

LANCING PARISH COUNCIL

Minutes of the Meeting of the Amenities & Environment Committee held on Wednesday 9 January 2019 2018 at 7:00pm.

Present

Chair: Geoff Patmore.

Councillors: Lee Cowen (from Minute 29.2), Lionel Parsons and Gina Scotting.

Ex-Officio: Cllr Mick Clark.

Public and Press: One.

Officer: Helen Plant, Clerk & Nick Wiltshire, Assistant Clerk.

24. Apologies

Apologies had been received, and with the reason outlined, were accepted from Cllrs Gloria Eveleigh, Danny Jackson and Liz Haywood.

25. Declaration of Substitute Members

None.

26. Declarations of Interest

None.

27. Public Forum/Questions

None.

28. Minutes of the Previous Meeting held on 7 November 2018

Resolved – That the Minutes of the previous meeting be approved.

29. Clerk's Report:-

29.1 Monks Rec Improvement Project Update

Deferred until the arrival of Cllr Cowen.

29.2 Monks Rec Public Toilets

Pursuant to Committee Minute 22.2/Nov/18, it was confirmed that Adur District Council had been contacted by email and a meeting between the Clerk and Head of Environmental Services, in an attempt to secure a positive future for the Monks Rec Public Toilets. It was reported that unfortunately, 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, nor was it 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.

As it was noted that 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.

Whilst it was reiterated that local authorities did not have a statutory duty to provide public toilets, Members acknowledged the general importance and value these public toilets had within Lancing and 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.

With that in mind, Members 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.

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

29.1 Monks Rec Improvement Project Update

It was reported that the Working Group had met on 18 December to receive BDP's presentation on the Developed Design Brief. A revised plan of the site, now drawn to scale, was circulated. It showed that the paths had been bowed out slightly to accommodate the correct size of the football pitches, but the main input required from the Group was to determine the components of the building as follows:-

- the changing rooms would need to comply with Sports England's recommended sizes, otherwise the grant aid application to that body would be rejected.
- the public toilets would need to be fitted out as robustly as possible, to include special blue lighting to deter drug users and no longer needed to be designated male/female.
- a preference was expressed for the public toilet to be of a sufficient size to enable it to be a 'Changing Place' toilet. It is anticipated that grant funding can be obtained to kit the toilet out with the specialist equipment required.
- concerns were aired regarding the high use of glass, but if that was the preferred design, then built-in shutters should be included.
- to have the ability to be easily amended or extended in the future should the need arise.
- the catering option of a good kitchen area, with a window serving hatch and seating for up to ten people was chosen.

Members' opinions differed when the question of whether fencing should be installed around the play area and muga, mainly because of the perception that dog owners would still not respect the site. However, after been shown examples, the overall preference was to have no fencing and for the muga to be of an un-conformed shape to include equipment for games such as basketball and netball.

It was accepted that the southern community garden area would need to be reconfigured to allow for the retention of the depot and garage in their existing sites, as it was unlikely that funds will stretch as far as provided replacement buildings.

BDP would now be drawing up more detailed plans which should enable costs to be drilled down further and would be presented to the Group in February to allow for any recommendations needing approval to be submitted to the Amenities and Environment Committee meeting on 6 March 2019.

It was also reported that whilst it had been anticipated for an application to be submitted to the Football Foundation by now, this application had to be completed through Sussex County FA. However, SCFA had advised that it was currently in the process of drafting up a Local Football Facility Plan as the Football Foundation expected any future applications to be identified within such a Plan. Regular chase-ups would be made with the SCFA to establish the progress of the plan.

Recent advice from Sports England in respect of reapplying to that fund had established that the next application should be submitted once the outcome of the Football Foundation application was known.

The Clerk advised that a meeting with a senior engineer from Adur District Council to establish whether ADC would assist with the production of an NEC3 contract had taken place, as this was necessary for the work BDP was carrying out, with associated costs in the sum of £2,000. Enquiries were also being made as to whether ADC had the capacity to Project Manage the overall scheme.

In the meantime, the Group were recommending for trees to be planted around the perimeter of the site, as a means of progressing the project on the ground. Advice would be sought from BDP to establish which tree specimens were most suitable.

The Committee's thoughts were requested in respect of engaging with a professional Bid Writer to assist the office in sourcing grant funding and with the completion of applications, but there would be an associated cost which would need investigating. However, some Members felt that the Council had sufficient expertise within its members and officers already without the need to pay for such a service.

