

## LANCING PARISH COUNCIL

### Minutes of the Council Meeting held on Wednesday 30 January 2019 at 7:00pm in the Parish Hall

**Councillors Present:** Gloria Eveleigh (Chair); Douglas Bradley, Clive Burghard, Lee Cowen, Liz Haywood, Danny Jackson, Robin Monk, Lionel Parsons, Geoff Patmore, Lydia Pope and Jean Turner.

**Officers:** Helen Plant, Clerk and Nick Wiltshire, Assistant Clerk.

**Public & Press:** 4

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

Prior to the start of the Council meeting, Pastor John Woods, from Lancing Tabernacle, and volunteer Peter Johnson provided an awareness session on the Lancing and Sompting Food Bank. The concept was initially set up in 2010, based on a model set up in Worthing, i.e. to provide a 3-day supply of a balanced diet from dried/tinned food, as it took 3 days for benefits to kick in at that time. The inclusion of ambient food (fresh fruit and vegetables) was now being trialled. Cash was also donated, and this was used to top up stock or converted to food vouchers to be used in local shops. The Food Bank was now mainly based at Lancing's Children and Family Centre and the Big Local in Sompting and became an independent charity last year. It was well supported by local schools, Police, Councils, other volunteer groups and the Food Bank's volunteers themselves and this help was gratefully received.

Initiatives to help out 'free school meal' families were being tried during the school holidays by providing lunches with the help of other charity organisations, Electric Storm Youth and the Lions.

Mr Johnson provided the following collection figures from the November/December periods - 2015 (22), 2016 (39), 2017 (51), 2018 (115) (the figures did not include the Family Centre's separate collections). The increase in collections was not clear, it could be due to better awareness of the service, but the recent changes to the benefit system was considered the main factor. Notwithstanding, the Food Bank was becoming more proactive in establishing why families find themselves in need and it was anticipated that by holding a 'Benefits Roadshow' and helping people to make better use of resources would help with this issue.

Pastor Woods advised that he had not expected the Food Bank to become a 'permanent' service and hoped that collections would decrease and questioned how the Parish Council could help the Food Bank achieve this. Members acknowledged that overall budgetary cuts, especially to the voluntary sector, would not be helping the situation, but agreed that they would provide feedback up to higher levels of authority as and when they could.

The Representatives from Brighton and Hove Albion Football Club who were present for the awareness session offered their support to the Food Bank.

Pastor Woods and Mr Johnson were thanked for their attendance.

The Chair opened the meeting at 7.05pm and welcomed everyone.

#### **73. Apologies**

Apologies had been received, and with the reasons outlined, were accepted from Cllrs Carol Albury, Ann Bridges, Emma Purnell and Gina Scotting.

**74. Declarations of Interest**

None.

**75. Public Forum & Questions**

None.

**76. Brighton & Hove Albion Football Club – Presentation on Training Ground improvements**

Mark Hooper (BHAFC), Peter Rainier (DMH planning consultant), Laura Collins (BHAFC Project Manager) and Scott Marshall (Marshall Regen Ltd) attended the meeting to give a presentation on proposed improvements to the Club's Training Ground in Lancing. The proposals were to ensure the Club maintained its League status, to firmly establish itself in the Premier League, especially in respect of women's football (these teams currently have to train elsewhere) and accommodating 'Changing Places' disabled facilities, and to keep up with the latest developments in sports science and medicine. The proposal involved an extension to the existing building, including classroom and education space for the use of the Club's charity Albion in the Community, relocating the existing indoor training pitch and installing additional outdoor training pitches. The proposal was still at the consultation stage and had not yet been submitted as a planning application. It was stressed that construction traffic would use the rear access track and not through Mash Barn.

Members' questions were mainly concerned with regards to flood issues and assurances were sought that the matter would be robustly addressed. It was confirmed that this matter had been given attention and relevant reports would accompany the planning application.

Other concerns were in respect of the loss of wildlife habitat and overall affect the development would have from the view of the South Downs and the late night/early morning noise from cars leaving the ground. Consideration would be given to the wildlife aspect and the noise issue would be addressed with the players.

It was also suggested that BHAFC could make their presence better known to the community by utilising one of the empty shops in the village centre.

The representatives were thanked for attending the meeting.

**77. Beach Green Car Park – Introduction of Auto Number Plate Recognition system**

A member of the public was given the opportunity to speak at this point. He stated that while he had no issue regarding the extension to the chargeable period, he felt the public had been given insufficient notice to that change and many had received parking charge notices through no fault of their own as the new signs were not different enough from the old ones, so the change was not obvious.

