

Annual Report



**Municipal Year
2015 - 2016**

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1. CONTACT DETAILS

Address:- Lancing Parish Council
Lancing Parish Hall
South Street
Lancing
West Sussex
BN15 8AJ

Tel:- 01903 753355

E-mails:- clerk@lancingparishcouncil.gov.uk
office@lancingparishcouncil.gov.uk
admin@lancingparishcouncil.gov.uk

Office hours – Weekdays 9:00am to 4.30pm, Fridays to 4:00pm

Information on the Council, meetings, events etc can be obtained by visiting our web site: www.lancingparishcouncil.gov.uk

2. MISSION STATEMENT

The Council's Mission Statement is:-

Working in partnership with the local community to make Lancing a great place to live, work, visit and enjoy.

Corporate Objectives

The Council's Corporate Objectives are:-

- To engage, whenever possible, in an open dialogue with residents, to understand their needs, and to explain how the Council will address these needs within the resources and powers available.
- To understand the issues and aspirations of residents and promote these ideals for the future.
- To provide high standard cost-effective services.
- To enable, assist and encourage other local organisations and agencies to provide services.
- To promote and represent the best interests of the village for the betterment of the local community.
- To encourage and promote the economic and commercial vitality of the village through partnerships and other means.
- To encourage and promote social and community values in the village by working in co-operation and supporting, where practicable, local organisations and groups.
- To embrace progress, improve the quality of life and healthy living.

3. INTRODUCTION

This Annual Report outlines the workings and operations of the Parish Council during the last municipal year 2015/16.

The aim of the report is to give a better understanding of the role the Council plays in issues relating to Lancing, and its communities, as well as the work the Council has been involved in, and carried out, over the past year.

To understand the role and responsibilities of the Parish Council, in relation to other Councils and bodies, it is useful to have some knowledge of its operations and make up, and in this respect it is hoped that the information below will offer a brief but informative guide to what the Parish Council is, and what it does.

Brief history:

Lancing is credited as being the largest Village in England with a population in excess of 19,000. The Parish Council has been in existence since 1894 and has been representing the community continuously since that time.

Within the Parish is the Shoreham Airport, which is the oldest operating airport in the UK AND the world, although it is now only open on a private and non commercial basis. The first ever cargo flight originated from the Airport in July 1911, when a crate of light bulbs were flown to a nearby air field in Hove.

The current Parish Hall in South Street is partly built on the site of the old Lancing Fire Station, which dates back to the late nineteenth century. The most recent addition was the building of the Jubilee Hall which was opened in 1976.

Lancing was the home of the Lancing carriage and wagon works from 1911 until 1965. The works were purchased by the London, Brighton and South Coast Railway (LB&SCR) to relieve the pressure on their Brighton works at that time and covered an area of some 66 acres (270,000 m²) of land.

Because of the rural situation of the new factory it was necessary for the railway to operate a special daily train from Brighton for the workforce. This became known as the *Lancing Belle*. The Chartwell Road Business Park now occupies most of the land that once housed the railway works.

Oscar Wilde visited Lancing in the 1890s when he stayed at nearby Worthing. The working title for his masterpiece '*The Importance of Being Earnest*' was '*Lady Lancing*'. Wilde's friend and lover, the poet Lord Alfred Douglas, lived in nearby Brighton and died while staying at Monk's Farmhouse in Lancing. Lancing was also visited by another poet, Algernon Charles Swinburne, who stayed at The Terrace in the 1880s.

A lot more can be found out about the history of Lancing by visiting British History on Line:- <http://www.british-history.ac.uk/report.aspx?compid=18216>

What is a Parish Council?

A Parish Council is the third tier of local government – the first tier being a County Council and the second being either a District or Borough Council.

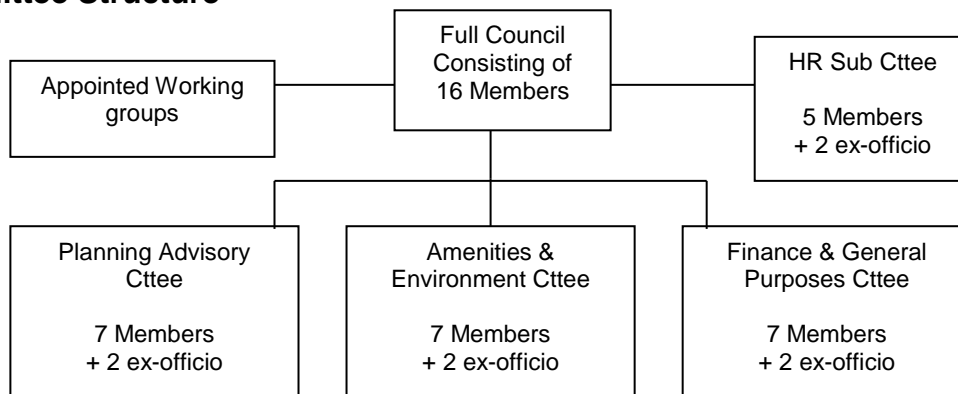
Lancing Parish Council represents the views of its residents, and delivers them the best possible services, through its own in-house operations and by close liaison and partnership working with the District and County Councils as well as other representative bodies and agencies in the community.

Parish Councillors

There are sixteen (16) Councillors that sit on the Parish Council, and these are democratically elected on a four year cycle basis. The current Council was elected and formed in May 2012 and were in office until May 2016. Details of the current ward Councillors can be found later in this report.

