit of event organisers to ensure their events comply with the Council's policy and best practice
- 5) Ensure protection of the local environment and Council's assets for future and sustained use by event organisers and throughout the year by the general public
- 6) Support delivery of an enhanced leisure and cultural offer for the District

These main objectives are supported by underlying policies which are summarised below.

### 3.2 Permitted Events Policy

This Policy provides guidance on the types of events that will or won't be permitted by the Council. The aim is to ensure all permissible events are appropriate in nature and that the reputation of the Council is maintained in allowing them to happen. This includes the Council's policy for filming requests.

### 3.3 Application, approval and refusal Policy

The event application process is the series of steps that event organisers wanting to apply to hold an event on Council land must follow, in order for their event to be considered for approval by the Council, its officers and statutory partners. This includes agencies who are part of the Safety Advisory Group (SAG) where necessary.

The application process is designed to ensure that all necessary and relevant information relating to an event can be scrutinised and considered by the appropriate organisations and respective specialist Council services before approval. This process is necessary to ensure event compliance with legislation, best practice and the wider policies contained within this document.

The Council as the land owner has the final decision in respect of approving or refusing an event application.

### 3.4 Environmental Policy

The Council and the event organiser have a duty to ensure that events have the lowest possible impact on both the local and wider environment. Whilst some impact may be unavoidable, it is the duty of the event organiser to consider reasonable mitigation for these impacts through their event planning process. Full consideration must be given to the management of waste, noise, pollution, the impact on wildlife and trees & sanitary provision.

### 3.5 Advertising Policy

The Council recognises that advertising is a key part of ensuring a successful and well attended event and will aim to directly support the promotion of events. The aim is to ensure that event organisers are advertising their event appropriately and so as not to contravene legislation or swamp an area with inappropriate and unsightly advertising.

Where appropriate the Council will seek to encourage joint branding of events in order to provide assurance to event goers that an event has been fully scrutinised by the Council and adheres to expected standards.

### 3.6 Fees & Charges Policy

The Council's approved 2020 Vision programme approved the review of fees and charges for events and filming activities. Whilst there is not a huge change in the proposed fees and charges, the Policy introduces administration fees for certain categories of events. The Council has benchmarked its proposed fees and charges with a number of local and similar authorities. The Council's proposed fees & charges support community based and volunteer led events.

Event deposits are absolutely necessary to protect interests in the Council's assets as these place a financial obligation on the event organiser to ensure due regard for the impact of their activities on the Council's land.

In proposing these fees and charges it is the Council's intention to set up a sinking fund utilising 10% of the total income received from events, which can then be used at the discretion of the Events Officer in conjunction with the Cabinet Member to support new and existing community based and volunteer led events. This for example would typically include supporting costs for additional toilets, promotion and other equipment required to facilitate such events.

It is envisaged that the proposed fees and charges will increase income to the Council from events & filming by somewhere between £5,000 and £10,000 per annum.

### 3.7 Health & Safety Policy

That events can be run in a safe manner is paramount and is the single most important consideration of the both the Council and the event organiser. This Policy outlines requirements placed on the event organiser to produce and submit various documentation, such as risk assessments and event management plans in order to provide assurances that all aspects of event health & safety have been considered and will be appropriately managed. This includes responsibilities for both child and adult safeguarding.

### 3.8 Event Support & Funding Policy

It is worth noting that the Council currently provides significant 'in kind' and non-financial support for events, in particular through its major service contracts for Green space maintenance and Cleansing in ensuring event sites are maintained prior to and during events. Use of the Council's car parks for event space and parking dispensations are another example of the Council's 'in kind' contribution.

The Council will endeavour to provide the necessary guidance and support from initial enquiry to post event review. This is to ensure events are delivered in compliance with the Council's policies & procedures.

Park volunteer and community groups who have signed up to Arun's 'Community Groups and Volunteer Charter' are insured by the Council for activities including events on Arun land. These groups also have access to a grant support fund set up by the Greenspace Service. Funds can be provided to support the delivery of community run events in parks and open spaces.

The Policy proposes that an additional support fund is set up as detailed in 3.6 above.

### 3.9 Equalities Policy

Event organisers are required to consider the Equalities Act when planning and delivering their event. Events should not discriminate against and individual or groups of individuals on the basis of any of the protected characteristics identified in the act.

### 3.10 Council Organised Events

Organising events is a time consuming and resource intensive process. The Council will generally not organise its own events. The only exception to this is when there is a corporate requirement to organise an event, for example in 2012 for the Olympic Torch relay or in 2009 when the Council organised an official opening event for the Hotham Park Heritage Lottery Fund restoration.

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

To recommend to Cabinet, approval of the Events Policy & Procedures in order that there is a clear framework for the Council and Event Organisers to ensure comprehensive and successful events management.

## **3. OPTIONS:**

- 1) To recommend that Cabinet approve the recommendations as set out in the report.
- 2) Not to recommend that Cabinet approve the recommendations as set out in the report.

## **4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
<b>Other groups/persons (please specify)</b> Sussex Police, West Sussex Fire & Rescue, West Sussex Ambulance Service, West Sussex County Council Highways.	✓	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	YES	NO
Financial	✓	
Legal		✓

Human Rights/Equality Impact Assessment (EIA)	✓	
Community Safety including Section 17 of Crime & Disorder Act	✓	
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
<b>Other (please explain)</b> Arun District Council Emergency Planning Officer & all other ADC functions with an involvement in the events process	✓	

**6. IMPLICATIONS:**

Financial – The Policy will set fees & charges and generate income as agreed under the 2020 Vision programme.

EIA – Has been completed for the Policy.

Community Safety – the Policy aims to ensure that the primary focus of event delivery is the safety of the community attending events.

Asset Management – the Policy aims to ensure assets/property/land under the Council's responsibility can facilitate events, but that appropriate protection is afforded to ensure sustainability.

**7. REASON FOR THE DECISION:**

To enable the Council to adopt transparent and consistent policies and procedures to enable comprehensive and successful event management.

**8. BACKGROUND PAPERS:**

Events Policy & Procedures 2018 [Full Draft Policy Document](#)