

LANCING PARISH COUNCIL

Minutes of the Full Council held at the Council Chamber on Wednesday 2nd September 2026

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

Officers: Steven Trice (CEO/Clerk)

Members of the Public: None

The Chair welcomed those present and read the safety announcement. The Chair reminded Members of meeting etiquette and asked that Members speak in turn when asked. The Chair advised that she would endeavor to maintain the correct order of speakers and ensure all Members had an opportunity to speak before inviting those wishing to respond further to do so.

036. Apologies for Absence

Cllrs Carson Albury, Fairman, Haywood, and Mendoza.

037. Declarations of Interest

None.

038. Public form and questions

None

039. Minutes of the council meeting held on [8th July 2026](#)

It was **RESOLVED** to approve the minutes of the full council meeting held on 8th July 2026 as a true and accurate record.

040. Reports

To receive the following reports and agree recommendations

- i. [Clerk's Report](#) - The CEO/Clerk made the updates to support his report and then welcomed questions.
 - Widewater Visitor Centre – Five quotations had been received for progressing the proposed Visitor Centre through the planning process. These would be reviewed by the CEO/Clerk, with support from Sunninghill Construction, and a report presented to the Working Group.
 - Padel Courts – Monks Recreation Ground – The planning application was expected to be submitted the following week. Members noted that the Courts would not be covered at this stage.
 - Youth Hub Extension – Plans had been received to enable the planning application to be submitted.
 - North Farm Road – The first round of consultation feedback had been obtained as directed by the Council. The second round would not be released until after consideration by the Growth Committee. The Council's agreed position would be included in the report.
 - August Bank Holiday Market – The Market had passed without major incident, with one stallholder removed from site.

- Crowshaw – Anti-social behaviour issues were noted. The CEO/Clerk was working with local Councillors and residents to review the area.

Cllr Devoy asked when Adur Voluntary Action would move into the Parish Hall and whether rent would be payable. The CEO/Clerk advised that, due to works required to the office space, occupation was anticipated from October at the earliest. The rent for the first six months would reflect the amount currently paid by the organisation at its current location.

Cllr Neocleous raised concerns regarding the omission of a covered roof from the proposed Padel Courts. The CEO/Clerk advised that this was a financial decision and that he had only recently been made aware of the change. Members noted that the omission could increase the risk of noise concerns being raised through the planning process and could affect the level of income generated and the amount payable to the Parish Council. Cllr Cowen felt that it may make the courts more aseptically pleasing and less overbearing on the site.

- ii. Chair's Report - The Chair reported that;
 - CEO/Clerk Meetings – Fortnightly meetings with the CEO/Clerk had continued, with the main focus being the development of the Strategic Plan, which was to be considered later in the agenda.
 - CEO/Clerk Appraisal – The CEO/Clerk's appraisal had been completed by the Chair of the HR Committee, Cllr Evans, and the CEO/Clerk.
 - Climate Change Emergency Briefing – The screening had been successful, with over 100 attendees. Local groups supported the event and engaged with residents. The Community Engagement and Events Manager was commended for organising the event.
- iii. West Sussex County Councillor Report
None.
- iv. Adur District Councillor Report
Cllr Cowen reported that;
 - The appointment of a developer to complete the Mash Barn development was progressing following the original contractor entering administration. Procurement and due diligence were ongoing, with three potential rescue contractors under consideration with the completion of the development anticipated by the end summer 2027.
 - It was noted that travellers had arrived at Norton Road/Elm Grove shortly before completion of the height barrier works. Notices to leave had been issued and the site had since been vacated.
 Cllr Albury reported that;
 - Four deliberate fires at Lancing Ring on consecutive nights, caused considerable damage. Additional policing had been requested, although the response had been referred to PCSOs whose working hours ended at 8.00pm. The risk of further fires was noted, together with the Adur Ranges' consideration of rewilding.
 - The roll-out of food waste bins had commenced. Reports of lids not closing properly had been received, with residents advised bending them back into position. Replacement arrangements would be considered in due course.

- It was reported that funding had been secured for restoration of the large Dew Pond at Lancing Ring, with works completed. Works to the smaller pond were expected to be completed within the week.
- It was noted that the Beach Green Rest Home had agreed to take on a planter at Beach Green.

Cllr Pannell reported fires at Crowshaw Recreation Ground and advised that Cllr Mendoza was liaising with relevant agencies regarding the travellers. Councillors were also engaging with and updating residents.

- v. Action and Working Group Reports
None had been held since the last meeting of the Council. The CEO/Clerk informed Members that such would resume in due course.
- vi. Any other outside Body Representative Reports
Cllr Albury reported that the Church Parochial Council still had funds available for families or individuals in need of support. It was confirmed that there was no limit to the funds available. It was asked if someone could apply towards funeral cost, which was confirmed if they were genuinely in need and based in the St Micheal and St James catchment area.

041. Committee Reports

To receive the following Committee Reports

- i. Finance & Governance Committee (meeting held [15th July 2026](#))
- ii. Amenities, Communities and Environment Committee (meeting held [24th June 2026](#))
- iii. Amenities, Communities and Environment Committee (meeting held, 5th August 2026)

Without comment **Members NOTED** the **Committee reports**

042. Finance

The following reports were received.

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

Without comment **Members NOTED** the **Finance reports**.