The sixteen Councillors represent the four electoral wards of Lancing (four for each ward) which are Mash Barn, Manor, Churchill and Widewater.

Committee Structure



The Council has three programme Committees, which all have varied and extensive workloads and deal with a range of issues that directly affect residents of Lancing.

All sixteen Councillors make up the Full Council, while the programme committees have seven Councillors serving on each together with the Chair and Vice Chair of the Council who are ex-officio members with voting rights.

The Full Council and each Committee meet monthly (except in August when only the Planning Advisory and the Finance and General Purposes Committees meet).

The public can attend any of these meetings and comment or ask questions on any item on the agenda. Alternatively Residents can or stay behind after meetings and ask questions about any other matter related to any Council activity.

All Agendas are published five working days prior to meetings and posted on the Council's Notice Board at the Parish Hall and on the Council's web site www.lancingparishcouncil.gov.uk.

The agendas and minutes of past meetings are also available for public inspection at the Parish Hall in Lancing, during office hours and upon request. These too are also available on the Council's web site.

The Human Resources Sub-Committee meet on an adhoc basis as necessary to deal with confidential staffing matters. The dealings of this Committee are held in camera session and minutes are not available for public disclosure. There are five standing Members of the Council who sit on the sub-Committee as well as the Chair and Vice Chair of the Council.

The Council also, from time to time, appoint working groups that are tasked to investigate certain matters and report back their findings.

The quorum for all meetings is 1/3rd of the membership of Council or Committees or three, whichever is the greater.

The Community of Lancing

Lancing covers an area of 3.65 miles² (946.4 hectares), which spans from the lower part of Western Road in the west, northwards to Lancing Ring, east to the River Adur with the southern boundary being the English Channel.

There are approximately 6000 dwellings in the area and the Council serves a population of approximately 19000, circa 14,500 of who are registered electors (Census 2002).

What the Parish Council Costs

The Council spent £439k last year (2015/16) to carry out its operations and works in the community and generated £159k in income from its assets and bookings. This compares with £506k expenditure the year before. Income remained at a similar level with a difference of only £1k.

The most significant capital project spend last year was the Beach Green restoration works (£18k), the village clock (£3.5k) and the balance of the Headborough Gardens project (£7.5k).

Revenue expenditure for 2015/16 was £355k, which climbed from the previous year (£344.5k) the most significant increases included additional staff costs (£5k), recreation grounds (£2k) and the cost of a by-election (£4k).

The balance of last year's total expenditure was met via a combination of reserves and precept, which in 2015/16 remained at the same level as the year before at approximately £46 per household per year and equates to less than £1 per week. Residents in the neighbouring Parish of Sompting paid slightly more.

In comparison with the Council Tax for the year for a band D property in Adur generally, the difference will be only £29.07 (approximately 56 pence per week per household) as some services, normally undertaken by Adur District Council in Lancing, are carried out by the Parish Council and deducted from Adur's expenditure for those services.

Community Assets

The Parish Council, on behalf of the community of Lancing, operates a large asset base with an estimated value in excess of £2M.

These assets include:-

- The Parish Hall complex including its car park (which also accommodates the local Citizens Advice Bureau);
- Lancing Beach Green (other than the public toilets and the Perch);
- Monks Recreation Ground (other than the public toilets);
- Croshaw Recreation Ground (which is leased to Lancing United FC);
- East Lancing Recreation Ground;
- 259 Beach Hut Sites (but not the huts);
- 2 Public Car Parks at Beach Green and Widewater;
- Widewater Local Nature Reserve;
- 2 Beach Kiosks at Beach Green and Widewater;
- Allotments at East Lancing;
- 4 Children's Playgrounds (all located within the above Recreation Grounds);
- Outdoor exercise equipment at Beach Green;
- Play Wall, Youth Shelter and Basketball Facility at Croshaw Recreation Ground;
- A Multi Use Games Area (MUGA) at East Lancing Recreation Ground;
- A parkour or free running facility at Monks Rec;
- A Works Depot at Monks Recreation Ground;
- 4 Adult and 2 Junior Football pitches and;-
- 2 pocket gardens (Headborough & Wencling in South Street).

The Council is responsible for the maintenance and enhancement of all its facilities.

Capital Programme for 2015 - 2016

The Council also spends part of its budget on new and refurbishment schemes as 'one offs'. These costs are referred to as 'capital' spend and are separate from 'revenue' expenditure, which are the normal running costs associated with maintaining its current assets.

Last year's capital spend included:

(i) Parish Hall

- Refurbishment of the Council's flat for private letting purposes

(ii) Outside Facilities

- Beach Green Car Park resurfacing works completed
- Widewater Car Park pot hole repairs
- Major restoration ground works to Beach Green
- Football pitch maintenance and repairs
- Continued beach patrol service provided
- New litter bins and benches provided
- BBQ pits again provided on Beach Green
- Headborough pocket Garden improvements
- Christmas lights to the Village Centre

4. THE BUSINESS OF THE COUNCIL 2015 – 2016

At the start of the 2015/16 municipal year Councillor Sid Hilsum resigned, which triggered a by-election in Churchill Ward. Cllr Steve Creed was elected and took his place on the Council in September 2015.

The Perch on Beach Green was at last completed and opened its doors in February 2016, with the Council granting a number of easements to help the scheme progress.