Dyl Kurpil, a Director from this Council's car park Licensee, District Enforcement Limited, was then introduced. He provided a background to the company, including that it had been working with this Council since 2015 and a full explanation in respect of the issues experienced following the introduction of the Auto Number Plate Recognition system at the start of the year. He advised that it was not the company's intention to penalise local residents by issuing PCN's but was to ensure all users of the car park paid the fee during the chargeable hours. The system error had been an unfortunate complication, but he was confident that this had now been resolved and corrections to all affected vehicles had been made.

It was also recognised that difficulties had been experienced by 'Blue Badge' holders, but District Enforcement were voiding PCN's once the holder had provided evidence of their blue badge status.

It was acknowledged by both District Enforcement and the Council, that clearer notices should have been installed and well in advance of the system's introduction and apologised for this oversight.

**Resolved** - That appropriate changes be made to the Beach Green car park signage to ensure all vehicles entering are aware of the auto number plate recognition system and associated terms and conditions, including the following:-

- clearer instructions as to how blue badge holders can register for free parking;
- remove the issuing of parking charge notices between the hours of 10pm and 8am;
- add details of the ten minute grace period for drop offs/pick-ups;
- provide all signage with lighting;
- install an additional sign on the overhead barrier.

**78. To approve the minutes of the Council meeting held on 28 November 2018**

**Resolved** – That the Minutes of the meeting held on 28 November 2018 be agreed as a true and accurate record.

**79. Grouped Items:-**

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

- (1) Planning Committee Meeting – 12 December 2018
- (2) Monks Rec Improvement Project Working Group – 18 December 2018
- (3) Lancing Vision Group – 9 January 2019
- (4) Amenities & Environment Committee Meeting – 9 January 2019
- (5) Keep Lancing Safe – 11 January 2019
- (6) Planning Committee – 16 January 2019
- (7) Finance and General Purposes Committee – 16 January 2019

**80. Recommendations from Committees**

**80.1 Amenities & Environment Committee – Monks Rec Public toilets**

It was reported at the Committee meeting on 7 November 2018 (Minute 22.2/Nov/18 refers), that following the serious arson attack in September to the Monks Rec public toilets, and the previous vandalism that had taken place on a regular basis, Adur District Council had closed the toilets and was not prepared to keep spending at the level it was currently having to as this was neither sustainable or a good use of taxpayer's money to keep the toilets open and in working order. It was noted that the toilets were ADC's responsibility, with the site the block sat on being leased to ADC by this Council in 1951 for 99 years.

With that in mind, Members were advised that ADC had written to this Council proposing two options:-

- 1 - ADC to effect an immediate surrender of its lease of the toilet block, by way of a formal Deed of Surrender. This would enable this Council to take over the future responsibility for the toilet block;

2 - ADC were prepared to arrange for the demolition of the toilet block, at its own expense, make good and return the area to green space. The offer to demolish the toilet block would be subject to the formal Deed of Surrender being agreed and executed by LPC.

Members accepted that for this Council to take on the toilets on in their current state, as in option 1, would be folly, especially as it was anticipated for the block to be demolished anyway within the overall Monks Rec Improvement Project with new public toilets being included in the new community building.

Whilst it was noted that local authorities did not have a statutory duty to provide public toilets, Members recognised that public toilets had a general importance and value within communities, especially as the Monks Rec toilets were the only public toilets in the village centre and were known to be very well used, particularly by older people.

It was recommended that serious consideration be given to the demolition of the toilet block, but Members were insistent that ADC should either repair the current block or agree to install a trailer style portable toilet unit until new public toilets could be installed at Monks Rec. It also needed to be established if ADC would take on the responsibility of any new public toilets or whether there was a budget that could be transferred to this Council to assume responsibility etc.

At this point, it was agreed that the Clerk should engage with ADC to secure a positive future for the Monks Rec Public Toilets, and this was duly actioned.

However, at the Committee meeting on 9 January 2019 (Minute 29.2/Jan/19 refers), it was reported that the Head of Environmental Services confirmed ADC's position hadn't altered, i.e. that Council was not prepared to repair and reopen the toilets and was still seeking to effect an immediate surrender of its lease of the toilets by way of a formal Deed of Surrender, and it was not prepared to install a temporary unit. However, ADC was willing to work with the Parish Council to establish whether there was interest with local businesses and shops to set up a 'community toilet scheme'.

Members were extremely disappointed with this decision and also from there not being any transferrable budget from ADC to the Parish Council for the running of a new public toilet facility within the Monks Rec Improvement project. However, as there had previously been an unsuccessful attempt to provide a 'community toilet scheme' amongst local shops and businesses, Members felt that a further attempt would be wasted effort.

