

## LANCING PARISH COUNCIL

### Minutes of the Meeting of the Full Council held on Wednesday 5 July 2017

**Present:** Chair: Cllr Gloria Eveleigh

**Councillors:** Ann Bridges, Clive Burghard, Mick Clark, Lee Cowen, Liz Haywood, Robin Monk, Geoff Patmore, Lionel Parsons, Gina Scotting.

**Officer:** Helen Plant, Clerk.

**In attendance:** Three members of the public.

#### **Presentation at 6.30pm.**

Prior to the start of the Council meeting, and following this Council's support to the organisation's funding bid, Mr Peter King, Project Manager at Ouse and Adur Rivers Trust, provided a presentation on the Broadwater Brook project. The works would see the brook diverted from its current course and re-routed across Sompting Brooks to improve the purity of the brook. Mr King answered Members questions and thanked for his attendance.

The Chair opened the meeting at 7.12p.m. and welcomed everyone to the meeting.

#### **19. Apologies**

Apologies had been received, and with the reasons outlined, were subsequently accepted from Cllrs Carol Albury, Douglas Bradley, David Lambourne, Emma Purnell and Jean Turner.

#### **20. Declarations of Interest**

None.

#### **21. To approve the minutes of the Annual Council meeting held on 3 May 2017**

The Minutes of this meeting were agreed as a true and accurate record of the meeting.

#### **22. Grouped Items:-**

**Resolved** – That the submitted draft Committee Minutes and Working Group Notes be received.

- (1) Amenities & Environment Committee Meeting – 10 May 2017
- (2) Finance & General Purposes Committee Meeting – 17 May 2017
- (3) Planning Committee Meeting – 17 May 2017
- (4) Community Cinema Working Group – 18 May 2017
- (5) Annual Residents Forum – 25 May 2017
- (6) Planning Committee Meeting – 7 June 2017
- (7) Planning Committee Meeting – 28 June 2017

#### **23. Recommendations from Committees**

##### **23.1 Proposed Amendment to Beach Hut Licence Agreement**

Following a dispute regarding the colour of a Beach Hut and the interpretation of the colours allowed as stated in the Licence Agreement (Minute 8.6/May/17 refers), the

Amenities & Environment Committee recommend that the wording in the Agreement be changed.

**Resolved** – That the colour of Beach Huts can be white or shades of bright and pastel colours, avoiding blacks/browns and similar dark colours, but roofs need to remain the colour of the felt.

### **23.2 Safeguarding Policy for the Youth Council**

Pursuant to Council Minutes 16.2/May/17, the Finance Committee considered a draft Safeguarding Policy in anticipation of the Youth Council's inaugural meeting. This now needed the approval of the Council.

**Resolved** – That the Safeguarding Policy, as submitted, be approved.

### **23.3 Heritage display cabinet for the Parish Hall foyer**

In anticipation of heritage display cabinets being purchased and installed in the Parish Hall foyer, and as the Finance and General Purposes Committee now oversaw the Parish Hall and its operations, the Committee agreed that it should act as the overarching body to agree on the content and themes of the cabinets.

**Resolved** – That the Finance and General Purposes Committee be the overarching body that agrees on the heritage display cabinet content.

## **24. Chairs Report:-**

### **24.1 AREA – Adur Residents Environmental Action**

The Chair advised that she had been invited to attend the recent meeting of AREA on 22 June. The group is made up of six major community groups in Adur and aims to improve the air quality in the district and carry out their own nitrogen dioxide levels on major roads in Lancing, A27, A259, Shoreham High Street and some adjoining roads. Many of the readings showed that levels were above the legal limit and this was a major health concern. It was recognised that the situation could worsen if the New Monks Farm development were to go ahead. Adur District Council were the authority responsible for improving the air quality, but the matter did not currently appear to be high priority. With that in mind, Cllr Eveleigh made three proposals, which were agreed.

**Resolved** – (a) That this Council writes a letter of support to the Adur Residents Environmental Action in respect of their Clean Air Campaign.

