

Lancing Parish Hall
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To: All Councillors

Notice is hereby given that you are required to attend the Meeting of Lancing Parish Council, to be held on Wednesday 10 January 2018 in the Council Chamber, Parish Hall, South Street at 7.00p.m.

Helen Plant
Clerk to the Council
4 January 2018

AGENDA

60. Apologies

61. Declarations of Interest

Members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda.

62. Public Forum & Questions

Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. In accordance with Standing Order 1e, Members of the public will also be given the opportunity to express opinions at each main agenda item and at the end of the meeting to identify any issues to be added to future agendas. However, during discussions of sensitive or confidential matters, the public will still be excluded.

Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

Once this meeting has concluded, a number of Councillors will remain to answer any questions that local residents may have on other Parish related issues.

63. To approve the minutes of the Council meeting held on 8 November 2017 (attached)

64. Grouped Items (attached):-

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

- (1) Amenities & Environment Committee – 15 November 2017
- (2) Finance & General Purposes Committee – 22 November 2017

- (3) Planning Committee Meeting – 22 November 2017
- (4) Litter Campaign Working Group – 30 November 2017
- (5) Community Cinema Working Group – 13 December 2017
- (6) Planning Committee – 13 December 2017
- (7) Litter Campaign Working Group – 4 January 2018 (*to follow*)
- (8) Monks Rec Improvement Project Working Group – 4 January 2018 (*to follow*)

65. Recommendations from Committees & Working Groups

65.1 Amenities & Environment Committee - Allotment Tenancy Agreement (*attached*)

Further to the introduction of the Allotment Rules, the Council's Allotment Tenancy Agreement has now been reviewed and brought in-line with the recommended model. The Committee subsequently agreed the revisions (Committee Minute 27.5/Nov/17 refers), which now requires Council approval. The items highlighted yellow on the attached draft are the new additions.

Recommendation – That the revised Allotment Tenancy Agreement be approved and issued to all allotment tenants with the 2018/19 rental requests.

65.2 Finance and General Purposes Committee - 2018/19 Budget consideration and precept setting (*report attached*)

65.3 Litter Campaign Working Group – consideration of a Campaign budget

Members will recall that one of the Council's work priorities for this year is a Litter Campaign (Council Minute 25.1(b)/Jul/17 refers). This fits within the remit of the Amenities & Environment Committee, who agreed to set up a Working Group to work through the campaign from initial brainstorming ideas through to the implementation of those ideas (Committee Minute 28.3/Nov/17 refers).

The Working Group recently met and discussed the campaign elements and agreed to request £500 from Council towards campaign resources. It should be noted that there are sufficient funds in the Events budget to cover this request.

Recommendation – That £500 from the Events budget be allocated towards the Council's Litter Campaign resources.

65.4 Community Cinema Working Group – Request to Council to purchase additional chairs

Further to the Group's grant funding application to Tesco - Bags of Help to purchase more comfortable chairs for the cinema audience, it can be confirmed that £1000 has been awarded. The ideal number of chairs to benefit the cinema audience and other users of the Jubilee Hall overall is 100. However, the cost to purchase that amount of the preferred choice of chairs is £1500 (+ £60 delivery). The Group has agreed to use some funds from the Cinema's account in addition to the grant so that 75 chairs can be bought. A request is therefore being made to the Council to fund a further 25 chairs at a cost of £435.

However, it can be confirmed that there are insufficient funds in the Parish Hall - Furniture budget, but the Administration – New Office Equipment has yet to be spent and is not anticipated to be. With that in mind, and in accordance with Financial Regulation 4.2, it is recommended that £435 be vired between the two budgetary headings.

Recommendation – That £435 be vired from the Administration – New Office Equipment budget heading to the Parish Hall - Furniture budget heading towards the purchase of 25 chairs in addition to the Community Cinema Working Group’s 75 chairs so that 100 are purchased in total.

66. Chair’s Report:-

66.1 Public Meeting – ‘Making Lancing Feel Safer’

Members are reminded that a Public Meeting will take place on Thursday, 11 January 2018 with Prevention Inspector Allan Lowe from Adur & Worthing’s Neighbourhood Policing Prevention Team in attendance. Insp Lowe will outline the new Sussex Police prevention structure and answer the community’s questions in respect of policing in general.

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

67. Clerk’s Report (*report attached*)

67.1 Parish Council Newsletter

67.2 AVA Information

67.3 Proposed 2018/19 Calendar of Meetings

67.4 Dementia Friends Information Sessions

67.5 West Sussex County Council Rights of Way Management Plan 2018-2028

68. Other Matters:-

68.1 Lancing Parish Youth Council (*Minutes attached*)

The Minutes of LPYC’s meeting on 29 November and 20 December 2017 are attached for Member’s information.

Cllr Eveleigh will provide an update at the meeting if considered necessary.

Recommendation – That the information be noted.

68.2 Lancing Vision Group

Cllr Eveleigh will provide an update at the meeting.

68.3 Keep Lancing Safe

Cllr Eveleigh will provide and update at the meeting.

68.4 Formal Adoption of Lancing Vision Group & Keep Lancing Safe

Whilst the above two Groups have previously been formally recognised by the Parish Council, the Chair is recommending that the Groups now be formally adopted by the Parish Council to ensure of their effectiveness, sustainability and longevity. This will also require a Council officer to administer the minutes.

Recommendation – That Lancing Vision Group and Keep Lancing Safe be formally adopted by the Parish Council.

68.5 Beach Green Air Raid Shelter

The cost of a structural survey has now been established and further to Council minute 36(e)/Sept/17, Members are asked to approve £400 from General Reserves to pay for this work to be carried out. The structural survey will establish what further works are required to make it safe to open to the public.

Recommendation – That the cost of a structural survey for the Beach Green air raid shelter, in the sum of £400, be paid from General Reserves.

68.6 Skatepark and associated antisocial behaviour

This item was requested by Cllr Albury at the last Council meeting.

69. Representatives on Outside Bodies

There were no reports at the time of writing the agenda.

70. Future Agenda Items

Councillors' and members of the public are invited to submit items for discussion at future Council meetings.

71. Proposed Enforcement Patrols for Dog Fouling and Littering Offences

Pursuant to Council Minute 59/Nov/17, Members are asked to note that as it is Adur District Council who impose Public Space Protection Orders, the necessary permissions are in the process of being sought from ADC so that the Parish Council can introduce the proposed enforcement scheme for its own areas of land.

Once a response has been received in this respect, the matter will be progressed with District Enforcement and a scheme introduction date agreed.

Recommendation – That the information be noted.

72. 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 be 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.

73. Land at Monks Recreation Ground (*report attached*)

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Copies of agendas will be posted on the Council's website, noticeboard and will be available at each meeting or by request in advance by telephoning 01903 753355.**