

## LANCING PARISH COUNCIL

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

**Present:**       **Chair:** Cllr Gloria Eveleigh

**Councillors:** Carol Albury, Ann Bridges, James Butcher, Clive Burghard, Mick Clark, Lee Cowen, David Lambourne, Robin Monk, Geoff Patmore, Lionel Parsons, Emma Purnell, Gina Scotting and Jean Turner.

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

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

#### **Training Session at 6.30pm.**

Prior to the start of the Council meeting, Ms Lydia Schilbach, West Sussex County Council Community Officer, provided a presentation on an Introduction to Public Health and Local Needs.

Ms Schilbach was thanked for her attendance.

The Chair opened the meeting at 7.13p.m. and welcomed everyone to the meeting.

#### **112. Apologies**

Apologies had been received, and with the reasons outlined, were subsequently accepted from Cllrs Douglas Bradley and Liz Haywood.

#### **113. Declarations of Interest**

None.

#### **114. Public Forum & Questions**

None.

#### **115. Minutes of Previous Meetings:-**

##### **115.1 Full Council held on 1 March 2017**

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

##### **115.2 Amenities and Environment Committee held on 8 March 2017**

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

##### **115.3 Finance & General Purposes Committee held on 15 March 2017**

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

##### **115.4 Planning Advisory Committee held on 15 March 2017**

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

## **116. Chairman's Announcements/Report**

### **116.1 AVA Information**

- i. The Chair provided the latest figures in respect of the number of shop visits and the reasons for the visits, including that there had been 11 food bank donations, 7 food bank collections, 5 volunteer enquiries and 10 general enquiries. 30 people had also popped into the shop for the Comic Relief Red Nose Day coffee morning.
- ii. It was reported that AVA had received notice from the landlord's agent that the organisation must vacate the Village Action shop premises by 18 June 2017. The exact reason for this was not known.

**Resolved** – That the Council extends its support to Adur Voluntary Action in respect of the relocation of the Village Action Shop.

### **116.2 Lancing Parish Youth Council**

- i. The Chair reported that the core group were due to attend the Spin Youth Club at The Tabernacle as part of their recruitment drive for suitable youth councillors. It was noted that one of the core group members was present at this Council meeting to learn how a council meeting was conducted.
- ii. The Council was requested to approve the administrative support of a Council officer to the Youth Council and to nominate Councillor representatives to attend the Youth Council meetings.

**Resolved** – (a) That approval be given to Lancing Parish Youth Council receiving administrative support from a Council officer.

(b) That Councillors Eveleigh, Patmore and Purnell be approved as Lancing Parish Council representatives on the Lancing Parish Youth Council.

### **116.3 Lancing Vision Group**

The Chair provided an update in respect of the above, including the new sub-group - the Lancing Branding Action Group, and the Adur West Capital Projects Group Meeting.

## **117. Report(s) of the Clerk:-**

### **117.1 Vacant Parish Hall office space (North Wing)**

Pursuant to Council Minute 107.1/Mar/17, it was confirmed that the Central and South Sussex Citizens Advice services had transfer to the Library from 4 April 2017. The office space was currently being vacated and made good.

A review of the current rental charge had been subsequently carried out by two commercial letting agents. The values were provided but differed considerably, which vexed Members. The letting agents indicated that there was a market for local office space.

It was confirmed that the Police would prefer to remain with the rental of the back office in the Council office as the legal work for this was well underway and would be costly to change and would further delay the arrangements.

It was also confirmed that three community organisations had emailed expressions of interest in the North Wing space, but none of these required all the rooms. It was unclear whether any of the organisations could work with each other to share the various rooms or would be able to afford the amount of rent the Council agreed to set.

Whilst Members acknowledged that the preference would be to have local organisations in the space, it would have to be an appropriate level of rent taking into account the market rental value. There was also a preference to have an agent manage the letting.