(b) Cllr Scotting be approved to provide Adur Residents Environmental Action support at any follow up meetings with Adur District Council and West Sussex County Council (with Cllrs Eveleigh or Patmore attending if Cllr Scotting is not able to).

(c) That this Council issues a press release in support of Adur Residents Environmental Action's aims and to keep the issue in the public realm.

### **24.2 Lancing Parish Council Surgeries**

Following the Voluntary Action shop having to move from the premises on North Road, the Chair advised that the Library had given permission for this Council's Parish Surgeries to be held there instead, from 22 July. Appropriate advertising would be implemented. A revised rota was circulated for Members to complete.

**Resolved** – That the information be noted.

### 24.3 Adur & Worthing Joint Action Group (JAG)

Following a meeting with Insp Alan Lowe, the Chair advised the Inspector had invited her to attend the Adur & Worthing JAG, a Police-run multi-agency monthly meeting that identified adverse crime and anti-social behavior trends across the area and decided how the problems should be tackled.

Whilst the Chair would not be able to report directly back to the Council as the meeting content was highly confidential, the Chair would ensure that all known issues in Lancing would be brought to the Group's attention. Members were advised to encourage the community to report any issues to the Police to ensure all problems were logged.

**Resolved** – That the information be noted.

### 25. Clerk's Reports:-

#### 25.1 Annual Residents Forum – Outcomes & Recommendations

A table of the list of issues that arose from the Residents' Meeting held on 25 May 2017 was submitted and Members were requested to consider the associated recommendations and determine any work priorities for 2017/18:-

(a) The issues from the 2017 from the Residents' Meeting were **resolved** as follows:-

Issue	Response at meeting	Resolution
a) Are the parking issues at Monks Recreation Ground being considered within the Improvement Project as the grass verges are being ruined – could they not just be taken out as this would save West Sussex County Council Highways money for not having to cut the verges?	The process involved to request bollards are installed to prevent vehicles parking on the grass was explained.	That consideration of the verges being removed for parking to be included in the overall improvement Monks Rec masterplan and the Parish Council to work with WSCC Highways to find an appropriate scheme.
b) Traffic issues over the railway bridge on Grinstead Lane.	It was acknowledged that this issue had been ongoing for a long time and was another WSCC Highways issue. Residents were encouraged to attend the next County Local Committee meeting to continue to raise the issue and put pressure on WSCC.	That the Council writes to WSCC Highways to continue to raise the issue and put pressure on WSCC.
c) Concerns were expressed at the potential closure of the Post Office, endeavours should be made to retain the service at the existing site	Everyone was encouraged to respond to the Post Office's consultation in respect of the proposed changes and to attend the Public Forum on 19 June 2017.	No further action as the Council has already responded to the consultation.
d) Litter bins at Beach Green are not big enough to cope with the volume of waste.	Investigations would be made for the provision of extra bins.	No further action as two large bins are on order and a further two bins are due to be installed at the skatepark.
e) A number of small green areas in Lancing are overgrown and neglected.	These areas are outside of the Parish Council's areas of	No further action.

	responsibility and residents were advised to report such issues directly to Adur District Council of Highways England (for areas adjacent to the A27)	
f) Is the Manor Park Café likely to evolve into a larger scale development?	No such reports had been heard, but if such an application was received, the Planning Committee would consider it accordingly.	No further action.
g) Beach Green play area is outdated, when will it be renewed?	Beach Green play areas is one of the Council's better play areas and due to funding constraints, Monks Rec Improvement Project is currently the Council's priority.	No further action.
h) Can the Parish Council obtain any further funding from the Brighton & Hove Albion Football Club Training Ground development to go towards renewing play areas?	The Council had received £100,000 from the development to construct the skatepark. It was known that Adur District Council had received over £1m from the development agreement (Section 106) and where some of the other funding had been spent was detailed. District Councillors were trying to establish where the remaining funds were and where they could be spent.	No further action.
i) What's happening with the Luxor Cinema building as it remains an eyesore and has now attracted a homeless person who is using a doorway as a toilet?	The property developer was drawing up plans for the building to be converted into residential units and it was hoped that the façade would be retained. In respect of the homeless person, all the appropriate authorities had been advised of the situation and endeavours were being made to re-home the individual	That the Planning Committee ensures its response to any planning application recommends the retention of the building's façade.
j) Can the Parish Council confirm that it will respect residents' feelings when considering the Ikea planning application as no-one wants it and was aware that one Parish Councillor had abstained from voting at a recent Council meeting when the matter was discussed?	There might have been specific reasons as to why a Councillor abstained from voting.  If and when a New Monks Farm planning application is submitted, it will go straight	No further action.