Members were frustrated that ADC had taken this stance and that the Committee's efforts had not been enough to save this important facility. The Committee was sorry knowing the affect the loss of the facility was going to have on local residents but felt that the only way forward was to recommend to full Council to agree to the formal Deed of Surrender of the lease of the toilet block with ADC and to take up that Council's offer to demolish the toilet block, at its own expense, make good and return the area to green space. It was also considered pertinent for an appropriate press release to be issued to stress to the community that whilst the facility was never the responsibility of the Parish Council, attempts were made to save it.

Members of the Council reiterated the Committee's frustration in respect of the situation but conceded that no further pressure from this Council would change ADC's stance on the matter.

**Resolved** – That approval be given for the formal Deed of Surrender in respect of the lease of the Monks Recreation Ground toilet block with Adur District Council and accept that Council's offer to demolish the toilet block, at its own expense, make good and return the area to green space.

## **80.2 Finance and General Purposes Committee - Draft Budget 2019/20 and setting the precept**

The Committee meeting on 16 January 2019 (Minute 42.2/Jan/19 refers) considered the final report outlining the draft budget 2019/20, including the recommended level of precept for onward recommendation to this Council meeting. The detailed list of income and expenditure by budgetary heading showing 2017/18 actual figures, 2018/19 budgets and estimated end of year figures and the 2019/20 proposed budget had been circulated to Members prior to the Council meeting. It was highlighted that the precept request had to be made to Adur District Council by 31 January 2018.

It was noted other than those increases detailed in the report, most were due to general inflation and that projects relating to existing budgetary headings, as previously identified by the standing Committees had been included in the proposed budget (Council Minute 55.2ii/Sep/18 refers).

However, it was reported that the Lancing Vision Group had only recently met to discuss a proposal that stemmed from the Village Centre Consultation, i.e. to install lamp post banners to act as additional signage to attract visitors into the centre in conjunction with the West Adur Capital Projects Group. It was confirmed that WACPG had already agreed to set aside some funds to work with LPC on this project, so LVG were recommending an amount of £3,000 (the full amount being £6,000 but 50% being contributed by ADC) to be included in the 2019/20 budget. Albeit, Members considered it worthwhile increasing this amount in anticipation of other regeneration projects with WACPG that might occur during 2019/20.

The Council's agreed level of reserves was £60k (Council Minute 65.2(f)/Jan/18 refers) and it remained the recommendation from both the Clerk and the Internal Auditor that this level should not be reduced.

Members were reminded that the final amount of income from the Beach Green and Widewater car parks would not be known until the end of the financial year, in line with the Licence agreement. However, as the amount had been consistently more than £20,000 since the start of the agreement, the income amount had been increased to reflect this in the proposed budget.

The proposed budget did not necessitate an increase in the precept and continued to allow for £40,000 to be put towards the Monks Rec Improvement Project and, taking into account the recalculated 2019/20 tax base, had no effect on the Band D property figure, which should remain at £52 per annum.

While some Members felt an increase in the precept should be made to cover the costs of pipeline projects, as the true costs of those projects were not yet known, the recommendation that those items should not yet be included in the proposed budget, was agreed.

**Resolved** – (a) That £5,000 be included in the 2019/20 budget towards joint regeneration projects with West Adur Capital Projects Group for Lancing village;  
(b) That the level of General Reserves remains at £60,000.

(c) That the budget, as summarised in the table below, with the level of precept remaining at £322,200, be approved:-

Detail	2017/18 Actual	2018/19 Estimates	2019/20 Proposed
Balances brought forward	£115,340	£224,073	£282,867
All income including precept (£322,200)	£642,520	£547,143	£528,633
All expenditure including agreed projects (i.e. 2018/19 and 2019/20 projects)	£533,787	£488,349	£493,757
<b>Balance carried forward</b>	<b>£224,073</b>	<b>£282,867</b>	<b>£317,743</b>
Less Earmarked Reserves & Minimum General Reserves	£145,875	£196,875	£247,875
= General Reserves	£ 78,198	£ 85,992	£ 69,868

## 81. Chair's Report

Cllr Eveleigh announced that herself and Cllr Scotting had resigned from UKIP, the party for which they had stood for at their respective elections and were now Independent.

Cllrs Patmore and Turner also confirmed they had resigned from UKIP and were also Independent.

## 82. Clerk's Report

### 82.1 Parish Council Newsletter

It was reported that the Spring 2019 edition of the Parish Council's Newsletter was in the process of being printed and would be delivered to all households at the beginning of February.