**Resolved** – That a third rental valuation be sought and for the matter to be discussed further at the next Council meeting on 3 May 2017.

### **117.2 Skatepark**

- i. It was confirmed that a ground survey had been carried out and the results were due to be sent to Adur District Council's Environmental Health – Contaminated Land Officer shortly. It was anticipated that the planning conditions would consequently be met and a construction start date could therefore be set.

Concerns were expressed in respect of the size of the proposed design being 386m<sup>2</sup> as it was considered to be larger than the design as submitted with the planning application. However, it was established at the meeting that the revised planning application submitted to change the site of the skatepark stated the footprint would be no larger than 400m<sup>2</sup>.

- ii. In anticipation of the skatepark completion, it was reported that a number of suggestions had been received for a pedestrian crossing to be installed in place the current island to the east of the mini roundabout to the south of South Street. However, it was considered that the existing crossings were sufficient, albeit that feedback from West Sussex County Council's Highways Manager should be sought to confirm this. It was also known that improvement works of some sort were due to be made to South Street in accordance with the Section 106 agreement for the new development south of South Street

**Resolved** – That, whilst the Council considers the existing crossing points to be sufficient, the opinion of West Sussex County Council's Highway's Manager should be sought.

### **117.3 Lancing Post Office**

Pursuant to Council minute 98.3/Feb/17, it was confirmed that a response was still awaited in respect of the application to register the Post Office building, located at 40 North Road, Lancing, as an Asset of Community Value that had been submitted to Adur District Council.

### **117.4 Kids4Fun Lancing**

As reported to the Amenities & Environment Committee, a local resident had suggested that a Play Day event should be held at Monks Rec on Wednesday, 2 August 2017 in line with the National Play Day events that were held around the country, which was supported by the Committee (A&E Minute 73.3iii/Feb/17 refers).

Consequently, a formalised group had been set up in the name of Kids4Fun Lancing to allow the group to apply for grant funding towards the costs of this and any future events and that an officer of Lancing Parish Council should be a member as it would help with certain aspects of the events arrangements.

It was noted that Cllrs Eveleigh and Patmore were also members of Kids4Fun Lancing, but in a personal capacity as residents of Lancing.

**Resolved** – That approval be given to an officer of Lancing Parish Council being a member of Kids4Fun Lancing to act on behalf of the Council.

### **117.5 Pollution Risk Forecasting**

Pursuant to Council Minute 107.5/Mar/17, it was confirmed that the Beach Patrol had agreed to incorporate the work of the Pollution Risk Forecasting signage requirements within the Patrol's overall service level agreement, i.e. at no extra cost.

### **117.6 Allotment Rules**

At the Amenities & Environment Committee on 8 March (Minute 80.3 refers), Members were reminded that the Parish Council's allotments were managed and enforced when necessary by the Allotment Tenancy Agreement. However, it was highlighted that it was also good practice to have some sensible Allotment Rules to run-in conjunction with the Agreement. A draft version, based on some model rules and adapted to suit this Council's needs, were therefore considered and it was agreed to recommend to full Council that the Rules be adopted.

**Resolved** – That the draft Allotment Rules, as submitted, be adopted and circulated to all allotment tenants.

### **117.7 Terms of Reference and Scheme of Delegation for Council and Committees**

Following the recent review of the Council's Standing Orders and Financial Regulations, the Council agreed to the Working Groups' recommendation that a draft Terms of Reference of Council and Committees and a Scheme of Delegation should be produced for subsequent approval by the Council (Minute 88.2(iii) refers). The Working Group had recently met and the recommended draft document had been circulated to Members. The aim of the document was to clearly define the responsibilities of the Council and its Committees and to assist with the streamlining of the Council's overall work.

As well as recommending the proposed Terms of Reference and Scheme of Delegation, the Group suggested that the Value for Money Working Group become a Sub-Committee of the Finance and General Purposes Committee, as that Group served a genuine purpose. It also recommended that the Community Awards Panel was discontinued as it had not carried out its role during the past two years.

