

# Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday  
29<sup>th</sup> May 2018 at 8.20pm in the Committee Room, Pagham Village Hall

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Present: Cllrs Mr P Atkins (Chairman), Mr B James, Mr D Huntley, Mr R Radmall,  
In attendance: Mrs Nicola Swann [Clerk/RFO]

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- HA17/076**      **Receive apologies for absence**  
Cllrs Mrs L Allard & Mrs D Salter .
- HA17/077**      **To receive declarations of interest by Councillors on any of the agenda items below.**  
None.
- HA17/078**      **Public Session** *Questions and comments from Members of the Public Present*  
None.
- HA17/079**      **To receive and approve the minutes of the Highways & Amenities Committee meeting held 10<sup>th</sup> April 2018** (previously issued)  
It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.
- HA17/080**      **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)  
HA17/080.1  
It was agreed to review the outstanding jobs list under “matters arising”. The list was reviewed and updated. A copy is attached to the minutes. It was noted that the following jobs had been completed:  
Paddock reopened following winter closure period  
The Causeway road surface repairs completed
- HA17/081**      **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/081.1      Village Hall  
Textile bin – an offer had been made to place a textile bin in the carpark at the Village Hall. **RESOLVED: The Council would not take up the offer. Previous bins had led to dumping of other rubbish in the vicinity and other similar services were locally available.**
- HA17/081.2      Hook Lane  
A work party day would be convened the following week to attend to jobs outstanding.
- HA17/081.3      Viscount Drive  
No new issues raised
- HA17/081.4      The Paddock  
No new issues raised

**HA17/082** **Highways/Footpaths/Car Parks/Street lighting - consider any matters arising**  
HA17/082.1 Highways/Footpaths –  
The Committee considered whether an additional salt bin was required for the Woodfield Road area. **RESOLVED: A further salt bin should be acquired for the Woodfield Road carpark area. The Clerk would check that if purchased it could be added to the Salt Bin Audit for this coming winter.**

HA17/082.2 The Parade  
No new issues raised.

HA17/082.3 Signage  
No new issues raised.

HA17/082.4 Car parks  
No new issues raised.

HA17/082.5 Street lighting.  
No new issues raised.

HA17/082.6 Fingerposts  
No new issues raised.

**HA17/083** **Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising**  
HA17/083.1 Bus Shelters –  
New contractor sought for the Bus Shelter work. Cllr Mr Atkins had a quote to pass to the Clerk.

HA17/083.2 Notice boards  
No new issues raised.

HA17/083.3 Benches  
No new issues raised

HA17/083.4 Bins  
No new issues raised.

**HA17/084** **Ditches & drainage - consider any matters arising**  
No new issues arising.

**HA17/085** **Orders for payment for authorisation (previously received)**  
**HA17/073.1** RESOLVED: to approve, unanimously, all of the attached orders for payment for £1088.00 (£148.00 of VAT)

**HA17/086** **Risk Assessment**  
**HA17/086.1** In discussing the above issues and assets we have evaluated the following areas of risk assessment register in particular - Public use of Council Property CP1, CP2, CP4, CP8. Team leaders will:

- carry out risk assessment for jobs being carried out on all activities;
- make a note of all participants;
- deliver appropriate training for lifting and handling & equipment use;
- distribute safety tabards, gloves and other equipment to carry out the tasks;
- and
- appoint a first aider

**HA17/075** **To note the date of the Highways & Amenities Committee meeting is on 10<sup>th</sup> July 2018**

The meeting closed at 8.50pm

Signed.....  
Chairman

Date\_.....