	to a full Council meeting for consideration.	
k) Parish Council meetings are not advertised well enough.	All meetings were advertised via the Council's website and Facebook page, noticeboards throughout the village and in the re-introduced Newsletter. Ways of how this could be improved were requested.	That additional means of advertising the Parish Council meetings be sought.
l) Why was the Village Voice stopped?	The Village Voice was produced by a local business person and relied on advertising revenue, so it came at no cost to the Council. However, the advertising declined and subsequent lack of funding forced the leaflet to stop.	No further action.
m) Can something be done regarding the anti-tank block at the back of SETyres – have a history plaque on it to advise what it is?	It was intended for the block to be moved into a more prominent position and to have an information plaque installed and the block will then become part of the Council's history trail, along with the Beach Green air raid shelter	No further action.
n) Can the grass cuttings at the recreations grounds be picked up?	Grass cuttings always look unsightly at the start of the grass cutting season, and it was too time consuming to pick it up.	No further action.
o) What are the storage containers and works being undertaken at New Salts Farm?	It was in respect of works to the railway substation.	No further action.
p) A lot of money over the last few years has been spent on young people, what is the Parish Council doing for adults?	A Community Cinema had been recently introduced and other ideas for adults would be welcome.	That further ideas as to what the Parish Council can do for adults be sought.
q) The map poster at Lancing Station is geographically incorrect and has been for a while, even though it has been pointed out previously.	Endeavours would be made to correct this.	That endeavours be made to correct this.
r) How can the Farmers Market be better attended? Cllr Cowen posed this question to the meeting as he was seeking ways to improve it, albeit the market was an Adur District Council responsibility.	The following points were raised:- i. it's hidden away ii. where can you park to visit the market, when the market is in the car park iii. nothing to do there for families	That the Council writes to Adur District Council regarding this outcome.

	iv. it's quite expensive v. could a community pitch be arranged?	
s) Is the rumour regarding Aldi moving into the Police Station correct?	Not aware of the rumour and as far as the property was concerned, it was earmarked for residential development.	No further action.
t) The closure of the Village Action shop is disappointing, is it opening elsewhere?	The AVA's Chief Officer had been in talks with Adur District Council regarding an alternative space, but this had been subsequently rejected, all efforts were being made to find another central location. The Chair added that in the meantime, Parish Surgeries are likely to be held the same day as the Farmers Market.	That the Council continues to support AVA to find alternative accommodation.

**(b) Resolved** – That the Council's top three working priorities for the year be as follows:-

1. To continue with Monks Recreation Ground Improvement Project;
2. History trail, with the possibility of including a Nature Trail; and
3. Litter Campaign.

**25.2 Vacant Parish Hall office space (North Wing)**

Pursuant to Council Minute 15.2/May/17, it was confirmed that one of the expressions of interest had progressed to the rental of Corridor Office 1 by Electric Storm Youth, subject to the agreement of the lease, but the other expressions had not come to fruition. The vacant rooms would therefore now be advertised on the open market.

**Resolved** – That the information be noted.

**25.3 Skatepark**

It was confirmed that the construction of the skatepark was now complete and had been open to the public since 20 June 2017. The site received a Post Installation Inspection and, whilst a few minor risks had been highlighted in the Report, the contractor had addressed those works to the satisfaction of the Project Manager and a Certificate of Practical Completion had been subsequently issued. An amount of 2.5% of the overall cost of the construction would be retained for a year should any defects become apparent in that time. It was noted that the bins and benches were in the process of being installed.

