

LANCING PARISH COUNCIL

Minutes of the Meeting of the Full Council held on Wednesday 8 November 2017

Councillors Present: Cllr Gloria Eveleigh (Chair); Carol Albury, Douglas Bradley, Anne Bridges, Clive Burghard, Mick Clark, Lee Cowen, Liz Haywood, David Lambourne (Minutes 45 to 53.2), Robin Monk, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner.

Officers: Helen Plant, Clerk and Vally Fish, Assistant Clerk.

In attendance: Three members of the public.

Presentation at 6.30pm.

Prior to the start of the Council meeting, Ms Ivy Manning and her colleague, provided Members with a training session in respect of Traveller Cultural Awareness, outlining the difference ethnicities within the traveller community and answered Members questions. The ladies were thanked for their attendance.

The Chair opened the meeting at 7.19pm and welcomed everyone to the meeting.

45. Apologies

None.

46. Declarations of Interest

None.

47. Public Forum & Questions

None.

48. To approve the minutes of the Council meeting held on 6 September 2017

Resolved – That the Minutes of the meeting held on 6 September 2017 be agreed as a true and accurate record.

49. Grouped Items:-

Resolved – That the following draft Committee Minutes and Working Group Notes be received:-

- (1) Amenities & Environment Committee – 13 September 2017
- (2) Finance & General Purposes Committee – 20 September 2017
- (3) Planning Committee Meeting – 20 September 2017
- (4) Monks Rec Improvement Project Working Group – 4 October 2017
- (5) Community Cinema Working Group – 10 October 2017
- (6) Editorial Working Group – 11 October 2017
- (7) Planning Committee – 11 October 2017
- (8) Autumn Residents Forum – 12 October 2017
- (9) Planning Committee – 25 October 2017

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**50. Matters arising from Committees – Finance and General Purposes Committee -
Consideration of an Independent Financial Review**

Submitted – Pursuant to the Finance and General Purposes Committee agreeing to the need of internal checks on two specific matters (Committee Minute 32/Sept/17 refers), a report to consider the outcome of one of those checks as it required a decision from the Council.

The check was to establish why a large amount was being set aside in Earmarked Reserves for electrical testing. It had been previously presumed to be for Portable Appliance Tests. However, this internal check subsequently confirmed that that was not the case and was actually for an Electrical Installation Condition Inspection (EICI).

It was noted that EICIs needed to be carried out at least every 5 years by a registered electrician and required the Parish Hall building to undergo an inspection and associated testing to check whether the electrical installation was in a satisfactory condition for continued service, with an EIC Report subsequently received. As a public building, it was stressed that it was in the Council's interest to ensure those inspections were carried out, as well as any remedial work. The last inspection in October 2013 cost of £9,385. The next inspection was therefore due in October 2018.

Members were reminded that it was recommended and agreed at the last Council meeting that the Earmarked Reserves presumed for PAT Tests be transferred to General Reserves (Council Minute 36(a)/Sep/17 refers).

Resolved – That approval be given to the following:-

- (a) That, notwithstanding the decision taken at Council Minute 36(a)/Sep/17, the Earmarked Reserve underspend of £8,000, previously presumed to cover PAT Tests, remains in Earmarked Reserves;
- (b) That a specific earmarked sum continues to be set aside for future years Electrical Installation Condition Inspections; and
- (c) That the Earmarked Reserve be renamed accordingly.

51. Chair's Report:-

51.1 Rampion Offshore Windfarm Reception

The Chair reported that herself and the Vice-Chair, Cllr Clark, had attended the above on 7 November, which informed those present that Rampion would stay involved in the area for the next 10 years at least to ensure recovery of the onshore work was achieved and sustained. Rampion had also launched a Community Benefit fund, covering the area from Littlehampton harbour to Beachy Head, administered by Sussex Community Foundation. Details of the grant amounts available were outlined.

Resolved – That the information be noted.

51.2 Blueprint 22 Award Ceremony

The Chair reported that she had attended the above ceremony after recently forming an association with one of the organisations Director's. The Chair had donated £100 from the Chair's Allowance and had received a thank you in the form of a picture, which was shown to Members at the meeting. The Chair explained that Blueprint 22 was a not-for-profit organisation aimed at anyone in West Sussex aged 16-25. Their aim was to encourage young people to get motivated and involved in tailor-made projects designed specifically by young people for young people, with the support of the BP22 team.