The Beach was declared 'satisfactory', which was an improvement on the previous classification 'poor' and work is continuing trying to locate the source of the minor pollutants found in one area of the foreshore. (STP) under the direction of the Environmental Agency (EA). In partnership with the EA, the District Council and Southern Water a number of investigatory studies are underway in an attempt to trace the source of the pollution.

Some heavy rainfall events, which may lower the bathing water quality, trigger the posting of notices warning bathers of the potential risk. However and to put this into perspective, there were less than 30 days when notices were posted which meant that for over 330 the bathing water quality was fine and suitable for bathing.

Investigations will continue and the Council has erected four notice boards at Beach Green and Shopsdam Road and are intended to keep the public well informed of this matter.

Council workings

The following is a summary of all the workings and operations of the Council and is laid out by Programme Committee, for ease of reference.

This is intended to help the reader to gain an understanding of each Committee's responsibilities, the issues discussed and the decisions subsequently made during the course of the past municipal year.

Full Council

<u>Representation</u>	16 Councillors
<u>Chair:</u>	Cllr James Butcher
<u>Vice-Chair:</u>	Cllr Liz Haywood
<u>Meetings:</u>	Monthly (other than August) on the first Wednesday of each month.
<u>Business:</u>	The overall policy & decision making body of the Council.

The report of the Chair of the Council can be found later in this document under section 8.

A summary of the issues discussed by the Full Council during the municipal year (2015-2016) can be found under section 10 Appendix 1

Amenities and Environment committee

<u>Representation:</u>	7 Councillors (plus 2 ex-officio members)
<u>Committee Chair:</u>	Cllr John Hollington
<u>Committee Vice-Chair:</u>	Cllr Ann Bridges
<u>Meetings:</u>	Every other month on the second Wednesday of the month (other than August)
<u>Business:</u>	The maintenance, management & improvements of outdoor facilities, which include:-

- Sports Pitches & Pavilions
- Playgrounds
- Play Equipment
- Allotments
- Beach Hut Sites
- Car Parks – Widewater & Beach Green
- Council Works Depot & Vehicles
- Widewater Local Nature Reserve
- Seats
- Recreation Grounds & Booking of assets and facilities
- Headborough & Wenceling Pocket Gardens
- Environmental Issues
- Youth Issues

A summary of all issues discussed by the Amenities & Environment Committee during the municipal year (2015 – 2016) can be found under section 10 Appendix 2

Finance and General Purposes committee

Representation: 7 Councillors (plus 2 ex-officio members)

Committee Chair: Cllr Fred Lewis

Committee Vice-Chair: Cllr Clive Burghard

Meetings: Monthly - on the third Wednesday of each month.

Business: The overall management of the Council budget and its assets

- Parish Hall & its Operation
- Payment of Accounts
- Financial Audits
- Budget Collation & Setting
- Personnel & Human Resources Issues
- Budget Planning/Annual Budgets
- Setting of Fees & Charges
- Capital Projects & Spend
- All Licences/Leases and Agreements

A summary of all issues discussed by the Finance & General Purposes Committee during the municipal year (2015 - 2016) can be found under section 10 Appendix: 3

Planning Advisory committee

Representation: 7 Councillors (plus 2 ex-officio members)

Committee Chair: Cllr. Pam Gavan

Committee Vice-Chair: Cllr Clive Burghard

Meetings: on the third Wednesday of each month.

Business: Considers, and may comment upon, every planning application lodged in Lancing

- Planning Applications
- Highways Matters & Issues
- Public Transport

A summary of all issues discussed by the Planning Advisory Committee during the municipal year (2015- 2016) can be found under section 10 Appendix: 4

Human Resources Sub-committee

Representation: 4 Councillors

Committee Chair: Cllr. James Butcher

Committee Vice-Chair: Cllr. Liz Haywood

Meetings: as necessary

Business: Confidential matters concerning staffing.
** All matters are held in camera and not for public disclosure.*

5. COUNCILLOR ATTENDANCE AT PARISH MEETINGS 2015 - 2016

Full Council

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>
Carol Albury	12	11		1
Ann Bridges	12	12		
James Butcher	12	11	1	
Clive Burghard	12	12	1	
Callum Buxton	12	3		9
Jack Chapman	12	2	1	9
Steve Creed (part year)	9	7	2	
Pam Gavan	12	12		
Liz Haywood	12	12		
John Hollington	12	11	1	
Fred Lewis	12	10	2	
Jason Lock	12	12		
Doris Martin	12	12		
Steve Martin	12	11	1	
Leslie Sampson	12	11	1	
Jean Turner	12	11		1

Amenities and Environment Committee

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Anne Bridges+	10	10			
James Butcher*		1			2
Clive Burghard		2			2
Jack Chapman					1
Pam Gavan+	10	9		1	
Liz Haywood*		9	1		
John Hollington+	10	10			
Fred Lewis	10				4
Jason Lock+	10	8	2		
Doris Martin+	10	9		1	
Steve Martin					1
Leslie Sampson+	10	8	2		
Jean Turner+	10	5	5		

+ Elected committee Members

* Ex-officio members of Committee

Finance and General Purpose Committee

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Carol Albury+	12	10	2		
Ann Bridges					4
James Butcher*		3	6		
Clive Burghard+	12	11	1		
Pam Gavan+	12	1	11		
Liz Haywood*		4	8		
John Hollington					7
Fred Lewis+	12	10	2		
Doris Martin+					6
Steve Martin	12	6	6		
Leslie Sampson+	12	11		1	
Jean Turner+	12	6	6		