It was reported that the grass was not likely to grow over the summer. However, whilst the skatepark was being used over that time, it would allow for the landscaped areas to become compacted and would show any areas that required topping up with soil from the retained mounds. The mounds would therefore have to be retained until at least the autumn, but once this work was carried out, a decision could be made as to what to do with the remaining soil then. However, the volunteer organisation, Men in Sheds, had asked if it could have a cubic meter of the soil to complete a community project. It was confirmed that there was enough soil to allow for this and the skatepark's needs.

Plans for the 'official' Opening Event on 22 July were outlined and all Members were encouraged to attend.

**Resolved** – (a) That a cubic meter of soil be donated to Men in Sheds to complete a community project.  
(b) That the information be noted.

#### **25.4 Lancing Post Office**

- i. Following numerous chase ups, it was reported that a response in respect of the Asset of Community Value application regarding the Post Office submitted to Adur District Council had finally been received. Unfortunately, ADC stated the building would not be listed as an Asset of Community Value as the building itself did not provide any significant social well-being or social interest that benefits the local community.
- ii. It was noted that the Public Consultation regarding the proposed move of the Post Office services to Garrett's Convenience Store at 7 North Road ended on 27 June 2017, but the outcome of the consultation was not yet known.

**Resolved** – That the information be noted.

#### **25.5 Parish Council Newsletter**

In line with the Council's Communications Policy and Strategy, the re-introduced Newsletter was due to be hand delivered to all households within the Parish by Members. However, it was reported that since the Policy had been agreed, that delivery method had become unfeasible, so the Editorial Working Group decided on this occasion to pay to have them delivered (within budget). This was due to having so many already printed and it being the launch of the Newsletter.

Members were requested to consider whether the Policy needed amending so future Newsletters were instead placed in strategic locations within Lancing, which would also reduce the printing costs as not as many copies would be required.

**Resolved** – That the Newsletters be paid to be delivered during 2017/18 and the situation be reviewed prior to the Newsletter being distributed in 2018/19.

#### **25.6 AVA Information**

The latest figures for the period 1 May to 15 June 2017 were provided, including that there had been 3 volunteer enquiries, 4 IT enquiries, 21 food bank donations, 19 food bank collections, 34 general enquiries, 17 poster/promotions, and 15 attended the iPad Club.

It was confirmed that the Village Action Shop had now been vacated and some of the Village Action's services and activities could be accessed from Lancing Library on Thursdays, commencing from 6 July 2017.

**Resolved** – That the information be noted.

#### **25.7 Travellers on Beach Green**

It was reported that an incursion occurred on Beach Green on Tuesday, 6 June by travellers and was successfully cleared by Wednesday, 7 June. It was confirmed that the short turn around had been made possible thanks to the diligent efforts of Cllrs Bridges, Clark and Haywood, District Enforcement staff (Car Park Licensee), Parish Council staff, the

proprietors of The Perch, the Police, Sussex Association of Local Councils and West Sussex County Council staff. No expenditure was incurred for this incident.

It was noted that whilst such incidents had previously occurred, this event highlighted the fact that the overall action needed to be taken to reach a conclusion had changed. With that in mind, a flowchart had been devised, with the assistance of WSCC Gypsy and Traveller Team Manager, for inclusion in the Council's Out of Hours Policy.

**Resolved** – (a) That thank you letters be sent to all those who supported the Council in respect of the unauthorised traveller encampment in June.

(b) That the exceptional work carried out by the Assistant Clerk in this matter be appropriately noted.

#### **25.8 Request for support from The Globe Primary School**

It was reported that The Globe Primary School were seeking support to raise funds through the parent charity 'The Friends of The Globe' to enclose and upgrade the current swimming pool facilities. The planned improvements were outlined.

Mr Darren Stuart, the School's Trust Governor, was present at the meeting and provided Members with further information regarding the project and answered questions, including confirmation that the pool would be open to the community outside of school hours.

**Resolved** – That this Council writes a letter of support for The Globe Primary School's funding bids to improve the school's swimming pool facilities.

Mr Stuart was thanked for his attendance.