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BP22 wished Lancing to be the focus of their projects for this year based on their theme of community engagement and details of BP22 projects were outlined. Some group members would be attending the next Amenities & Environment Committee meeting to seek permission to progress a new project that culminated in the use of an area of Beach Green. Some other group members would also be attending the next Community Cinema with the intention to give out free popcorn and further engage with the community. A further group would be attending Lancing Parish Youth Council to discuss possible project to benefit Lancing's youth.

Resolved – That the information be noted.

51.3 Public Meeting – ‘Making Lancing Feel Safer’

Members were reminded that it had been intended for a Public Meeting to take place in January 2017 to ‘Make Lancing Feel Safer’ with the Sussex Police & Crime Commissioner in attendance (Council Minute 72.2/Dec/16 refers), but was cancelled by the Crime Commissioner. Whilst a lot of work had since been carried out to improve the situation through the joint partnership initiative Keep Lancing Safe, the Chair reported that a Public Meeting had been rescheduled for Thursday, 11 January 2018 with Prevention Inspector Allan Lowe from Adur & Worthing's Neighbourhood Policing Prevention Team in attendance. Insp Lowe would outline the new Sussex Police prevention structure and answer the community's questions in respect of policing in general.

Resolved – That all Councillors make every effort to attend the Public Meeting - 'Making Lancing Feel Safer'.

52. Clerk's Report

52.1 Autumn Residents Forum – Outcomes & Recommendations

A list of the issues that arose from the Autumn Residents Forum held on 12 October 2017 was submitted and the Council **resolved** the associated recommendations:-

Issue	Response at meeting	Recommendation
a) As former member of the Mash Barn Residents Association, who is best to contact regarding landscaping the grass verges? £500 had been received but clarity was needed concerning permissions.	The Clerk requested the information be sent to the Parish Office to investigate further.	No further action.
b) There is no footpath on South Street by the former Bell Memorial Care Home whilst the building works takes place.	Cllr Clark advised that he would report this issue to WSCC Highways and inform the resident of the outcome.	No further action.
c) When are the mounds of earth on Beach Green going to be moved?	The Clerk advised that after half term the soil is to be used to top up areas around the Skate Park and pathway and fill in sunken areas on Beach Green. Wild flowers will be planted where the mounds are currently.	No further action.
d) There is nowhere to safely cross Brighton Road onto Beach Green.	The Clerk advised that the Council had investigated this issue after it had been highlighted by students of the	No further action.

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	<p>Globe School and during the Skate Park consultation.</p> <p>The Clerk had subsequently met with a WSCC Highways Officer to establish whether the request is feasible, which it was, but progress was unlikely to be made until December 2018.</p>	
<p>e) What are the Council's and Youth Council's thoughts on engaging disaffected youth – who approaches and when?</p>	<p>Cllr Eveleigh advised that staff at ESY were undertaking outreach programs during the evenings and LPYC hoped to reach out to more young people. It was acknowledged that young people described as 'disaffected', might not engage with organisations such as ESY and LPYC therefore during the recruitment process, LPYC must advertise its achievements.</p>	<p>No further action.</p>

52.2 Parish Council Newsletter

- i. It was confirmed that the latest edition of the Parish Council's Newsletter was in the process of being delivered to all households within the Parish week.

Resolved – That the information be noted.

- ii. **Parish Council E-newsletter**

Members were asked to consider initiating an e-newsletter (using *Mailchimp*) in addition to the quarterly paper newsletter. An example version had been emailed to Members prior to the meeting. It was noted that the quarterly paper newsletter and e-newsletter would be similar in content however, it would also be possible for additional updates to be sent via Mailchimp when necessary e.g. events etc. A database of recipients would need to be collated to make distribution worthwhile and it was therefore envisaged that the first e-newsletter would be sent out in the Spring.

Resolved – (a) That approval be given to the distribution of an e-newsletter.

(b) That the Editorial Working Group be given authority to agree the content of the e-newsletter.

(c) That Members share the Facebook post advertising e-newsletter subscription to encourage residents to sign-up to it.

52.3 AVA Information

The latest figures for September and October 2017 were provided, including that there had been 0 volunteer enquiries, 2 food bank donations, 12 food bank collections and 11 general enquiries.

Resolved – That the information be noted.

52.4 Citizens Advice – proposed name change

It was reported that the local regional Citizens Advice service, currently called Central and South Sussex Citizens Advice, had proposed a name change to improve the brand identity and to allow it to continue to be identified at a local level, but with a name that also

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allowed it to use the larger geography of West Sussex to give size to the charity and appeal to larger funders.

