

Lancing Parish Hall
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To: **Members of the Amenities & Environment Committee**

CLLrs: Carol Albury, Ann Bridges, Liz Haywood, Lee Cowen, Geoff Patmore, Lionel Parsons and Gina Scotting.

Ex-Officio: Cllr Gloria Eveleigh, Chair and Cllr Mick Clark, Vice-Chair

To: **Other Councillors for information**

Notice is hereby given that you are required to attend the meeting of the Amenities and Environment Committee which will be held on **Wednesday 17 January 2018** in the Council Chamber, Parish Hall, South Street at 7:00 pm.

A handwritten signature in black ink, appearing to read "H. Plant".

Helen Plant
Clerk to the Council
11 January 2018

AGENDA

29. Apologies

30. Declaration of Substitute Members

31. 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.

32. 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.*

33. Minutes of the Previous Meeting held on 15 November 2017 (attached)

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

34. Clerks Reports:-

34.1 Monks Rec Improvement Project (details attached)

The Improvement Project Working Group were presented with the End Strategy Report by BDP on 4 January. This is based on the initial Landscape Design Strategy, but concludes with an illustrative masterplan of the preferred design option. It should be noted that the masterplan is for illustration purposes at this stage as elements such as the new building could change shape or orientation to suit budgets and local needs. The budget costings have recognised that there may be financial constraints and a phased approach to the scheme has been laid out, with the initial cost being for site surveys to be carried out to ensure the elements of the plan can be sited where illustrated.

The group considered it appropriate for the final scheme to include local character features, such as flint walls or reference to the carriage works in some way. It was acknowledged that such features are likely to be expensive, but it was believed that there are ways such features can be achieved.

The next step for the project is for a public consultation to be carried out to ensure the community are behind the proposed scheme and which might also highlight any flaws or further improvements.

The group agreed that there was a need to advertise the consultation as widely as possible and to all age groups and the next meeting on 25 January will finalise the consultation survey and how and where it should take place. It was agreed that the consultation should run until the end of April.

Recommendation – That the illustrative masterplan be subjected to public consultation.

34.2 Christmas Festival

The Christmas Festival was successfully held on Saturday 16 December 2017.

As part of the evaluation, a meeting has been held with Adur District Council's Markets Officer. This established that it would be beneficial for the timing of future events to mirror the village market, i.e. 9am-1pm, diversion signs to be in place as well as road closure signs and for additional manpower to be on hand. Admittedly, it was unfortunate circumstances that prevented any Parish Council staff from being in attendance on the day and this will be addressed for future events.

It was also disappointing that due to 'operational challenges' resulting in additional costs to ADC, the Parish Council were charged for the first time for the hire, delivery, set up and closed-down of the market stalls required for the Christmas Festival. Had it not been for the Parish Council introducing a charge to its own stall holders, the budget would have

gone over the agreed amount. It is likely that this charge will be incurred in future years and will therefore be included in future costings.

Members are asked to further evaluate the event and whether any improvements are required for Christmas 2018.

Recommendation – Members’ views are requested.

34.3 Beach Green Anti-Tank Block (*details attached*)

An A1 size (841mm x 594mm) information panel for the Beach Green anti-tank block has been designed and the final draft is attached to the agenda for approval. It can be confirmed that the wording has been approved by local historian Mr Philip Fry. The cost of the panel is £820, which has already been approved by full Council (Minute 36(d)/Sept/17 refers).

For the best display, it is suggested that the anti-tank block is moved from its current location behind SETyres and sited next to the Parish Council’s noticeboard adjacent to the entrance gates. This is for two reasons; the first is that location is more open and generally has a higher footfall, and the second is to protect the noticeboard from being collided with again. It is anticipated that the block can be moved at minimal expense.

Recommendation – (a) That the anti-tank block information panel design, as submitted, be approved.

(b) That the anti-tank block be relocated beside the Council’s Beach Green noticeboard.

34.4 Royal Wedding Celebratory Event

In anticipation of the wedding between Prince Harry and Meghan Markle on 19 May 2018, it is suggested that a community event is organised on Beach Green to celebrate the occasion. Members’ views are sought as to whether the idea should progress and what the event could encompass and how much budget to allocate it.

Recommendation – Members’ views are sought.

34.5 World of Widewater

i. 21st Birthday Celebration

WoW turns 21 years old this year and the group are planning an associated event, including a guest speaker, activities and entertainment on Saturday, 21 April 2018 between 2-4pm. This will give the group and the Parish Council the opportunity to raise awareness of the lagoon’s importance and to celebrate the installation of the information panels that WoW received grant funding for.

Recommendation – That £100 from the Events budget be allocated towards World of Widewater’s 21st Birthday Celebration.

ii. Replacement Information Booth

For some time, WoW has been thinking about replacing the current information booth located in the car park near the kiosk with a visually pleasing visitor/learning/information hub. The group gathered views from approximately 100 people who had an interest in the area back in 2015.

A working party consisting of WoW Committee members has been formed and has been receiving valuable guidance and input from West Sussex County Council's Principal Community Officer and a Design Brief Worksheet has been produced.

The next stage is to gather expressions of interests from Designers, but before that is progressed, the support in principle of Lancing Parish Council in respect of this venture is duly sought.

Recommendation – That the Committee supports World of Widewater's plan to replace the information booth with a visitor learning hub in principle.