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

### 82.2 AVA and Lancing & Sompting Foodbank Information

The latest figures for November and December 2018 were provided; for AVA there had been 3 volunteer enquiries, 5 food bank donations, 19 food bank collections and 7 general enquiries. For LSFb collections, Lancing Tabernacle and Family Centre – 64 and Sompting Big Local - 51 (a minority of SBL clients were from Lancing).

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

### 82.3 Review of Parish Surgeries being held at the monthly Village Market

Pursuant to Council Minute 45.6/Jul/18, a review was required as to whether the Parish Surgeries should continue to be held at the monthly village market before the next stall hire block booking was made.

It was stressed that during 2018/19, the Surgery Rota was not sustained for May, June and no-one put their names down for January and February, albeit Cllrs Eveleigh and Patmore were going to attend the February market. This questioned whether Members were keen on attending, be it for the reason of unpredictable weather or otherwise and it was highlighted that not every Member took a turn.

However, the majority of members were in favour of retaining a stall, but it was accepted that some Members couldn't attend due to personal or work commitments.

**Resolved** – That Parish Surgeries continue to be held at the monthly village market during 2019/20.

#### **82.4 Widewater Footbridge scheme**

Pursuant to Council Minute 46.5/Sep/18, West Sussex County Council had now submitted further details of the scheme for this Council's comments. Two drawings showing the scheme overview (the existing and proposed arrangements for comparison) and the general arrangement of the new footbridge and north approach had been previously circulated to Members.

The following key points were noted:

- The route width to be upgraded to 2 metres wide, gradients reduced to improve access between the A259 and prom for mobility impaired users, including the provision of ramp access at the north approach to replace the steps and the new footbridge to be made 2m wide and placed at a flat gradient.
- The new footbridge to have a single span deck made of Fibre Reinforced Polymer (FRP) with timber side parapets/fencing. FRP would provide an extremely durable structure that was almost maintenance free. The finish colour would be agreed at a later date.
- Brickwork faced retaining walls to be provided at the north approach to cater for the change in ground levels.
- The raised pathway between the footbridge and prom to be replaced with the new path supported on natural vegetated structural bag work, with rocks placed along the toes to help maintain/support wildlife. The bags could be planted up with species in keeping with the lagoon environment.

The works were still programmed to commence in September 2019, following some initial vegetation clearance works in April. This was required to manage some of the protected species that might otherwise be affected by the main works.

WSSCC would also be liaising closely with the home owners on each side of the steps as their properties were directly affected by the proposals.

**Resolved** – That the Council supports the submitted Widewater footbridge scheme.

#### **82.5 2019/20 Calendar of Meetings**

**Submitted** – the 2019/20 Calendar of Meetings. Following the changes to the calendar of Council and Committee meetings in 2017/18 and 2018/19, i.e. reducing the number of meetings and Committee meetings being at the start of the month and full Council meetings being at the end, it was considered that the system worked well and the proposed 2019/20 mirrored that arrangement.

**Resolved** – That the submitted 2019/20 Calendar of Council and Committee meetings be approved.

#### **82.6 Adur District Council Consultation – Draft Supplementary Planning Document: Demonstrating Genuine Redundancy of Employment sites**

A key aim of the adopted Adur Local Plan (2017) was to ensure that the local economy continued to grow. This required a variety of good quality land and premises provided in the right place and supported with the right infrastructure - a significant challenge as land supply was heavily constrained and competition for available sites increased, particularly

given the national drive to significantly increase housing delivery. The Plan aimed to address this necessary economic growth through the allocation of new employment sites and the protection of existing ones.

It was reported that ADC recognised the need for flexibility, and that in some circumstances, there might be a genuine case for loss of part of an existing employment site to another use. The Supplementary Planning Document (SPD) supported and expanded on Policy 25 of the ALP 2017. It provided clarity on the circumstances where change of use or redevelopment to alternative uses might be appropriate and the criteria which would have to be satisfied in order to obtain planning permission for those alternative uses. It also sought to ensure that the loss of any existing employment site (land or premises) was not at the expense of the local economy.

The Draft SPD had to be consulted on before it can be adopted. The consultation is open from Tuesday 18th December 2018 to Monday 11th February 2019 and Members were provided with the details of the full document.

While it was noted that resistance would still be given to the conversion of sites within Lancing Business Park and Shoreham Airport, Members considered that it should be stressed to ADC that it should be ensured that no consideration is given to those sites being converted.

