

LANCING PARISH COUNCIL

Minutes of the ACE Committee Meeting held at the Council Chamber on Wednesday 16th September 2026

Councillors present: Carol Albury, Douglas Bradley, Ann Bridges, David Devoy and Mike Mendoza.

Ex-Officio: Cllrs Denyse Whillier (Chair) and Steve Neocleous (Vice Chair).

Officers: Steven Trice (CEO/Clerk), Mark Harwood (Estates and Facilities Manager)

Members of the Public: None

The Chair welcomed all present and read the safety announcement.

A030. Apologies for Absence

Apologies were received from Cllrs Pannell and Evans.

A031. Substitutes

None.

A032. Declarations of interest

There were no declarations of interest on any of the agenda items for this meeting.

A033. Public forum and questions

None.

A034. Minutes of the ACE Committee Meeting held on [5th August 2026](#)

The minutes of the meeting held on 5th August 2026 were reviewed.

It was RESOLVED to approve the minutes of the ACE committee meeting held on the 5th August 2026 as a true and accurate record of the meeting.

A035. [Estates and Facilities Report](#)

- One allotment holder had been served notice for non-compliance. An informal allotment social committee would be established following a suggestion from the South & South East in Bloom judge, with its first meeting scheduled for the following Saturday. The bees previously reported had been removed.
- The Orient Road Tiny Forest had been vandalised. Repairs had been completed, tyres removed and the matter reported to the Police.
- Beach Green play tower equipment had been replaced. Virgin Media volunteers would assist with planting on 13 October, and the height barrier had been modified. On request of Cllr Albury the CEO/Clerk would contact the Beach Green Care Home regarding the STS planter moving forward.
- Works had been undertaken at Crowshaw Recreation Ground to address litter and fires. Concerns regarding the pitch surrounds were being followed up.
- The annual playground inspection had identified five items requiring attention, none were high risk. An action plan would be developed.
- At Monks Recreation Ground, a swing seat was damaged and the zip wire required replacement. Concerns regarding inappropriate use by Sir Robert Woodard Academy students were raised. Incidents would be reported to WBC Cares on the request of Cllr Mendoza and the Academy notified on request of Cllr Albury.

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- The South & South East in Bloom awards ceremony was due to take place on 25 September 2026.
- Council Chamber refurbishment was progressing, with significant damp requiring remedial works.
- Summer bedding would be replaced with winter planting. The CEO/Clerk would investigate promotion of the planting and the making good of the highway base to the Co-op planter with WSCC on the request of Cllr Albury.
- The Beach Green defibrillator battery had been replaced. No previous issues were known.

Members NOTED the update.

A036. [Community and Events Report](#)

The CEO/Clerk presented the report of the Community Engagement and Events Manager and Members highlighting the success of the programme of summer activities. Cllr Albury questioned whether the activities were being charged for. The CEO/Clerk responded that donations were collected in the hub but was something that would be looked into for future activities so to at least make sure the programme is cost neutral to the Council. The CEO/Clerk felt that charging was always a delicate issue as people should not ideally from being precluded from attending event due to the cost when it likely that the event/activity is paid for by the taxpayer. Cllr Whillier also praised the press coverage of the activities.

Members NOTED the update.

A037. [Book Lending Library](#)

Members considered the matter brought forward by Cllr Carson Albury. Member were happy to support the request. One point made was the once the lending library was in place and popular that the Council would need to be prepared to consider similar requests.

Members RESOLVED to authorise the CEO/Clerk to submit an application to West Sussex County Council for a Licence to place a structure, namely a book lending library box, on the land at the corner of Mill Road and Norbury Drive, to enable Men in Sheds to install and operate the facility.

A038. [Bank Holiday Markets](#)

The CEO/Clerk reminded the Committee of the Council view when the trading standards matter was brought to the Council earlier in the year, which was that at the end of the 2026 programme that different options for the providing of a Bank Holiday programme of Markets be tested. Members views were formally sought, considering the risk of losing an established market, on how they would like to progress with 2027 legal agreement pending. Cllr Mendoza asked if any further issue had been raised during the last two markets held. The CEO/Clerk reported that none had been reported. Cllr Albury, in line with the Clerks comments in the report regarding the thought that more revenue could be derived from the existing provider, asked whether such was possible. The Clerk responded by saying that he thought such would be possible considering the number of stalls and footfall generated. Cllr Neocleous felt that the consideration of a procurement process may be enough to challenge the current mark provided. On this basis Councillors asked that further research be undertaken, and a constructive conversation could be held with the current provider. Cllr Albury also enquired about car parking income. The CEO/Clerk confirmed that NPC and all parking fees were administered to in the normal way and were monitored. Parking on the grassed area was also monitored so revenue is increased.

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Members asked that further research and negotiation take place on the basis of option 1, as presented in the report, be progressed and the CEO/Clerk reports back at the appropriate time.

**RESOLVED to pursue Option 1 – Continue with current provider,
To continue with the provider for the Bank Holiday Markets for three years 2027 - 2029, and to delegate authority to the CEO/Clerk to renegotiate the financial arrangements with the provider, with the objective of increasing the income received by the Council.**

A039. [Garden Competition](#)

Members considered the future of the Council's Garden Competition. The CEO/Clerk presented a light-touch approach to the competition for 2027 as set out in the accompanying report. It was agreed that the Garden Competition be held in 2027 and overseen by the Environment Working Group with the following matters raised.

It was noted that the competition was previously sponsored by Gardener & Scardifield who unfortunately were closing their smaller Lancing shop but maintaining their anchor business within the village. Where it was appreciated that they had to cut back on their services Cllr Bridges suggested that sponsorship could continue through the provision of flowers, as in the previous years, Cllr Whillier also felt that the company's involvement, by holding their branding would encourage residents to shop locally and that early marketing would increase the business's exposure in the village. Cllr Albury suggested that the CEO/Clerk set up a meeting with Gardener & Scardifield to talk about their involvement in the community generally and the garden competition.

Members also considered the judging arrangements. The CEO/Clerk suggested empowering Council ground staff to judge alongside a Councillor. Cllr Albury considered that an independent third party should assist with judging to avoid any perception of bias. This was agreed and the CEO/Clerk suggested a representative from Keep Lancing Lovely

Members RESOLVED to:

- **Reintroduce the annual Lancing Parish Garden Competition.**
- **Approve the categories of front garden, business, community garden area, with authority delegated to the CEO/Clerk to finalise the categories and judging criteria in consultation with the Environment Working Group.**
- **Approve a budget of up to £300 for prizes, promotional material and other associated costs.**
- **Authorise officers to seek sponsorship and donated prizes from local businesses, garden centres and other appropriate organisations.**
- **Agree that the competition be launched in early 2027, with judging and the first awards taking place during summer/autumn 2027.**
- **Require the competition to be reviewed following its first year, with participation levels, costs and feedback reported to the Council, together with recommendations regarding its continuation and any future development.**

A040. Items for information and/or inclusion on future agendas.

Cllr Albury noted that the Ice Cream Kiosk at Beach Green was out to tender and asked if the present lease holder was to renew their contract. The CEO/Clerk reported that the procurement was out to open tender and has been advertised on contract finder. Due to the cumulative cost of the contract the matter would have to be approved by Council in an open and transparent manner.

Regarding the Bandstand Cllr Albury asked what the current position was. The CEO/Clerk reported he was still considering what was very expensive quotations for investigatory work.

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Cllr Devoy referred to a request for a traffic regulation order in Kings Road. In noting that it was a County Council matter that the matter would be better to take such through the Planning Committee.

There being no further business the meeting closed at 7.36pm.

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