34.6 Memorial Seat Terms & Conditions (*attached*)

The Parish Council has, for many years, operated a successful memorial seat scheme. However, it has become apparent from a recent request that there doesn't appear to be any associated terms and conditions. With that in mind, the attached Terms and Conditions have been produced using a model.

Recommendation – That the Memorial Seat Terms and Conditions, as submitted, be approved.

34.7 The Globe School – Beach Green Suggestions

Pursuant to Committee Minute 14.11/Jul/17, the associated costs and feasibility of having a crazy golf course on Beach Green have been investigated.

The costs to install a permanent course start from £25,000. Simple portable outdoor units start from £2,000. Whilst this might be considered achievable, further complications to consider include, the best location for the course, how the clubs and balls can be hired out, what to charge, who would oversee the management of it and a suitable storage location for the units.

Recommendation – Members' views are requested.

34.8 2017 Beach Green Fireworks Event

A letter of thanks has been received from St Barnabas House via Showtime Amusements, the organiser of the Beach Green fireworks event, as £893.83 was raised from the collection at the event.

Recommendation – That the information be noted.

34.9 Beach Green Hire requests

i. Thai Festival – Saturday 30 June & Sunday 1 July 2018

A request has been received for the above to take place on Area A of Beach Green. Event elements consist of authentic Thai cuisine, Thai dancing, costumes and entertainment.

Recommendation – That the hire of Beach Green for a Thai Festival be approved.

ii. 'Off-grid' Camp Out – 28-29 April 2018

A request has been received 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.

Shelterbox provide shelters and emergency provisions for those caught up in disaster areas such as hurricanes, tsunamis etc. who have lost everything. This event is to allow sponsored individuals to live off grid for a weekend to experience the situation for themselves.

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

34.10 World War 1 Centenary Commemorations 2018

An invitation has been received from The Royal British Legion to support their ‘Silent Soldier’ initiative to commemorate 100 years since the end of WW1. The soldier is a life size silhouette, a poignant symbol and moving tribute highlighting the sacrifice all men and women gave across the nation during the First World War.

The silhouettes can be sponsored at a cost of £250 each and it is suggested that the Council sponsors one soldier, to be funded from the 2018/19 Events budget and located by the War Memorial on South Street, and that other sponsors are sought through a local advertising campaign via the Council’s website/Facebook page and a press article, so that more can be located within Lancing as coordinated by this Council.

Recommendation – (a) That the Council sponsors a Royal British Legion ‘Silent Soldier’ with the cost being covered from the 2018/19 Events budget.
(b) That the Council coordinates a local advertising campaign for other soldiers to be sponsored by local businesses/organisations.

34.11 Installation of a Drinking Fountain on Beach Green

Members will be aware that there has been a lot of news articles recently as to how the unacceptable amount of plastic waste can be tackled. As a small way towards this issue, a suggestion is made for a drinking fountain to be installed on Beach Green to allow people to refill their existing drinks bottles.

There is already a water tap in use, located between the kiosk and the telescope, but costs and overall feasibility to buy and install a drinking fountain will need to be investigated if Members approve of the idea.

Recommendation – That investigations be made into the costs and feasibility of a drinking fountain being installed at Beach Green.

34.12 Request to install Information Panel at Beach Green by Marine Conservation Society

The Marine Conservation Society are requesting permission to install an A1 size sign containing information about local marine ecology, seabed protection and sustainable fishing to raise awareness of the Marine Conservation Zones on Beach Green seafront near to the telescope. These zones are a group of nationally important marine reserves that protect fragile and rare marine wildlife and habitats and act as a ‘blue belt’. The local zone to Lancing is Kingsmere, which lies 3-6 nautical miles offshore (5-10km) and it protects spawning black sea bream, undersea chalk reef and rock with a thin sediment veneer (an important habitat for a variety of creatures, including anemones and whelks).

The Society are applying to the Rampion fund towards the costs of a number of signs to be sited along this coast and an associated website.

Recommendation – That permission be granted for the Marine Conservation Society to install an A1 sized information panel on the seafront adjacent to Beach Green.

35.0 Other Matters:-

35.1 Lancing Air Raid Shelters

Following the approval for the cost of a structural survey to be carried out (Council Minute 68.5/Jan/18 refers), this will be arranged as soon as possible.

Recommendation – That the information be noted.

35.2 Beach Green Promenade Lighting Working Group

It is anticipated that an update will be provided at the meeting.

35.3 Litter Campaign

Pursuant to Committee Minute 28.3/Nov/17, the Working Group have met twice. The agreed goal of the campaign is *'To stop people littering and not picking up after their dogs.'* Following a Facebook request for residents to submit their campaign motto's, it was agreed to choose *'Clear it up, pick it up or PAY UP!'* as the preferred option as this encompasses both elements of the campaign. An emoji-poo costume will be purchased, and a litter critter costume created to act as the campaign mascots.

A launch event on Beach Green on Sunday, 25 February 2018 between 10am and 12pm was considered appropriate as that date ties in with Keep Lancing Lovely's litter pick and links in with the Great British Spring Clean campaign. The launch event will be well advertised, including a mass of posters around Beach Green. The group are meeting again on 18 January to finalise the poster details.

Recommendation – That the Committee endorses the work of the Litter Campaign Working Group.

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