+ Elected committee Members

* Ex-officio members of Committee

Planning Advisory Committee

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Carol Albury					6
Ann Bridges	12	7	5		
James Butcher*		1			
Clive Burghard	12	12			
Jack Chapman	12		11	1	
Pam Gavan	12	11	1		
Liz Haywood*		12			
John Hollington					4
Fred Lewis	12	10	2		
Doris Martin	12	7	5		
Steve Martin					4
Leslie Sampson					10
Jean Turner	12	6	6		

+ Elected committee Members

* Ex-officio members of Committee

HR Sub Committee

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Carol Albury+					
Ann Bridges+					
James Butcher*					
Liz Haywood*					
Fred Lewis+					
Steve Martin+					
Jean Turner+					

This Committee did not meet in 2015/16 as there were no HR issues that required a separate committee hearing. Minor HR issues were dealt with by Full Council in camera.

+ Elected committee Members

* Ex-officio members of Committee

Value For Money (VFM) Working Group

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Carol Albury+	1				
An Bridges	1				
James Butcher*					
Clive Burghard+	1				
Liz Haywood*		1			
Fred Lewis+	1	1			
Steve Martin+	1	1			

+ Elected committee Members

* Ex-officio members of Committee

Community Awards Panel

<u>Councillor</u>	<u>No. of Meetings summoned</u>	<u>Attended</u>	<u>Apologies</u>	<u>Absent</u>	<u>Sub</u>
Pam Gavan	1	1			
Liz Haywood	1	1			
Doris Martin	1	1			

Councillors who claimed their allowances from the Council during the last financial year 2015/16

	<u>Annual allowance</u>	<u>Carers allowance</u>
	<u>£</u>	<u>£</u>
Carol Albury	150	Nil
James Butcher	150	Nil
Ann Bridges	150	Nil
Clive Burghard	150	Nil
Callum Buxton	150	Nil
Jack Chapman	Nil	Nil
Steve Creed	112.50 (part year)	Nil
Pam Gavan	150	Nil
Liz Haywood	150	Nil
John Hollington	150	Nil
Fred Lewis	150	Nil
Jason Lock	150	Nil
Doris Martin	150	Nil
Steve Martin	150	Nil
Leslie Sampson	150	Nil
Jean Turner	150	Nil

Councillors who claimed expenses from the Council during the last financial year 2015/16

No Councillor claimed expenses in 2015/16

The Chair of the Council has an allowance of £750 per year which can be spent at their discretion. In 2015/16 The Chair, Cllr James Butcher, spent £300 of his allowance of £750

Lancing Parish Council Representatives on Outside bodies

Organisation	Councillor
Lancing Parochial Charities	Ex Cllr Mary Hamblin & Cllr Steve Martin
Lancing Football Club	Cllr Jason Lock
World of Widewater	Ex Cllr Mary Hamblin & Cllr Leslie Sampson
Airport Consultative Committee	Cllr John Hollington
Adur Conservation Board	Ex Cllr Mary Hamblin
Local Strategic Partnership	Cllr Jason Lock
ADC Standards Committee	Cllr Steve Martin
AVA Management Committee	Cllr John Hollington
West Sussex ALC formerly SALC	Cllr Fred Lewis & Cllr Jason Lock
Friends of Lancing Ring	Cllr Carol Albury
Adur Youth Council	Cllr James Butcher
BHA FC Community steering group	Cllr Liz Haywood

6. LANCING PARISH COUNCIL COUNCILLORS 2012 - 2016

Parish Councillors by Ward

Churchill Ward



Cllr Callum Buxton

(Mob 07791 606881)

callum.buxton@conservatrives.uk.co



Cllr Steve Martin

(01903) 523817
Mob 07950 189570

cllr.martin@btconnect.com



Cllr Pam Gavan

(01903) 520214

ronandpam@ntlworld.com

Part Year

No photo

Cllr Steve Creed

(01903) 755444
Mob 07984 609194

Stevec60@hotmail.co.uk

Manor Ward (N)



Cllr James Butcher

(Chair 2015-16)

Mob 07961 068346

jmbutcher@outlook.com



Cllr Carol Albury

(From May 2014)

01903 764632

carol.albury@adur.gov.uk

Manor Ward (S)



Cllr John Hollington

(01903) 761060

Johnhollington1106@gmail.com



Cllr Jean Turner

(01903) 603057

No email contact

Mash Barn



Cllr Jason Lock
 (From May 2014)
 Mob 07775 806167

jason@mashbarn.co.uk



Cllr Liz Haywood
 (01903) 755577
 Mob 07946 640404

Liz.haywood@rocketmail.com



Cllr Jack Chapman
 Mob 07931 355121

jackchapman@hotmail.co.uk



Cllr Doris Martin
 (01903) 523817
 Mob 07983 710613

dorismartin@btconnect.com

Widewater



Cllr Ann Bridges
 (Vice Chair 2015-16)
 (01903) 766478
 Mob 07960 319376

Anna.bridges@yahoo.co.uk



Cllr Clive Burghard
 (From May 2014)
 (01903) 767238

cliveburghard@hotmail.co.uk



Cllr Fred Lewis
 (01903) 765349
 Mob 07846 647388

angelaandfred@btinternet.com



Cllr Leslie Sampson
 (01903) 753575
 Mob 07913 778713

7492les@gmail.com

7. LIST OF COUNCIL STAFF

- **Clerk of the Council & Responsible Financial Officer**

Colin Hunt

- **Deputy Clerk**

Antony Hardie (to March 2016)

