

Lancing Parish Hall
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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 5 April 2017 in the Council Chamber, Parish Hall, South Street at 7.00p.m.

Members are reminded that, prior to the start of the Council meeting, there will be a short Training Session commencing at 6.30p.m.

AGENDA

112. Apologies

113. 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.

114. 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.

115. Minutes of Previous Meetings:-

115.1 Full Council held on 1 March 2017 (attached)

Any matters arising

115.2 Amenities and Environment Committee held on 8 March 2017 (attached)

Any matters arising

115.3 Finance & General Purposes Committee held on 15 March 2017 (attached)

Any matters arising

115.4 Planning Advisory Committee held on 15 March 2017 (attached)

Any matters arising

116. Chairman's Announcements/Report

116.1 AVA Information

- i. Details of the shop visits will be provided at the meeting.
- ii. AVA has 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 is not known.

Recommendation – 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 will provide a verbal report at the meeting.
- ii. The Council is requested to approve the administrative support of a Council officer to the Youth Council and to nominate two Councillor representatives to attend the Youth Council meetings.

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

(b) That two Councillors be approved as Lancing Parish Council representatives on the Lancing Parish Youth Council.

116.3 Lancing Vision Group

The Chair will provide 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 can be confirmed that the Central and South Sussex Citizens Advice (CAB) services will transfer to the Library every Tuesday from 4 April 2017. The office space is currently being vacated and made good.

A review of the current rental charge (£7,250 per annum, including water rates, but Members are reminded that CAB received a £2,000 grant to offset this amount) has been subsequently carried out by two commercial letting agents and the values are as follows:-

Room (per annum)	Letting Agent 1	Letting Agent 2	Average
Main room (Chamber size)	£6,600	£4,500	£5,550
Corridor office 1 & 2 (each)	£3,000	£1,275	£2,138
Corridor office 3	£4,200	£1,675	£2,938
Upstairs area	£9,000	£3,275	£6,138
Total (per annum)	£25,800	£12,000	£18,902

The letting agents indicated that there was a market for local office space.

It can be 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 is well underway and would be costly to change and would further delay the arrangements.

It can also be confirmed that three community organisations have emailed expressions of interest in the North Wing space, but none of these require all the rooms. It is unclear whether any of these organisations could work with each other to share the various rooms or whether these organisations will be able to afford the amount of rent the Council agrees to set. However, Members should bear in mind that being a charity or not-for-profit organisation does not prevent that organisation from paying the going rate – there are various revenue streams available to these groups that can assist with such costs. The Council also needs to show that it manages its assets appropriately and provides best value.

Recommendation – Members’ views are requested on the future use of the vacant Parish Hall North Wing office space.

117.2 Skatepark

- i. It can be confirmed that a ground survey has now been carried out and the results are due to be sent to Adur District Council’s Environmental Health – Contaminated Land Officer shortly. It is anticipated that the planning conditions will consequently be met before long and a construction start date can therefore be set.
- ii. In anticipation of the skatepark completion, a number of suggestions have 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 should be installed.

Recommendation – That the Council submits a proposal to West Sussex County Council to install a pedestrian crossing in place of the current island to the east of the mini roundabout to the south of South Street.

117.3 Lancing Post Office

Pursuant to Council minute 98.3/Feb/17, a response is 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 was submitted to Adur District Council.

117.4 Kids4Fun Lancing

As reported to the Amenities & Environment Committee, a local resident, Ms Kayleigh Woodison, 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 are held around the country, which was supported by the Committee (A&E Minute 73.3iii/Feb/17 refers).

Ms Woodison has gained a number of supporters and consequently, a formalised group has been set up in the name of Kids4Fun Lancing. This will allow the group to also apply for grant funding towards the costs of this and any future events. The group agreed that an officer of Lancing Parish Council should be a member of Kids4Fun Lancing, as this will help with certain aspects of the event arrangements. Subsequently, the Council is now requested to approve this representation.

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

Recommendation – 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 can be confirmed that the Beach Patrol have 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 (*attached*)

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.

Recommendation – 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 (*attached*)

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 has recently met and the recommended draft document is now attached. The aim of the document is 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 is suggesting that the Value for Money Working Group becomes a Sub-Committee of the Finance and General Purposes Committee, as that Group is considered to serve a genuine purpose. It also recommends that the Community Awards Panel is discontinued as it has not carried out its role during the past two years.

Recommendation – (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 (*attached*)

A review has been carried out in respect of the calendar of Council and Committee meetings, as the system of monthly meetings is considered excessive and unnecessary when compared against other local councils of a similar size.

As the proposed calendar reduces the number of overall meetings for both Council and Committees, it is suggested that the 2017/18 calendar is trialed over the year. This will ascertain whether there has 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.

Recommendation – That the submitted Calendar of Council and Committee meetings be approved, on the proviso that the revised schedule be trialed during 2017/18.

117.9 Data Protection Policy (*attached*)

It was recently established that the Council does not have a Data Protection Policy in line with the Data Protection Act. A draft policy is therefore submitted for approval.

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

117.10 Review of Health & Safety Risk Assessment (*attached*)

The Finance and General Purposes Committee reviewed the Health and Safety Risk Assessment and now requires approval by full Council (Committee Minute 105.1 refers).

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

118. Other Matters:-

118.1 Sustainable Transport Package Study

Councillors were recently invited to attend a Workshop in respect of 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 is being considered for Adur District including Lancing, Shoreham-by-Sea, Sompting and Southwick.

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

Cllr Parsons attended this workshop and will provide a verbal report at the meeting.

118.2 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.

118.3 Garden Competition

Cllr Monk will provide a verbal update in respect of the Garden Competition, including that £50 sponsorship has been received from Jacob Steele Estate Agents.

118.4 Community Cinema

- i. A verbal update in respect of the third Community Cinema showing that screened on 20 March 2017 and subsequent Working Group meeting will be provided, including the Groups recommendation that the Community Cinema project is permitted to continue beyond the trial period (April 2017).

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

- ii. Subject to the decision of 118.4i above, the Council is asked to consider the creation of a 'Holding Account' for the Community Cinema funds. This will allow the grants received during 2016/17 from the Council's Small Projects Fund, Southern Water 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.

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

118.5 Lancing Air Raid Shelters

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

118.6 Millennium Handshake

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

118.7 Purchase of a defibrillator for the Parish Hall

Cllr Bridges will expand on her suggestion in respect of a defibrillator for the Parish Hall.

118.8 Heritage display cabinet for the Parish Hall foyer

Pursuant to Council Minute 95.3/Feb/17, Cllr Patmore will expand on the suggestion of heritage display cabinet/s for the Parish Hall foyer to exhibit local historic artefacts.

118.9 Widewater Causeway and Footpath leading to A259

Cllr Patmore will propose that pressure is 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.

118.10 Beach Green Promenade Lighting

Cllr Butcher will expand 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.

119. Report(s) of Representatives on Outside Bodies

None at the time of writing the agenda.

120. Future Agenda Items

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

121. Exclusion of Press and Public

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

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

Recommendation – That the submitted Financial Risk Assessment be approved.

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
Clerk to the Council
Date: 29 March 2017