Committee Members expressed concerns regarding the provision of only one unisex public toilet in the proposed building, but it was acknowledged that final design of the building had yet to be approved.

Resolved – (a) That Adur District Council be authorised to assist with the production of the necessary NEC3 contract between this Council and BDP;
(b) That the costs for Adur District Council to act as this Council's Project Manager for the Monks Rec Improvement Project. Project Manager for the overall scheme be established;
(c) That suitable trees be planted around the perimeter of Monks Rec imminently.
(d) That the costs of engaging a professional Bid Writer and whether there are members who have the expertise and time to assist the office in the completion of grant applications be established.

29.3 Christmas Festival Event 2018

It was reported that despite the inclement weather, the event had gone well. It was considered that the move to mirror the timing of the regular village market had worked better and it was recommended that those timings be retained for future Christmas events. The costs of the event had been kept within budget, so it was also recommended that £1,500 from the Events budget continued to be allocated to the Christmas Festival Event.

It was confirmed that the date of this year's regular village market was 21 December 2019. Whilst this may have been considered too late to hold the overall 2019 Christmas Festival

Event, as alternative options were likely to incur additional set up costs, it was agreed to continue the event as a joint venture with Adur Markets.

In respect of when the village's Christmas lighting was installed, and in response to comments raised on Facebook, a request was made to have the installation date brought forward to no later than the 1 December.

Resolved – (a) That the 2019 Christmas Festival Event takes place on 21 December 2019, in conjunction with Adur Market.

(b) That £1,500 be allocated from the 2019/20 Events budget for the 2019 Christmas Festival event.

(c) That the Christmas lighting contractor be instructed to install the scheme no later than 1 December 2019.

29.4 Beach Green Hire matters

i. a) Playzone operation 2018

It was confirmed that £1,000 had been received from DSH Leisure for the concession of the children's entertainment equipment on Beach Green during the school holidays. It was noted that the trial of the inflatable Crazy Golf course had not proved suitable for the location of Beach Green.

Resolved – That the information be noted.

b) Playzone Operation & School Holiday Entertainment 2019

In addition to the request to return with the Playzone, DSH Leisure had submitted a proposal for a 'Kidz Corner' project for summer 2019 on Area B and a western patch of Area A to install various attractions and charge a one off fee for a 2.5 hour session during the school holiday period, including a portable stage that could be brought in to put on free children's entertainment a couple of days a week. This would be an attraction in itself and something that would hold customers to the area.

In respect of payment to the Council for this to take place, the operator was offering a percentage of takings, as it had previously for the Playzone.

Resolved – The approval be granted to DSH Leisure for the return of the Playzone and proposed 'Kidz Corner' entertainment for summer 2019 for a percentage of the takings.

ii. Fireworks Event

a) 2018

A letter of thanks had been received from St Barnabas House via Showtime Amusements, the organiser of the Beach Green fireworks event, to confirm £768 had been raised from the collection at the event. Thanks were also extended to those Councillors who acted as marshals at the event.

Resolved – That the information be noted and publicised.

b) 2019

The 2019 Fireworks event was scheduled to take place on Wednesday, 30 October 2019 under the same format as in previous years.

Resolved – That the information be noted.

iii. Hire request for a Prosecco, Gin & Dance Event

A request had been received from South East Live for the hire of Area A on 25 May 2019 from 12pm until 10.30pm for a Prosecco, Gin and Dance event.

Resolved – That the hire of Beach Green for a Prosecco, Gin and Dance event on 25 May 2019 be approved.

iv. Personal/Circuit Training Sessions – review of free usage

Members were reminded that at the Committee meeting in July 2018 it was agreed that, given the number of training sessions taking place on Beach Green, a review should be carried out before the start of the 2019 session season as to whether a charge for the use of the green for this purpose was appropriate.

It was noted that whilst the Government discouraged councils from charging for ‘free’ keep fit events, such as Parkruns, there was a price to pay for taking part in these training sessions. However, taking into account the Council’s objectives, the limited number of participants at each session, that the sessions did not create any additional upkeep to the green and not least, the fact that it would be difficult to monitor who had or hadn’t asked permission to use the green, it remained the recommendation that the hire fee for personal/circuit training sessions be waived.