043. [External Auditors Certificate and Notice of Conclusion of Audit](#)

Members thanked the Finance Officer and Assistant to the Clerk for their hard work in achieving clean audit for 2025/2026.

Members RESOLVED to note and adopt the External Auditors Certificate and Notice of Conclusion of Audit for 2025-2026

044. [Appointment of a New Councillor](#)

Members were pleased to appoint the newly elected Cllr Victoria Fairman onto the Council's Planning Committee and that she also be added to the Youth Working Group and Events Working Group.

The membership positions as per the minute above were RESOLVED for Cllr Fairman.

045. [Establishment of an Older Persons Action Group](#)

Cllr Evans presented her motion, which sought the formation of an Older Person Action Group, which was agreed by the Council. With this Councilors were appointed to the Working Group that would be overseen by the ACE Committee. It was noted, in her absence, that Cllr Fairman had expressed a wish to sit on the Action Group.

It was RESOLVED to form an Older Persons Working Group, with membership of Cllrs Evans, Fairman, Bridges and Buxton.

046. [Re-Execution of Leases – Electric Vehicle Charging Points](#)

Members recognised that the leases for Beach Geen and Widewater had previously been approved and that the charging machines were already in situ. It was therefore noted that the requirement to use the Council's seal had been overlooked when the leases were originally signed.

Members RESOLVED to authorise the use of the Council's seal in the execution of the leases for the electric vehicle charging points at Beach Green and Widewater Car Parks, in addition to the signatures of the CEO/Clerk, Chair and Vice Chair of the Council.

047. [Report - Strategic Plan](#)

The CEO/Clerk presented the draft Strategic Plan and sought Members' views and comments. It was noted that the Plan would help direct the work of Council Officers, with the Council's agreed priorities and KPIs incorporated into staff appraisals.

Members welcomed the inclusion of Lancing Business Park, noting that there had historically been limited engagement with the area, which had left it somewhat detached from the wider community. It was agreed that the Council would contact the Business Improvement District Manager to arrange an exploratory meeting in line with the Strategic Plan.

A three-year budgeting approach was welcomed, as this would provide greater financial sustainability and enable the Council to forward plan, noting the challenges caused by unforeseen matters when financial planning was limited to a 12-month period.

Members supported the division of the Plan into hubs, which was considered to provide an effective structure. The CEO/Clerk explained that, in relation to areas not owned or directly controlled by the Council, such as the Business Park and North Lancing, the Council's role would be to provide support, advocacy and representation, including engagement with principal authorities and community organisations, notwithstanding any implications arising from Local Government Reorganisation.

The inclusion of stewardship as a theme throughout the Plan was welcomed, recognising the range of facilities and assets owned by the Council and the importance of ensuring that these were effectively managed and maintained. The Chair expanded on the stewardship ethos, noting that although Members had diverse personal views and political persuasions, acting as stewards of the Council's assets and the Parish provided a common starting point for the Council. Members agreed that the Plan was well laid out and appropriately focused on the Council's strategic role rather than being overly operational.

The CEO/Clerk explained that, following approval by the Council, community stakeholders and representatives would be consulted over the next two months. A summary of responses would subsequently be presented to the Council, with a view to the Strategic Plan being formally adopted in December.

Members identified a small number of minor errors in the document, including an incorrect calculation of the number of Councillors, duplication of KPI wording relating to the youth and older people outcomes, and grammatical errors. These would be corrected prior to publication.

Members RESOLVED:

- 1. To approve the draft Strategic Plan 2026–2030 for consultation, subject to the minor amendments identified; and**
- 2. To proceed with consultation with community stakeholders and representatives, with the intention of presenting the consultation responses to Council and seeking formal adoption of the Strategic Plan in December 2026.**

048. Plastic Free Communities Initiative

Members unanimously and without comment resolved to ratify the ACE Committee's resolution regarding the Plastic Free Communities Initiative, incorporating the formal wording subsequently provided to the CEO/Clerk by Keep Lancing Lovely. It was further resolved that Cllr Evans be appointed as the Council's named champion and representative on the Plastic Free Community Steering Group.

The Council RESOLVED that it would:

- 1. Lead by example by phasing out single-use plastic from its premises and operations.**
- 2. Encourage Plastic Free initiatives within the area by promoting the campaign and supporting relevant events.**
- 3. Nominate Cllr Evans as the Council's representative on the Plastic Free Community Steering Group.**

049. Items for information and/or inclusion on future agendas

Cllr Evans reminded Members of the Dementia Carers Day taking place the following Friday, with the Dementia Bus available from 10am to 4pm. Spaces were still available. Cllr Albury reported with regret that Gardner & Scardefield would be closing its Lancing shop. It was noted that the main shop would continue to operate. Cllr Bridges highlighted the potential impact on the Council's Garden Competition, given the support previously provided by the business.

Cllr Buxton reported that residents had raised concerns regarding the England flags and requested that they be removed. It was noted that West Sussex County Council would only undertake removal as part of planned works. Members noted that the flags were now becoming weathered and would need to be removed in any event, as they would conflict with the Christmas lighting motifs.

Cllr Albury reported concerns regarding helicopters undertaking training lessons over Lancing especially around the area of Seaside Primary School. It was noted that historic changes had not appeared to resolve the issue and new revised flight paths may just move the problem. The CEO/Clerk was asked to write to Adur District Council's Planning Enforcement team regarding the matter.

There being no further business the meeting closed at 7.53pm