**Resolved** – That the Supplementary Planning Document be supported on the understanding that guaranteed protection is given to Lancing Business Park and Shoreham Airport remaining as employment sites.

#### **82.7 West Sussex County Council's Forward Plan**

Following the suggestion from Cllr Pope, this heading would be appearing as a regular agenda item. The Plan outlined key decisions which involved savings of £500,000 or more, or which would have significant effects on communities in two or more electoral divisions. Decisions were taken by the County Council, Cabinet, Cabinet Members, County Local Committees and officers.

It was noted that there were a number of matters in the Plan that might/would likely affect residents of Lancing as part of West Sussex overall, such as a proposed reduction of the Community Initiative Fund, general review of fees and charges and changes to the distribution of funding to mainstream schools for 2019/20, but none had been specifically identified as affecting Lancing in isolation.

However, the plan outlined a proposal for the old Sompting Waste Destructor site at Halewick Lane to be converted to a battery storage facility. This was being dealt with as a planning application and would therefore be considered at the next Planning Committee meeting.

Cllr Pope stressed that Members should be aware that heavy cuts were planned to be made to Children and Young People services that would inevitably affect the Lancing community.

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

## **82.8 Collaboration & Shared Services with local councils**

At the last Council meeting under future agenda items, Cllr Parsons suggested that the Parish Council should investigate ways in which this Council and Sompting Parish Council could work together to share the costs of existing services and whether there was the opportunity of services being devolved from the District and County Councils.

It was noted that the Social Prescribing project was an example of local council collaboration, and whilst there were limited services shared by this Council and SPC, further services would be explored.

A similar undertaking would be carried out with the District and County Councils and an update would be provided in due course.

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

## **82.9 Compass Bus service 16**

Pursuant to Council Minute 70.4/Nov/18, it was confirmed that a letter had been sent to Compass Travel and West Sussex County Council urging for service 16 to be retained. However, WSCC had recently announced the final bus changes for the county which stated service 16 was due to be withdrawn no sooner than April. Notwithstanding, WSCC had been requested to provide the reasoning behind this decision e.g. usage against cost, so Members could gain an understanding and a response was awaited.

Members were disappointed to learn of this decision and, as the alternative services were not sufficient replacements felt that pressure should still be exerted on WSCC for the decision to be overturned and alternative ways to retain the service be investigated.

**Resolved** – (a) That pressure should continue to be exerted on West Sussex County Council for bus service 16 to be retained in some way.

(b) Cllr Eveleigh to discuss the issue with Sompting Parish Council.

## **83. Other Matters:-**

### **83.1 Lancing Parish Youth Council**

The Minutes of LPYC's meeting on 19 December 2018 had been circulated for Member's information, the minutes for the meeting on 23 January 2019 would follow.

Cllr Eveleigh advised that while it had been hoped for the Community Garden to be completed before Christmas, other work commitments had prevented the volunteer who was going to construct it from doing so. It was now hoped that it would be completed by late February/early March. Cllr Jackson offered his help with the works.

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

### **83.2 Lancing Vision Group**

Cllr Eveleigh reported that the group had recently met to progress the arrangements for a design to go on lamp post banners to direct visitors into the village centre. Quotes from three designers had been considered to create a Lancing 'brand' and the group had agreed to engage with Cooperbilty, taking up Option 3 from his proposal. Subject to this Council's ratification, the designer would attend the next group meeting to start the design process. It was noted that the final design would require this Council and Adur District Council's approval before it was utilised.

The group had also submitted a recommendation to the Finance and General Purposes Committee for an amount of £3,000 (the full amount being £6,000 but 50% being contributed by ADC) to be included in the 2019/20 budget (as discussed at 80.2 above).

**Resolved** – That Cooperbilty be engaged by this Council to create a Lancing ‘brand’.

**83.3 Keep Lancing Safe**

The information detailed in the Notes of the last meeting on 11 January 2019 (submitted at item 79(5) above) was acknowledged.

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

**83.4 Lancing Volunteers Fair**

Cllr Pope provided an outline in respect of her suggestion to hold a Lancing volunteers networking event in the form of a 'Picnic in the Park' on Beach Green, in either June or July, for local volunteer groups could get together and showcase their organisation/services. It was recognised that a plan action, including a proposed budget, needed to be composed and submitted to the next Amenities and Environment Committee meeting for approval.

**Resolved** – That Cllr Pope and the Clerk compose a Lancing Volunteers Networking event action plan to be submitted to the Amenities & Environment Committee on 6 March 2019.

**84. Representatives on Outside Bodies**

None.

**85. Future Agenda Items**

None.

The meeting closed at 9.07pm.