**Resolved** – (a) That the Value for Money Working Group becomes a Sub-Committee of the Finance and General Purposes Committee.

(b) That the Community Awards Panel be dissolved.

(c) That the Terms of Reference of Council and Committees and Scheme of Delegation be approved.

### **117.8 Proposed Calendar of Meetings 2017/18**

The Clerk had carried out a review of the calendar of Council and Committee meetings, as the system of monthly meetings was considered excessive and unnecessary when compared against other local councils of a similar size.

As the proposed calendar reduced the number of overall meetings for both Council and Committees to bi-monthly, it was suggested that the 2017/18 calendar be trialed over the year to ascertain whether there had been a need to call for Special Council/Committee meetings for business that would have otherwise been dealt with if the meetings had been on a monthly basis.

**Resolved** – That the bi-monthly Calendar of Council and Committee meetings be approved, on the proviso that the revised schedule be trailed during 2017/18.

### **117.9 Data Protection Policy**

It was reported that it had been recently established that the Council did not have a Data Protection Policy in line with the Data Protection Act. A draft policy was submitted for approval.

**Resolved** – That the draft Data Protection Policy, as submitted, be approved.

### **117.10 Review of Health & Safety Risk Assessment**

The Finance and General Purposes Committee had reviewed the Health and Safety Risk Assessment, which required approval by full Council (Committee Minute 105.1 refers).

**Resolved** – That the submitted Health and Safety Risk Assessment be approved.

## **118. Other Matters:-**

### **118.1 Sustainable Transport Package Study**

It was noted that Councillors had recently been invited to attend a Workshop regarding the Shoreham Area Sustainable Transport Package Study in respect of the Coast to Capital Strategic Economic Plan aspirations for growth. A package of transport improvements was being considered for Adur District including Lancing, Shoreham-by-Sea, Sompting and Southwick.

A feasibility study had been commissioned to assist in identifying a package of schemes for a potential bid to the Local Enterprise Partnership and would include potential sustainable transport infrastructure enhancements or interventions, public realm improvements and improvements to pedestrian and cycle routes and facilities.

Cllr Parsons had attended this workshop and advised further information would follow.

### **118.2 Unveiling Event for the Basque Children Blue Plaque**

Cllr Cowen advised that posters for the event were being well distributed and two musical acts had been confirmed with a possible third. The food remained to be organised and a schedule of the event needed to be produced.

### **118.3 Garden Competition**

Cllr Monk provided an update in respect of the Garden Competition, including that £50 sponsorship has been received from Jacob Steele Estate Agents, posters and flyers were due to be distributed and entry forms would be available at various locations throughout the village.

### **118.4 Community Cinema**

- i. Cllr Monk advised that the third Community Cinema showing that screened on 20 March 2017 had been quite well attended and the recent Working Group meeting had agreed the next three films, subject to the Council agreeing to the Community Cinema project being permitted to continue beyond the trial period (April 2017).

It was noted that a potential volunteer had been sourced to help with the operation of the Cinema.

**Resolved** – That approval be given to the Community Cinema being an ongoing Council project.

- ii. Subject to the decision of 118.4i above, the Council was asked to consider the creation of a 'Holding Account' for the Community Cinema funds. This would allow the grants received during 2016/17 and any future admission surpluses to be specifically earmarked for the Community Cinema and not be transferred into the Council's general reserves during the end of year accounting procedures.

**Resolved** – That a 'Community Cinema Holding Account' be set up specifically earmarked for the Community Cinema funds only.

*NOTE – It was agreed at this point to bring forward item 118.8.*

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

Pursuant to Council Minute 95.3/Feb/17 in respect of the suggestion of heritage display cabinet/s for the Parish Hall foyer to exhibit local historic artefacts, members of Lancing and Sompting Pastfinders were present to add their support to the project and Mr Robert Brown gave a talk on the importance of such a project being set up in Lancing.