#### **25.9 Request for support Guild Care**

It was reported that Sussex charity Guild Care, was aiming to submit a funding application to Heritage Lottery Fund to run a two-year community heritage project focused on the history of The Bell home, previously located in South Street, Lancing.

**Resolved** – That this Council writes a letter of support for Guild Care's funding bid to run The Bell community heritage project.

#### **25.10 England Coast Path – Landward Coastal Margin**

It was reported that Natural England were in the process of creating the England Coast Path, which would be the longest managed and waymarked coastal path in the world. Part of the work involved Natural England contacting landowners along the route regarding land adjacent to the path being included in the coastal margin, i.e. Beach Green in this Council's case, and the advantages of having this land included was outlined.

**Resolved** – (a) That Beach Green be included in the coastal margin.

(b) That enquiries be made with Natural England to establish whether there is any funding available for coastal path improvements.

### **26. Other Matters:-**

#### **26.1 Lancing Parish Youth Council**

The Minutes of LPYC's Inaugural meeting on 24 May and second meeting on 21 June 2017 were submitted for Member's information.

At the latter meeting, the Youth Council's Constitution was considered and agreed and now required the approval of the Parish Council.

Cllr Eveleigh reported that the Youth Council were hoping to set up an internet café within an existing café in Lancing and were going to carry out a survey to establish what Lancing's young people would like to see added or improved in Lancing.

**Resolved** – That the Lancing Parish Youth Council's Constitution, as submitted, be approved.

## **26.2 Lancing Vision Group**

Cllr Eveleigh advised that the Adur Capital Projects group had recently met and approval had been given for small aesthetic improvements to be made to the junction of The Broadway/Brighton Road, Crabtree Lane at the row of shops section and similar areas in Sompting.

The Lancing Vision Place Group had wanted to explore the possibility of enhancing the shopping experience in North Road and, whilst the ACP acknowledged such a project would take a few years to progress, it was agreed that Mike Thomas, West Sussex County Council's Area Highways Manager, be invited to the next ACP meeting to explore the project's possibilities further.

**Resolved** – That the information be noted.

## **26.3 Keep Lancing Safe**

Cllr Eveleigh advised that the group continued to gather and record data in respect of drug related objects and paraphernalia via Keep Lancing Lovely. This information showed that Monks Rec was no worse an area than anywhere else in Lancing, although during the summer months, vandalism increased, but this is noted throughout Adur.

The Group had made links with Adur and Worthing's Partnership Delivery Team, who work closely with the Police, and also with Emerging Futures, a voluntary organisation to help substance misuse addicts. Both organisations had provided the Group with interesting educational talks.

**Resolved** – That the information be noted.

## **27. Report(s) of Representatives on Outside Bodies**

- i. Cllr Haywood advised that Cllr Monk had attended the recent Brighton & Hove Albion Community Pitch Management Committee meeting, where the 2016 Annual Review was submitted.

**Resolved** – That the Clerk arrange for the Brighton & Hove Albion Community Pitch Management Committee 2016 Annual Review to be circulated to all Members.

Cllr Cowen advised that he had attended the World of Widewater Annual Meeting. The Committee seats remained the same and Mr Garry Purnell, a member of the Committee, was in the process of writing a history book on Widewater lagoon.

**Resolved** – That Mr Purnell be invited to provide a presentation to the Council in respect of the history of Widewater lagoon.

- ii. It was reported that since the appointments of Representatives on Outside Bodies at the Annual Meeting (Minute 8/May/17 refers), it had come to light that two of those bodies no longer required representation from this Council and the details were outlined.

**Resolved** – That the Local Strategic Partnership and Adur Conservation Board be deleted from this Council’s list of Representatives on Outside Bodies.

**28. Future Agenda Items**

None.

**29. Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**30. Land at Monks Recreation Ground**

Submitted – A confidential report in respect of land at Monks Recreation Ground, currently leased to Sussex Football Association, and a proposal submitted by the Association.

Members were provided with a background of the site and, whilst there were mixed feelings regarding the proposal, it was agreed that all options should be explored.

**Resolved** – That the Clerk be authorised to seek professional advice to explore all options in respect of the land currently leased to Sussex Football Association.

Signed Chairman  
Date