

LANCING PARISH COUNCIL

Minutes of the Full Council Meeting held at the Council Chamber on Wednesday 22nd April 2026

Councillors present: Denyse Whillier (Chair), Lee Cowen (Vice Chair), Carol Albury, Douglas Bradley, Ann Bridges, Mandy Buxton, David Devoy, Vanessa Evans, Liz Haywood, Mike Mendoza, Steve Neocleous, Joe Pannell, Kathryn Penny and James Strudwick.

Officers: Steven Trice (CEO/Clerk) **Members of the Public:** None

The Chair welcomed all present and read the safety announcement.

131. Apologies for Absence

Apologies were received from Carson Albury

132. Declarations of interest

None.

133. Public Participation and questions

None.

134. Minutes of the Council Meeting held on [5th March 2026](#)

It was **RESOLVED** that the minutes of the 5th March 2026 are a true and accurate record of the meeting.

135. Minutes of the Council Meeting held on [11th March 2026](#)

It was **RESOLVED** that the minutes of the 11th March 2026 are a true and accurate record of the meeting.

136. Reports

The following reports were received:

- i. [Clerk's report](#) – the Clerk's report was noted without comment.
- ii. Chair's Report – the Chair reported ongoing fortnightly meetings with the CEO/Clerk and the development of a strategic plan that would inform and lead into a staff appraisal process, so Members and staff had a clear understanding of the direction of travel of the Council and its priorities.
- iii. West Sussex County Councillor Report
Nothing to report.
- iv. Adur District Councillor Report
Cllr Carol Albury reported that Lancing Bowls Club was very proud to have received the Community Award presented by the Council at the Annual Parish Meeting. The invitation for Councillors to visit the club and try a game of bowls remained open.
Cllr Cowan advised that rogue enforcement officers were operating along the coastal strip. The CEO/Clerk referred Councillors to his circulated email regarding the matter.

- v. **Action and Working Group Reports**
Cllr Carol Albury reported that a wash-up meeting had been held following the successful East Fayre event. The principal issue discussed concerned the management of Easter Egg distribution for next year, as demand had been high and some recipients had not completed the trail to qualify. It was suggested that tickets should instead be issued upon submission of completed trail forms.
- vi. **Any other outside Body Representative Reports**
Cllr Mendoza reported that, following a lengthy pause in meetings, he had been invited to attend a meeting relating to Brighton City Airport.
Cllr Cowan advised that he was attending the Brighton & Hove Albion Foundation Community Steering Group meeting and would circulate the notes once available, as he had done previously.
Cllr Buxton reported that Lancing FC continued to face difficulties in league competition, with their final match being played away at Guernsey.
Cllr Carol Albury informed Members that Friends of Lancing Ring had held its Annual General Meeting.
Cllr Evans invited Councillors to attend the World of Wadewater celebratory meeting and AGM, to be held on 14 May 2026 at the Parish Hall.

137. **Committee Reports**

The following committee reports were received:

- i. Amenities, Community, and Environment Committee (Meeting held [1st April 2026](#))
- ii. Finance and Governance Committee (meeting held [8th April 2026](#))

Without comment **Members NOTED the Committee reports**

138. **Finance**

The following reports were received:

- i. Income and expenditure summary report ([March 2026](#))
- ii. Payments List ([March 2026](#))
- iii. Bank Reconciliations ([March 2026](#))

Without comment **Members NOTED the three reports presented.**

139. **[Reserves Policy](#)**

Members received the Reserves Policy as recommended by the Finance and Governance Committee.

Without comment **Members NOTED the Committee reports**

140. **[Public Works Loan](#)**

Members considered the recommendation of the ACE Committee and the requirement for Full Council approval of an application to the Public Works Loan Board, at the appropriate time, to support the development of a Visitor Centre at Wadewater Lagoon. The CEO/Clerk advised that a further £66,000 had potentially been identified from Section 106 monies allocated to Lancing, subject to approval by Adur District Council following the elections. It was noted that this funding would reduce the level of any required Public Works Loan. Cllr Neocleous expressed concerns regarding the possibility that repayment of the Public Works Loan could require an increase in the precept, notwithstanding the income anticipated to be generated by the project to offset

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part of the financial burden. It was noted that the resolution was required to enable the CEO/Clerk to apply when necessary, and that a detailed business plan would be brought back to Full Council for consideration. Cllr Neocleous requested that all aspects of the design and build costs be explored to minimise the amount of borrowing required and highlighted that support may be available from local businesses. It was also noted that a local Construction Forum, hosted by West Sussex County Council, would provide an opportunity for the Council to present its plans and seek assistance. Members welcomed the possibility of securing support from local businesses and agreed with the recommendation that the Council approve borrowing of up to £500,000, whilst expressing the hope that the final amount borrowed would be significantly lower.

Members **RESOLVED** unanimously that:

- a) an application be made to the Secretary of State (Public Works Loan Board) for the borrowing of up to £500,000 to fund the development of a Visitor Centre at Widewater Lagoon;**
- b) authority to submit the application be delegated to the CEO/Clerk at the appropriate time, following Full Council approval of the business plan; and**
- c) the CEO/Clerk seek to minimise the value of the loan by investigating opportunities to utilise local businesses and contractors.**

141. Confidential Session

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

142. Retaining Wall at Beach Green

Members noted the update and the potential direct impact on Parish Council services and land arising from any works required to repair the sea defence wall at Beach Green. They also noted the immediate works needed to secure the failed section of the retaining wall in the short term, together with the importance of working closely with the Environment Agency as it undertakes a full review of the wall ahead of its report being published in the autumn. Members further noted the land ownership issues identified through discussions with the Environment Agency and Adur District Council and wished for these matters to be addressed during the period leading up to the Environment Agency producing its plan for the whole of the wall alongside Beach Green. It was also requested that Beach Hut holders were kept informed about the forthcoming works and engaged with as the Environment Agency progressed their immediate plans and the, at the appropriate time, when any long-term works were planned.

Members **RESOLVED** to instruct the CEO/Clerk to:

- a) Progress discussions with the Environment Agency on this matter.**
- b) Address any land ownership issues along Beach Green.**
- c) Engage appropriately with Beach Hut owners and other users of Beach Green at the relevant time.**

143. Bank Holiday Market

Members considered the advice provided by the Trading Standards Officer prior to the meeting, along with the CEO/Clerk's report outlining concerns about the future of the Market. It was agreed that, subject to appropriate measures and monitoring processes

being put in place, the Market could resume on 25 May 2026. Furthermore, provided no further incidents relating to the sale of goods occur in May, the August market would also be permitted to proceed. Members agreed to review the current licensing arrangements, supported by legal advice, to better protect the Council's position. Members also requested that a full tender process to procure future agreement for the Market be undertaken in the autumn for the provision of markets at Beach Green 2027 and onwards.

Members **RESOLVED** to:

- **Note the cancellation of the Market on 4 May 2026.**
- **Permit the Market to resume on 25 May 2026 and then on the August Bank Holiday weekend, subject to the following conditions:**
 - **A formal warning letter to be issued to the Market provider regarding concerns about the sale of counterfeit goods.**
 - **The Market provider to present a clear and robust plan to the Council and Trading Standards outlining how such issues will be addressed and what enhanced measures will be implemented.**
 - **Legal advice to be obtained regarding management, liability, and enforcement options available to the Council should further incidents occur at future markets.**

144. Items for information and/or inclusion on future agendas
None.

There being no further business the meeting closed at 7.51pm