The group would be considering the possibility of applying for grant funding to purchase display cabinets that could be installed in the Parish Hall foyer at their next meeting. The group were thanked for their attendance.

Cllr Parsons added that he had visited Worthing Museum and an officer there had offered to support the Lancing Heritage Day he was planning by providing a presentation with local artefacts.

**Resolved** – That the Council supports Lancing and Sompting Pastfinders applying for grant funding to purchase the display cabinets.

#### **118.5 Lancing Air Raid Shelters**

Cllr Patmore provide an update in respect of the air raid shelters in Lancing being opened to the public, including that an initial structural survey had now been carried out, courtesy of a local engineer. The survey had confirmed that the structure was in a generally good condition, but some movement had occurred which had probably been caused by a heavy load being placed on top of the shelter. Remedial works would need to be carried out prior to it being opened to the public.

Mr Eggington, a member of the public present at the meeting, added that there were initial works that could be carried out at a nil or minimal cost prior to an official survey being carried out once relevant funds had been sourced.

**Resolved** – That the Council continues to support the proposal of opening up the air raid shelters to the public.

#### **118.6 Millennium Handshake**

Cllr Patmore advised that the replacement plaques for the Millennium Handshake were still in the process of being made and that Keep Lancing Lovely had agreed to maintain the grass edging.

#### **118.7 Purchase of a defibrillator for the Parish Hall**

Cllr Bridges suggested that a defibrillator for the Parish Hall should be purchased and installed. It was noted that if the defibrillator had to be deployed, it did not require a specifically trained person to use it as the machine provided direct user instructions itself. It was known that Shoreham Beach Residents Association had recently purchased one which was mainly funded from donations.

**Resolved** – That Cllr Bridges be authorised to investigate the costs of and source donations to fund the purchase of a defibrillator.

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

Discussed earlier.

#### **118.9 Widewater Causeway and Footpath leading to A259**

Cllr Patmore proposed that pressure should be exerted on West Sussex County Council to carry out the overdue repair works to the causeway over Widewater lagoon and to construct a new DDA compliant footpath leading onto the A259 as this work had been outstanding for a number of years.

**Resolved** – That a letter be sent to West Sussex County Council to request the overdue repair works to the causeway over Widewater lagoon are carried out as soon as possible.

#### **118.10 Beach Green Promenade Lighting**

Cllr Butcher expanded on his suggestion for a Working Group to be set up to investigate the possibility of mid-level lighting being installed along the Beach Green promenade. Whilst this idea had been included in the original Lancing Vision, previous quotations had prevented the project moving forward. However, it was unclear whether alternative options had been investigated that could potentially reduce the costs.

**Resolved** – That a Beach Green Promenade Lighting working group consisting of Cllrs Butcher, Clarke, Cowen, Patmore and Purnell be set up to investigate the possibility of mid-level lighting being installed along Beach Green promenade.

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

Cllr Burghard reported that he had recently attended the Airport Consultative Committee. Details of the matters discussed included the following: the Chairman was disappointed at the lack of attendance, the accident report was available online, only two noise complaints had been received, new satellite landing equipment had been installed, the listed hangers had been given the go ahead to be refurbished and the tidal wall works would involve the wall being moved closed to the perimeter road requiring the removal of the unofficial parking areas.

#### **120. Future Agenda Items**

Cllr Parsons – to highlight Carers Week.

#### **121. Exclusion of Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and any press / broadcast media representatives 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.

**122. Review of Financial Risk Assessment**

The Finance and General Purposes Committee had reviewed the Financial Risk Assessment which required approval by full Council (Committee Minute 105.1 refers).

**Resolved** – That the submitted Financial Risk Assessment be approved.

Helen Plant  
Clerk to the Council  
6 April 2017

Signed Chairman  
Date

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