The proposed name for the region was “Citizens Advice in West Sussex”. This would allow much better association to the national Citizens Advice brand and the benefits that it could bring.

Resolved – That the Council supports the proposed “Citizens Advice in West Sussex” name change.

52.5 South Downs National Park Authority – Local Plan Pre-submission consultation

It was reported that the SDPA had produced a final draft of the South Downs Local Plan, which set out the spatial planning and policies, and allocated sites for development within the Park for the period 1 April 2014 to 31 March 2033. The Plan included the Authority’s vision and objectives, a spatial strategy and a number of strategic and development management planning policies, to be applied to all relevant development in the Park. It allocated strategic sites for a number of uses, and allocated other sites for housing or employment uses, or a mix of the two. The consultation ended on 21 November 2017.

Resolved – That the Council supports the South Downs National Park Authority pre-submission.

52.6 Adur District Council’s Brownfield Land Register – Consultation & Call for Sites

It was reported that ADC was legally required to maintain a Register of previously developed sites, i.e. brownfield sites, within the district which were capable of being redeveloped or converted to provide housing-led development. The Register was being prepared for publication in December 2017 and as part of the work, ADC was holding a public consultation and ‘call for sites’ between 18 October and 15 November 2017.

Site criteria was outlined and sites already included in the draft Register were The Laundry, Alma Street, The Luxor, South Street, Queens Parade, North Road and Lancing Manor Filling Station, Old Shoreham Road. Members were asked whether they were aware of any other sites in Lancing that were not already included in the Brownfield Register or the Strategic Housing Land Availability Assessment.

Resolved – That no further sites were identified and the Council supports the publication of Adur District Council’s Brownfield Land Register.

52.7 Remembrance Sunday

Members were reminded that the 2017 Remembrance Sunday event would take place on 12 November at 2.45pm at the War Memorial outside the Parish Hall.

Resolved – That the information be noted.

52.8 Christmas Closure

Members were requested to note that the offices and halls would close at the end of business on Friday, 22 December 2017 and will re-open at 9am on Tuesday, 2 January 2018.

Resolved – That the information be noted.

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53. Other Matters:-

53.1 Lancing Parish Youth Council

The Minutes of LPYC's meeting on 27 September were circulated for Member's information. Cllr Eveleigh advised that Youth Cllrs had decided that they would prefer monthly meetings rather than bi-monthly, a proposed internet café project was progressing with it being trialled at the Library, members of BluePrint 22 were due to attend the next Youth Council meeting (as mentioned in the Chair's report) to explore projects to the benefit of Lancing's youth, which might also provide the opportunity of recruiting new youth councillors from BP22 and the LPC Chair (on behalf of the Youth Council) was attempting to arrange a meeting with the relevant member of staff at Sir Robert Woodard Academy to investigate a potential youth council recruitment drive.

Resolved – That the information be noted.

53.2 Lancing Vision Group

Cllr Eveleigh confirmed that the Group's preferred capital project was to continue with the regeneration of the village centre. The planned street consultation at the Village Market in October had to be abandoned due to the weather conditions however, this would now be carried out at the next Market on 18 November. It was confirmed that the consultation would be to establish what people liked and disliked about the current village centre and local retailers' views would also be sought.

Resolved – That the information be noted.

53.3 Keep Lancing Safe

Cllr Eveleigh advised that two PCSO's had been assigned to attend the group's meetings (urgent calls of duty permitting) and other new members included the organiser of Lancing's Community Bike project and the landlord of The Railway pub.

As a result of Insp Allan Lowe's attendance at a KLS meeting, Lancing was made a priority by the Joint Action Group to address the high levels of antisocial behaviour, especially at Monks Rec, albeit ASB had recently decreased there, but had increased at Beach Green. This had been reported to the JAG and patrols of Prevention Officers would subsequently be deployed to focus on the Beach Green area and to engage with skatepark users. It was also noted that Electric Storm Youth had employed a detached youth worker who would also attempt to engage with the young people at the skatepark.

It was noted that the chairing of KLS meetings had been performed by an officer of West Sussex County Council's Community team since its inception, but the group agreed at the last meeting that all members would take a turn in the future.

Resolved – That the information be noted.

54. Representatives on Outside Bodies

i.a Airport Consultative Committee

Cllr Burghard advised that he'd recently attended two meetings, one of which was dedicated to the New Monks Farm and warehouse developments.