Whilst some Members were keen to introduce a charging scheme, the challenge of policing who had or hadn’t asked permission to use the green overturned the suggestion.

Resolved – That no hire fee be charged for personal/circuit training sessions on Beach Green.

v. Nordic Walking Sessions

A request had been received from Coast and Country Nordic Walking for the use of Beach Green to trial Nordic Walking sessions on Thursdays between 1pm-2pm, involving on average, ten people. The organisation had sufficient Public Liability Insurance.

Resolved – That Nordic Walking Sessions be authorised to take place on Beach Green at no charge.

vi. Swim Safe Open Water Safety Event – 24 to 28 July 2019

A repeat request had been received from Penguins Swim School for the above event to take place on Area C, i.e. free outdoor swimming session with fully qualified lifeguards and swimming instructors.

Resolved – That the use of Beach Green Area C by Penguins Swim School for a Swim Safe Open Water Safety event be approved at no charge.

vii. Craft Makers & Food Market 2019

Pursuant to Committee minute 22.4ii/Nov/18, it had come to light that the preferred date for this event, 17 and 18 August, fell on the same Saturday as the regular village market.

This was considered an opportunity to collaborate with the village market to bring it out of the village centre on one occasion during the year to advertise the fact the village had a monthly market, but Members’ views were requested. It was noted that the relevant Adur

District Council Members who oversaw the market were also being consulted on this suggestion.

Resolved – That Adur Markets be encouraged to collaborate with the Craft Makers & Food Market 2019 and for the whole event to take place on Beach Green on 17/18 August 2019.

viii. Hire request for an ‘Off-grid’ Camp Out

Following a request received last year from VW Heritage (classic car spares supplier), working on behalf of the charity Shelterbox, to put on a charity ‘off-grid’ camp out on Area A of Beach Green (Committee Minute 34.9ii/Jan/18 refers), which the organiser had to cancel due to competing commitments, the organiser had asked whether the event could take place in 2019. A specific weekend had yet to be confirmed, but it was likely to be in May or June. The details of toilet provision for the event participants would be confirmed with the organiser.

Resolved – That the hire of Beach Green by VW Heritage for a Shelterbox campaign be approved.

ix. Hire Request for a Fun Fair

A request had been received for the hire of the western part of Area A only by William Cole & Son Amusements. The fair would arrive 7 August 2019 and depart 19 August 2019, with the operational dates being 9 August to 18 August from 2pm-9pm, if approved. However, those dates coincided with the proposals at 29.4i(b) and vii above and it was unclear whether this was a cause for concern.

It was understood that Coles Fun Fair had been a regular attraction at Beach Green until recent years and the company was keen to make a return. However, as per previous hire arrangements, the company was offering an amount of £3,000 for the duration of use, as opposed to the £700 daily hire amount for all of Area A. An assurance had been given that if approved, this sum on offer would be paid to the Council by the 21-day deadline.

Members were satisfied that all three events could work together to create a full weekend of entertainment.

Resolved – (a) That the hire of the western part of Area A only by William Cole & Son Amusements from 7 – 19 August 2019 for the sum of £3,000 be approved, subject to the agreement of DSH Leisure and the Craft Makers & Food Market.

(b) That the Clerk arranges a co-ordination meeting if all three parties agree to (a) above.

29.5 Beach Green Lighting update

Pursuant to Committee Minute 22.5/Nov/18, it was confirmed that the arrangements for a public consultation was underway, to establish if this proposal was supported. An article would be published in the next edition of the Council’s Newsletter, with associated Facebook and website posts and local press release.

It was also confirmed that a further quote for the supply and installation of 6/8 units had been sought from SSE. It was hoped that this might prove reasonable as this company should be able to provide the new electrical connection directly for the new units.

Resolved – That the information be noted.

29.6 Skatepark Improvements

Whilst it had been hoped for the extension works to be carried out during January, the company had had to reschedule it for April (avoiding the Easter school holidays).

Resolved – That the information be noted.

29.7 Croshaw Play Area Update

Pursuant to Committee minute 22.7/Nov/18, it was confirmed that despite further attempts to prompt a response from members of Lancing United Football Club, a reply had not been received. Members were frustrated by this and felt let down by LUFC.