Helen Plant (from March 2016)

- **Administration staff**

Barbara Collier – Finance and Administration Officer

Veronica Frisby - Administration Secretary

- **Grounds Maintenance Officers**

Darren Burchell

Gordon Croucher

- **Head Caretaker**

Paul Rawley

- **Casual Caretaking pool**

Jim Hartridge

Tibor Laborcz

David Loosen

Robert Newton

8. SUMMARY OF THE ANNUAL ACCOUNTS OF THE PARISH COUNCIL

for the Year ended 31st March 2016

<u>INCOME</u>	<u>2015/16</u>	<u>2014/15</u>
Precept	282,170	282,170
Interest and Investment Income	766	608
Recreation Grounds	18,384	13,496
Allotments	540	519
Churchyards	0	0
Beaches, Foreshores & Car Parks	84,001	82,358
Parish Hall	54,105	51,579
Miscellaneous	1,417	8,862
<u>Total</u>	<u>441,383</u>	<u>439,592</u>
<u>EXPENDITURE</u>		
Establishment/General Administration	24,010	19,060
Election expenses	3,895	9,173
S137 Expenditure	7,660	6,040
Capital Expenditure	33,335	161,609
<u>Operational Expenditure</u>		
Recreation Grounds	26,967	22,575
Allotments	249	159
Beaches, Foreshores & Car Parks	43,031	44,119
Parish Hall	45,483	46,646
Miscellaneous	11,121	5,487
Grants and Donations (S145)	2,000	2,000
Depot	1,027	1,563
Employee Costs	184,039	179,329
Single Regeneration	5,518	5,270
Adur Outlook	0	0
<u>Total</u>	<u>388,235</u>	<u>503,030</u>
<u>GENERAL FUND</u>		
Opening balances	60,485	121,759
Add: Total Income	441,383	439,592
<u>Total</u>	<u>501,868</u>	<u>561,351</u>
Deduct: Total Expenditure	388,235	503,030
<u>Total</u>	<u>113,633</u>	<u>58,351</u>
Transfer to/(from) Earmarked Reserves	27,000	12,000
General Reserve Balance at 31 st March for year	<u>86,663</u>	<u>46,351</u>

Current Assets	<u>2015/16</u>	<u>2014/15</u>
Debtors		4,139
Cash at Bank and In-hand		92,686
Total		<u>96,805</u>
Current Liabilities		
Creditors and accrued expenses		<u>(38,504)</u>
Net Current Assets		
		<u>58,301</u>
Fixed Assets		
		<u>2,183,122</u>
Total Assets Less Current Liabilities		
		<u>2,241,423</u>
Capital and Reserves		
Earmarked Reserves	27,000	12,000
General Reserve	<u>86,663</u>	<u>46,351</u>
Total	<u>113,833</u>	<u>58,351</u>

The Statements of Accounts represent fairly the financial position of the Council as at 31 March 2016, and reflects its income and expenditure for the year 2015/16.

Colin Hunt

*Clerk & Responsible Financial Officer
May 2016*

Items discussed at Council and Committee meetings 2015 – 2016

Full Council

Appendix 1

Date:	Item / Issue Discussed	Minute:
05-May	Beach Hut plot repair costs	8.1
	2013/14 Annual Financial Return	8.2
	Croshaw Recreation Ground - 25 year lease update	8.3
	Beach Green rising bollard	8.4
	Village Action and grant aid	8.5
	Annual Residents Meeting Thursday 28 May 2015	8.6
	Village Clock	8.7
04-Jun	Chairman's Announcement Report	14
	Letter from WSCC re: changes to Adults' Services	16.1
	Email from Fire & Rescue re public consultation on draft proposals	16.2
	Email from Billy Smart's Circus offering free tickets to show on BG	17.1
	Croshaw Recreation Ground - 25 year lease update	18.1
	The Annual Village Residents' Forum	18.2
	Change of Signatories	18.3
02-Jul	Beach Green Car Park	18.4
	Chairman's Announcement Report	24
	Additional Planning meetings	28.1
	Clock on the Post Office in North Road Lancing	28.2
	Council Budget	28.3
	Chairman Festival Working Party	28.4
	Cllr L Haywood report on Youth Council Meeting - disband in Sept	29.1
03-Sep	Cllr S Martin report on new BHAFc facility - part of Mash Barn RA	29.2
	Cllr A Bridges report BHAFc came to Fun Day - coached for half fee	29.3
	Chair announced extension of closing date for Community awards	34.1
	Cllr P Gavan updated Council on dedication service by memorial	34.2
	Letter from WSCC re: proposals to introduce Traffic Regulation Order for double yellow lines at junction of Commerce Way and Marlborough Rd	36.1
	Email from WSCC notifying LPC of temporary TRO to close Queensway	36.2
	Letter from SDNP giving advance notice of next West Sussex Parish Workshop	37.1
	Electronic Agendas - update on Government legislation	38.1
	Planning Process Training - Cllrs' training on decision marking re Planning Appl.	38.2
	Premises Licence new one issued by ADC	38.3
	Ex Cllr M Hamblin submitted report on WoW read out by Clerk	39.1
	Cllr Hollington re workshops run by AVA in Shoreham for volunteers	39.2
	Cllr Haywood re Youth Council - possible assistance from Council- to ask Clerk	39.3
	Cllr Sampson report that local radio club wish to install an aerial on rear wall of Parish building.	39.4
	Cllr P Gavan updated Council on Christmas Festival Plans	39.5