Cllr Burghard outlined the details of the ordinary meeting, including complaints remained minimal, air movements were stable and within the limitations, the refurbishment of the listed buildings were underway along with other buildings in an attempt to attract new

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tenants and future events, including that the 2018 Wildlife Festival had yet to be confirmed.

Resolved – That the Clerk arranges for the Minutes of the Airport Consultative Committee meeting referring to the New Monks Farm development to be circulated to all Members.

b Adur Voluntary Action Management Committee

Cllr Parsons advised that at the last meeting it was noted that negotiations between AVA, the Co-op and the Lancing Tabernacle were underway to source additional facilities to house the foodbank.

Resolved – That the information be noted.

c Adur Conservation Board

Cllr Parsons advised that the Board had recently considered the New Monks Farm hybrid planning application and Highways England's A27 improvement proposals, both of which the Board objected to.

Resolved – That the information be noted.

ii. Guild Care

Following the successful application to the Heritage Lottery Fund to enable a two-year project exploring the history of The Bell at Lancing, Guild Care had asked whether the Council would consider nominating a representative to join the project's steering committee. The Committee's role would be to oversee the delivery of the project and offer and help and advice to the project manager as the project progressed and was likely to meet once a year.

Resolved – That Cllr Patmore be nominated as this Council's representative to the Guild Care's The Bell history project with Cllr Parsons as reserve.

55. Future Agenda Items

Cllr Albury – Skatepark and associated antisocial behaviour.

56. 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

57. Land at Monks Recreation Ground

- i.** Pursuant to Council Minute 43/Sept/17, the outcome of the professional rental review in respect of the 1.7-acre piece of land at Monks Rec that was leased to Sussex County Football Association was reported. The Surveyor had considered the existing annual rental amount of £350 low, but due to the limited use of the land and the fact that the site was effectively land locked, the maximum amount that might be achieved, based on current market values, was £750 per annum.

Whilst Members considered this amount disappointing, it was acknowledged that as the next rental increase was not due until December 2018, the matter should be placed on the agenda of the next Council meeting to determine the following three years rental amount.

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Resolved – That the matter of Sussex County Football Association’s lease rental review be included on the agenda for the 10 January 2018 Council meeting.

ii. Sussex County Football Association Planning Application

It was reported that a planning application had been received for the installation of stands and creation of a storage area within the area of land that the Council owned and leased to Sussex County FA. However, as the application had been received too late for the Council to legitimately consider it at this meeting, it was recommended that the Finance and General Purposes Committee be given delegated authority to consider the application.

Resolved – That the Finance and General Purposes Committee be given delegated authority to consider Sussex County Football Association planning application (AWDM/1661/17) at the Committee meeting on 22 November 2017.

**58. Recommendation from Finance and General Purposes Committee
– Review of Parish Council’s License Agreements**

It was confirmed that the Value for Money Sub-committee had met on 23 August to review the Council’s four License Agreements, namely Beach Green and Widewater car parks, Parish Hall Bar, Beach Green and Widewater Refreshment Kiosks and Beach Green Bank Holiday Markets as the licenses were due to expire at the end of March 2018. The Committee considered whether best value was being obtained, how the tenders should be managed and where best to advertise the tenders. Recommendations were submitted for consideration to the Finance and General Purposes Committee which were subsequently agreed.

The confidential Minutes of the VfM Sub-committee meeting, which laid out the recommendations were circulated for Members’ information. It was noted that those minutes would be made available to the public once the tender process was complete (Standing Order 12 refers).

It was also noted that, whilst the Finance and General Purposes Committee had delegated authority to approve some of the recommendations, others required the approval of full Council.

Resolved – That the recommendations in respect of the Parish Council’s License Agreements be approved.

59. Proposed Enforcement Patrols for Dog Fouling and Littering Offences

Submitted – Pursuant to Council Minute 38.2/Sep/17, a report to consider the further information obtained from District Enforcement to set up a scheme, whereby the Council commissioned an enforcement agency to impose fixed penalty notice fines in respect of dropping litter and dog fouling, under respective laws.

Members were content with the further information supplied and, whilst a soft launch of the scheme was initially proposed, the majority considered against that approach, albeit residents should be provided with plenty of notice of when the scheme would be introduced. The scheme fitted with the Council’s Litter Campaign priority.

Resolved – (a) That the Council sets up a Fixed Penalty Notice scheme, with District Enforcement providing the service.

(b) That the Fixed Penalty Notice scheme be thoroughly advertised before introduction.

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