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To: All Councillors

Notice is hereby given that you are required to attend the Full Council Meeting of Lancing Parish Council, to be held on Wednesday 1 March 2017 in the Council Chamber, Parish Hall, South Street at 7.00p.m.

Members are asked to note that, prior to the start of the Council meeting, there will be a presentation, in association with Sussex Association of Local Councils, in respect of 'Opportunities for Parish and Town Council Involvement in Health and Wellbeing in West Sussex' commencing at 6.30p.m.

AGENDA

102. Apologies

103. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

104. 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.

105. Minutes of Previous Meetings:-

105.1 Full Council held on 1 February 2017 (attached)

Any matters arising

105.2 Amenities and Environment Committee held on 8 February 2017 (attached)

Any matters arising

105.3 Finance & General Purposes Committee held on 15 February 2017 (attached)

Any matters arising

105.4 Planning Advisory Committee held on 15 February 2017 (attached)

Any matters arising

106. Chairman's Announcements/Report

106.1 AVA Information

Details will be provided at the meeting.

106.2 Lancing Parish Youth Council

The Chair will provide a verbal report at the meeting.

107. Report(s) of the Clerk:-

107.1 Citizen Advice Bureau

As Members are aware, Central and South Sussex Citizens Advice (CAB) has reviewed their service across their locations, in terms of funding constraints and client needs, resulting in a change to the provision of the Lancing service. Therefore, to meet the needs of Lancing residents a new outreach service will open in Lancing Library one day per week for face-to-face advice. CAB has stressed that this decision has not been taken lightly and has expressed their thanks to the Parish Council for providing the space and for how accommodating it has been to their needs over the past years.

Consequently, CAB will no longer require the space currently occupied in the Parish Hall. The current lease expires on 31 March 2017. However, CAB has requested an extension to the use of the offices until 30 April 2017 to allow the existing service to run until the end of March and to then be able to clear the space and make good in accordance with the lease, i.e. to remove all equipment and furniture, to make any repairs and redecorate as necessary.

The current rental charge on the office space is £7,250 per annum, including water rates. However, it is recommended that this amount is reviewed to ensure best value can be achieved in respect of the future rental of the space. The office has already received an enquiry to view the space and a verbal update will be provided at the meeting if progress is made in this respect.

Members are reminded that an amount of £2,000 is included in the Parish Council's 2017/18 budget, as it has been for a number of years as a grant to CAB. It is suggested that this donation is maintained, but reviewed during the 2018/19 budget.

Recommendation – (a) That approval be given to CAB's lease being extended by one month until 30 April 2017, free of charge.

(b) That a review of the current rental charge be carried out.

(c) Members' views are sought in respect of the future of the office space.

(d) Members' views are sought in respect of the grant to CAB included within the Parish Council's budget.

107.2 Skatepark

Members are asked to note that the start date for the construction continues to be delayed. The chosen contractor has had to arrange for a ground survey report to be carried out to confirm that there is no contaminated land in the area before any excavations begin. This is to comply with a request from Adur District Council's Environmental Health – Contaminated Land Officer in association with the planning conditions for the proposed drainage works.

107.3 Lancing Post Office

Pursuant to Council minute 98.3/Feb/17, it can be confirmed that the application to register the Post Office building, located at 40 North Road, Lancing, as an Asset of Community Value has been submitted to Adur District Council and a response is awaited.

107.4 Beach Green Hire Requests

The following requests have been received for the hire of Beach Green:-

- i. The use of Area A by Showtime Amusements for the annual fireworks event, including the funfair, on Wednesday, 1 November 2017, based on the same format as previous year's, i.e. the hire fee for the green is waived to act as the Parish Council's contribution towards the costs of the firework display.

It should be noted that a donation of £30 has been received from Showtime Amusements towards the Christmas Festival event in appreciation of the company being invited to attend as an attraction at the 2016 event.

Recommendation – That the hire fee for Beach Green Area A for the 2017 annual fireworks and funfair event provided by Showtime Amusements be waived.

- ii. A request has been received from Impulse Leisure, who are a non-profit distributing organisation providing leisure and recreation facilities to the local community, to start up a run around Beach Green, in partnership with Great Run Local and to commence in April 2017 on Sunday mornings between 9.30-10.30am. The run is to encourage people who are inactive and do less than 30 minutes exercise a week to take part and run, walk, jog or crawl either a 2k or 5k route.

The proposed routes incorporate the shared cycle/footpath, but providing the route is advertised well in advance this is not considered to be an issue as the event will be marshalled and has received the support of West Sussex County Council.

It is suggested that, as this event is being arranged by a non-profit organisation and is to encourage people to get fit, the Parish Council does not charge for the use of Beach Green for this event.

Recommendation – That Impulse Leisure be allowed the use of Beach Green free of charge for the Great Run Local events only.

108. Other Matters:-

108.1 Unveiling Event for the Basque Children Blue Plaque

Cllr Cowen will provide an update in respect of the unveiling event for the Basque Children blue plaque.

108.2 Garden Competition

Cllr Monk will provide a verbal update in respect of the Garden Competition.

108.3 Community Cinema

A verbal update in respect of the second Community Cinema showing that screened on 20 February 2017 will be provided.

Cllr Monk will also outline plans for the future of the Community Cinema beyond the end of the trial period (April 2017).

108.3 Lancing Air Raid Shelters

Cllr Patmore will provide an update in respect of the air raid shelters in Lancing being opened to the public.

108.4 Millennium Handshake

Cllr Patmore will provide an update in respect of the Millennium Handshake.

109. Report(s) of Representatives on Outside Bodies

None at the time of writing the agenda.

110. Future Agenda Items

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

At this juncture, the Chair will close the meeting as the following matters will be discussed in confidence under Standing Order 12 as the items relate to discussions affecting employees of the Council.

111. Staffing Matters

111.1 Job Description for the role of Assistant Clerk

Pursuant to Council Minute 67(b)/Nov/16, the job description for the role of Assistant Clerk will be circulated to Members prior to the meeting. This document is based on a model job description and adapted to suit this Council's requirements.

Recommendation – That the job description for the role of Assistant Clerk be approved.

111.2 Appointment of new Parish Clerk

Pursuant to Council Minute 81/Dec/16, the interviews for the post of Parish Clerk duly took place on 16 February 2017. The Chair will provide a verbal report in respect of the outcome and subsequent decision of the Interview Panel.

Recommendation – That the Council endorses the decision of the Interview Panel.

Please note that all Parish Council Meetings are open to members of the public, and that copies of agendas will be posted on the internet and available at each meeting or by request, in advance, by telephoning 01903-753355.



Helen Plant
Acting Clerk to the Council
Date: 22 February 2017