01-Oct	Chair announced design for Beach Green toilets passed by LPC & A & W	44.1
	Chair outlined some successes of Lancing Vision Delivery Partnership	44.2
	Chair asked Councillors to nominate people for Lancing Community Awards	44.3
	Chair informed Committee that the Local Plan goes to A & W on 2/10/14	46.1
	Fireworks Event on Beach Green	48.1
	Budget & Precept setting for Financial Year 2015/16	48.2
	Dep Clerk reported reconciliation between Lancing United and Lancing Rangers	48.3
	Artificial Grass Pitch - majority vote for SFA proposals for Monk's Rec Ground	48.4
	Shoreham Airport Liaison Group - noise and flooding were issues discussed	49.2
	Youth Council Invitation	49.3
	West Sussex Association of Local Councils	49.4
12-Nov	Chairman's Announcement Report -presenting community awards to Jo Proctor and Adam Horton	54.1
	Chair reported on moving Remembrance Ceremony/Service	54.2
	Chair could not attend the official opening of B & HA Academy but commented on positive feedback.	54.3
	Chair to present fresh ideas of projects for Lancing Vision Partnership.	54.4
	Mr G Willis of North Lancing suggested introducing Pay & Display in Car Park	55.1
	Clerk informed Council of recently launched WSCC Twitter site @WSHighways	56.1
	Clerk informed Council of Southern Water's Water Resources & Drought Strategy	57
	Clerk's Report on Pay & Display as alternative to Concessions	58.1
	Value for Money (VFM) Confidential Report to be discussed in camera	58.2
	Clerk tasked with compiling a brief and obtaining quotes re Website	58.3
	3rd Generation (3G) Artificial Grass Pitch	59.1
	Cllr A Bridges report that article re Village Action published in national magazine	59.2
	Cllr S Martin reported on agreed schedule of works for Shoreham Airport	59.3
	The Chair reported on A27 Action Group.	59.4
03-Dec	Chair had attended Sir Robert Woodard Academy concert held at St Paul's Church	64.1
	Chair attended opening of the new Gates & Mahoney's business premises	64.2
	Chair reported visiting the building on Beach Green	64.3
	Chair invited Cllr P Gavan to report on progress of Christmas Festival event.	64.4
	Chair presented Cllr F Lewis with a jewel in form of medal in recognition of office	64.5
	Mr A Hole spoke about parking issue on Beach Green.	65.1
	Mr J Appleton spoke about the 3G facility and Chair read out reply.	66.1
	Letters of thanks for grant aid from 4 charitable organisations	67.1
	Letter from T Eggar, Solicitor re claim from woman who collapsed in	67.2

	JH	
	Internal Audit Report	68.2
	VFM	68.3
	Headborough Gardens - under S0 35 to be reconsidered with other options	68.4
	Pay and Display in the Councils' Car Parks - more detailed costings received.	68.5
	Cllr A Bridges informed Committee that AVA shop closed until 3rd January 2015	69.1
	Cllr S Martin reported that B&HA Steering Group's work was ongoing	69.2
	Chair informed Council of A27 Group meeting he had attended.	69.3
	Chair received WoW report from ex-Cllr Mary Hamblin	69.4
07-Jan	Chair invited the Chair and CEO of Sussex County FA to speak about a 3G pitch at Monk's Rec ground	
	Xmas Festival	74.1
	ADC Licensing Committee meeting to discuss appl for Music Festival at Airport	74.2
	Paddleboarding	78.1
	Parking Spaces at the entrance to Beach Green	78.2
	St James the Less Churchyard Closure	78.3
04-Feb	Chair welcomed back Messrs John and Alex Hole to update Committee on the Beach Green development	
	Chair advised Council of report on an educational signage project at Widewater.	84.1
	Chair informed Council of a possible "Blue Plaque" scheme for Lancing.	84.2
	Chair reported on Airport Commission's proposals for 2nd runway at Gatwick.	84.3
	Chair informed Council that Post Office were in process of agreeing placing Clock	84.4
	Chair informed Council about providing regular updates on A27 issue	84.6
	Letter from SDNP regarding their Local Plan	87.1
	Email from NALC confirming parish councils not subject to referendum threshold	87.2
	Report from Clerk on Short term pollution (STP) trials	88.1
	Tenders for Council concessions	88.2
	Stand-up-Paddleboarding (SUP)	88.3
	Cllr J Hollington advised Council of invite to join AVA Board of Trustees	89.1
	Cllr S Martin stated that many local residents upset at ADC's decision to hold	89.2
	Music festival to go ahead at airport and Chair to lodge protest to ADC.	
04-Mar	Building Easements to the Beach Green	98.1
	Beach Green Parking bays	98.2
	Car parking usage figures	98.3
	Office photocopier	98.4
	Schedule of meetings for municipal year 2015/16	98.5
	Rear door	98.6
	Ex Cllr M Hamblin emailed report on WoW and Management of WoW	99.1
	Cllr S Martin reported on latest meeting of Airport Consultative Committee	99.2
	Clerk circulated confidential Minutes of Meeting of HR Sub Committee held 18/2/15	100.2
01-Apr	Future of the River Adur internal Drainage District (IDD)	106.1