Notwithstanding, it was agreed to continue the project by trying to source other funding, not least by sending a polite request to Sompting Parish Council for a contribution, bearing in mind the site laid within that Council's boundary.

Resolved – That a funding request be made to Sompting Parish Council for a contribution towards the renewal of Croshaw Recreation Ground's play area equipment.

29.8 Bathing Water Classification 2018

It was reported that the Department for Environment Food and Rural Affairs had advised that Lancing's bathing water classification, based on monitoring data collected by the Environment Agency, had been classified as 'Good' - the same result since 2016 and an improvement on 2015's which was classified as 'Satisfactory'.

Resolved – That the information be noted.

29.9 Beach Patrol Incident Log 2018

The Lancing Beach Patrol Area Incident Log for 2018 was circulated for information.

Resolved – That the information be noted.

29.10 Beach Green Car Park Line Markings

Pursuant to Committee minute 22.8i/Nov/18, it was confirmed that the costs to re-mark the central bay area at Beach Green car park in an arrowhead design had been established. Whilst it had been envisaged for a double arrowhead design, there was insufficient space for this, but the line painting contractor had advised that a single headed arrow design would still serve the required needs, i.e. to increase the number of parking bays and prevent double parking.

The cost to remove the existing central parking bays and apply new markings was £985, 50% of which would be paid for by the car park licensee, District Enforcement. However, as there were insufficient funds in the 2018/19 Car Park budget, arrangements would be made for the works to be carried out at the start of the new financial year.

Resolved – That works to remove the existing central parking bays and apply new markings in a single arrowhead design be approved and carried out in the 2019/20 financial year.

29.11 Beach Green Bandstand – painting of a new design

Now that the official commemorations were over marking the 100th Anniversary of the end of World War 1, it was considered an appropriate time for the Bandstand to be repainted.

A local Church group had approached the Council to do this work, focussing images on a 'brighter tomorrow' and a mock-up was circulated at the meeting. Some of the group's members were professional painters thereby leading the activity, and as volunteers, the group would be covered by the Parish Council's relevant insurance. The cost of the materials would be met from the Council's Community Support Fund.

Resolved – That the Beach Green Bandstand be repainted with images depicting a 'brighter tomorrow' by volunteers.

29.12 Keep Britain Tidy – Great British Spring Clean

Following the introduction of the Council's Litter Campaign in early 2018, Members were reminded that it was subsequently agreed to run the campaign in conjunction with Keep Britain Tidy campaigns (Minute 8.6/Jul/18 refers).

It was reported that the next Keep Britain Tidy campaign is the Great British Spring Clean, running from 22 March until 23 April 2019. Views on whether the Council should host a stand-alone clean-up, join with another organisation, or other scheme, as well as deciding which location and on what specific dates were sought.

Resolved – That arrangements be made to carry out a joint clean-up event with Keep Lancing Lovely at Beach Green and the beach on the 31 March 2019, including the following elements – gazebo, DJ, West Sussex County Council Recycling team etc.

30. Other Matters:-

30.1 Lancing Air Raid Shelter

Cllr Patmore considered that as no further information had been forthcoming to substantiate the shelter dating back to World War II, the item should be removed from the agenda until at least some historic evidence, especially photographic, had been found of the air raid shelter being in use. The sign at the site requesting information would therefore remain in place for the time being.

Resolved – That the information be noted.

30.2 Highways Grass Verges Update - Encouraging residents to take pride in the grass verge outside of their own home

Cllr Parsons advised that he had attended the necessary West Sussex County Council Health and Safety training course, so this project could continue, bi-monthly grass verge tasks were carried out by residents, WSCC had granted the group a plant licence so bulbs could be planted in the verges, regular updates were provided to residents through newsletters and the group had become constituted so that funding could be applied for. Cllrs Parsons was pleased with the progression of the project and considered it had created a greater cohesion with residents.

As the project was now well underway and would be ongoing, it was considered no longer necessary to have the item on the agenda, but Cllr Parsons would advise otherwise if necessary.

Resolved – That the information be noted.

30.3 Antisocial Parking Update

Cllr Patmore advised that those cases that had been reported to the PCSO had been dealt accordingly and would continue to be so if any further cases were reported to Cllr Eveleigh. This would continue to be an ongoing strategy and it was agreed that this matter did not need to be on future Committee agendas.

Resolved – That the information be noted.

The meeting closed at 9.00pm.