Email from A & W Councils regarding the Beach Green toilet refurbishment	106.2
Annual Residents Meeting Thursday 28 May 2015	108.1
Council meetings in May	108.2
Annual risk review	108.3
Internal Audit	108.4
Outdoor exercise classes on Beach Green	108.5
Beach Green Car Park Disabled Parking Award	108.6
Cllr L Haywood reported on matters relating to the Youth Council.	109.1

Amenities and Environment Committee

Appendix 2

Date:	Item / Issue Discussed	Minute:	
14-May	Public Forum/Questions	5	
	Beach Huts	6	
	Car Park Resurfacing Works and timetable	7	
	Speed Limits and Safety on Lancing Roads	8	
	Signage in and around Lancing	9	
	Loyalty Cards in Lancing	10	
	Farmers Market in Lancing	11	
	Date for Tilley's work on the War Memorial	12.1	
	Dates for start of work on Bandstand	12.2	
	Commemoration Service	12.3	
	Maintenance of Play Equipment	13.1	
	Land Registry	14.1	
	Letter about Crowshaw Recreation Ground	14.2	
11-Jun	Public Forum/Questions	15	
	Fun Day 28th June	16	
	Car Park Resurfacing Works and timetable	17	
	Signage in and around Lancing	18	
	Date for Tilley's work on the War Memorial	19.1	
	Date for start of work on Bandstand	19.2	
	Disabled Access to Widewater	20.1	
	Beach Green	21.1	
	Sea of Lights	21.2	
	Vandalism at Monks Recreation Ground	22.2	
	Public Right of way from A259 to coastal path near Sailing club	22.3	
	9-Jul	Public Forum/Questions	28
		Fun Day 28th June	29
Headborough Gardens Works		30	
Dog free zone at Beach Green swimming area		31	
Date for Tilley's work on the War Memorial		32.1	
Commemoration Service		32.2	
Disabled Access to Widewater		33.1	
Lancing United Football Club		34.1	
Gate at Beach Green		35.1	
Shelter at Monk's Recreation Ground		35.2	
10-Sep	Public Forum/Questions	35	
	Sea Life	36	
	Traveler incursions on Monk's Rec and Crowshaw Rec Grounds	37	
	Beach Hut Owner Association	38	
	Widewater	39	
	Christmas Market 2015	40	
	Crowshaw Recreation Ground Pavilion	41.2	

	Correspondence Received - email re: dispute Lancing FC and Rangers	42
	Water Quality: Environment Agency & Southern Water	43.1
	Dog Fouling and new PCSO Powers	43.2
8-Oct	Crowshaw Rec and Lancing United Football Club	48
	Security at Monks Recreation Ground	49
	Widewater	50
	Christmas Market 2015 & Sea of Lights Dec 2015	51
	Email received re state of Monks Recreation Ground	52.1
	Water Quality: Environment Agency & Southern Water	54.1
	Dog Fouling and new PCSO powers	54.2
19-Nov	Widewater	61
	Christmas Market & Sea of Lights Dec 6th 2014	62
	Email received re state of Monks Recreation Ground	63.1
	Xmas Lights	64.1
	Water Quality:Environment Agency & Southern Water	65.1
	Headborough Gardens Tender	65.2
	Cycle Track/Pedestrian way on Seafront	65.3
	A27 Action Group	65.4
10-Dec	Public Forum	71
	Widewater Island	72
	Christmas Market & Sea of Lights Dec 6th 2014	73
	Croshaw Recreation Ground Cokeham Lane access	74.1
	Beach Building	76.1
	Beach Hut Association	76.2
	South Downs National Park	76.3
14-Jan	Grass Cutting	83
	Widewater Management Plan 2015 to 2025	84
	Monk's Recreation Ground Depot	85.1
	Beach Green	87.1
	Allotments	87.2
11-Feb	Lancing United Football Club Croshaw Lease	94
	Signs for Children's Playgrounds	95
	Dog Fouling on Recreation Grounds	96
	Brown Tailed Moths at Widewater	97.1
	Shoreham Airfield Wild Life Concert	97.2
	Cokeham Lane Access to Croshaw Rec Ground	98.1
	Croshaw Flint Wall	98.2
11-Mar	Inventory of LPH Kitchens	105
	Xmas Market, SoL and Fun Day 2015	106
	Headborough Gardens Renovations	107
	Sea Water Quality	108
	NCN2 Signage on Beach Path	109.1
	Kiosk at Widewater	109.2
	Email from friend of young man who died at Beach Green	110.1
	Email on state of North Road acces to Monk's Recreation Ground	110.2
	National Plant Monitoring Scheme	110.3
	War Memorial	111.1
	Bandstand	111.2
8-Apr	Inventory of LPH Kitchens	118
	Headborough Gardens Renovations	119
	Improvements to Monks Recreation Ground by North Road access	120
	Blanket Traveller Injunction	121
	Sea of Lights	122
	Email enquiring about the "Bungalow Walk" Widewater	123.1

Red Phones	123.2
St James the Lesser Graveyard	123.3
Access to Monks Recreation Ground	124.1

Finance and General Purposes Committee

Appendix 3

Date:	Item / Issue Discussed	Minute:
21-May	Accounts for Payment	6
	Approval of the Council's Cash balances & investments	7
	Lancing Parochial Churches letter enclosing end of year accounts	8.1
	Family Fun Day	9.1
04-Jun	Chair's comments regarding Friday Market and its success.	14.1
	Chair's report on "Strange Creatures Street Party"	14.2
	Update on Fun Day from Ann Bridges	14.3
	Reminder of Annual Blessing of Boats' Ceremony planned 15th June	14.4
	Chair asked Clerk to report on litter issue on Beach Green	14.5
	Letter from WSCC's Director of Audit concerning changes	16.1
	Email from Fire and Rescue Services re: public consultation on draft proposals	16.2
	Email from Billy Smart's circus offering free tickets to deserving families	17.1
	Croshaw Recreation Ground - 25 year lease	18.1
	The Annual Village Residents' Forum	18.2
	Change of Signatories	18.3
	Beach Green Car Park (discussed at end of meeting)	18.4
	Ex Cllr Mary Hamblin reported on matters concerned WoW.	19.1
	Cllr Steve Martin reported on West Downs Search Team.	19.2
	Cllr John Hollington reported on AVA receiving grant from LPC.	19.3
	18-Jun	Approval of the Council's Cash balances & investments
Clerk's Report on the Current Budget		9.1
16-Jul	Approval of the Council's Cash balances & investments	17
	Clerk's Report on CCTV to be replaced	19.1
	Debt Collection Agency to recover monies owed to the Council	19.2
20-Aug	Approval of the Council's Cash balances & investments	27
	Clerk's Report re: rent for the Parish Flat	29.1
17-Sep	Illegal occupancy of Monks and Croshaw Recreation Grounds	29.2
	Approval of the Council's Cash balances & investments	47
	Clerk's Report on Draft Budget 2015/16 and financial projections to 2017	49.1
15-Oct	Clerk's Report on Concessions	49.2
	Approval of the Council's Cash balances & investments	57
	Clerk's report on applications for grants.	59.1
	Clerk's report on Notice of Conclusion of Audit 2013/14	59.2
26-Nov	Clerk's report on Pay & Display	59.3
	Approval of the Council's Cash balances & investments	67
	Clerk's Report on Half year budget report	69.1
17-Dec	Precept for the Year 2015/16	69.2
	Approval of the Council's Cash balances & investments	77
	Clerk's Report on the Council's web site.	79.1
21-Jan	Clerk's Report on Croshaw Recreation Ground	79.2
	Approval of the Council's Cash balances & investments	87
	Clerk's Report on Tenders for Council concessions	89.1
	Automatic rear door	89.2
18-Feb	Standing Order 37 - Vacation and Letting of flat above South Hall	90.1
	Approval of Council's Cash balances and investments	97

	Clerk's Report on Headborough Gardens & Suspension of Standing Order 79(8.2)	99.1
18-Mar	Approval of the Council's Cash balances & investments	107
	Clerk's Report on End of Year Projections	109.1
	Clerk's Report on Wage Increases	109.2
15-Apr	Approval of the Council's Cash balances & investments	117
	Clerk's Report on Draft end of year accounts	119.1

Planning Advisory Committee

Appendix 4

Date:	Item / Issue Discussed	Minute:
21-May	Application for Certificate of Lawfulness AWDM/0479/14 & AWDM/0549/14	6A
	Planning Applications x 14	6C
18-Jun	Application for Certificate of Lawfulness AWDM/0736/14, 0578/14, 0583/14 & 0756/14	16A
	Non material amendments AWDM0527/14	16B
	Planning Applications x 12	16C
16-Jul	Feedback on Adur Local Plan from ADC's Planning Policy Team	
	Mr Bill Freeman representing some residents of Manor Close spoke against proposed development at 4 Old Shoreham Road	25.1
	Planning Applications x 7	26C
20-Aug	Mr Whittaker of 38 Firl Rd spoke concerning his planning application AWDM/0913/14 which was a resubmission	35.1
	Mrs Lawler of 8 Vincent Close disappointed application AWDM/0989/14 was refused but has resubmitted follow objections	35.2
	Application for Certificate of Lawfulness AWDM/1061/14	36A
	Non material amendments AWDM 1029/14 and AWDM 0961/14	36B
	Planning Applications x 15	36C
	Notice from the Planning Inspectorate	38.1
17-Sep	Cllr Ann Bridges declared interest in AWDM 1150/1433	43
	Planning Applications x 13	46C
15-Oct	Application for Certificate of Lawfulness AWDM/1196/14 68 North Farm Road and AWDM/1325/14 1 West Avenue Lancing	56A
	Non Material Amendments - AWDM1276/14 148 Brighton Road	56B
	Planning Applications x 13	56C
26-Nov	Application for Certificate of Lawfulness AWDM/1488/14 & AWDM/1607/14 & AWDM/1504/14 & AWDM1559/14	66A
	Planning Applications x 11	66C
17-Dec	Application for Certificate of Lawfulness AWDM/1618/14	76A
	Planning Applications x 4	76C
21-Jan	Application for Certificate of Lawfulness re NOTICE 0017/14	86A
	Planning Applications x 8	86C
18-Feb	Planning Applications x 8	96C
18-Mar	Planning Applications x 13	106C
15-Apr	Application for Certificate of Lawfulness AWDM0350/15, AWDM/0363/15, AWDM/0359/15, AWDM 0423/15,AWDM 394/15	116A
	Non Material Amendments - AWDM/0324/15 & AWDM/0396/15	116B
	Planning Applications x 11	116C