

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
30th May 2017 at 7.30pm in the Committee Room at Pagham Village Hall

Present: Mr P Atkins (Chairman), Mr B James, Mr D Huntley, Mr R Radmall, Ms A Rowles, Mrs D Salter

In attendance: Miss Nicola Jones [Clerk/RFO]

- HA17/001 Election of Chairman for the year 2017/18**
On a motion proposed by Cllr Mrs Salter and seconded by Cllr Mr James, Cllr Mr Atkins was appointed as Chairman for the forthcoming year. He took the chair and thanked Cllr Mrs Salter for her hard work as outgoing Chairman of the Committee
- HA17/002 Receive apologies for absence**
Cllr Mrs Allard
- HA17/003 To receive declarations of interest by Councillors on any of the agenda items below.**
None received.
- HA17/004 Public Session Questions and comments from Members of the Public Present**
None.
- HA17/005 To receive and approve the minutes of the Highways & Amenities Committee meeting held 11th April 2017 (previously issued)**
HA17/005.1 It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.
- HA17/006 Matters arising from the previous Minutes (this is for information sharing purposes only)** **ALL**
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:
Asphalt at Woodfield Road Carpark
Bases for benches in play area at Village Hall
Lock for gates at play areas
The following jobs had been put out to quote:
Bus stop repairs at Church Way
- HA17/007 Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/007.1 Village Hall
HA17/007.1.1 No new issues
- HA17/007.2 Hook Lane
HA17/007.2.1 No new issues raised.
- HA17/007.3 Viscount Drive
HA17/007.3.1 No new issues raised.
- HA17/007.4 The Paddock
HA17/007.4.1 No new issues raised.

- HA17/008** **Highways/Footpaths/CarParks/Street lighting - consider any matters arising**
 HA17/008.1 Highways/Footpaths –
 The Clerk had provided a report outlining the need for the Council to take responsibility for the proposed boat planter to be provided by a local business owner to improve the roundabout at Beach Road. It was RESOLVED:
 The Parish Council resolves
- 1) to accept responsibility for the boat and apply for the licence for installation.
 - 2) to inform the business owner that responsibility is accepted for the installation on the basis that the boat is kept in a condition acceptable to the Parish Council
 - 3) the boat may be removed at the option of the Parish Council should it fail to be adequately maintained
- HA17/008.2 The Parade
 Further reports had been received of deterioration of the condition of the communal areas at The Parade. The Clerk would contact ADC to see if anything could be done.
- HA17/008.3 Signage –
 It was RESOLVED that in order to take the map project forward, a high resolution image of the parish logo would be required. Cllr James would approach a local firm which produced images to get a quote for an update to the logo on the website and for the costs of a new logo based on the silverwork owned by the parish. The budget for the work was £100.00.
- HA17/008.4 Woodfield Car park –
 The offerings from various car park services companies were considered but on balance Councillors felt the expenditure involved was not justified given the size of the area and the likely knock on effect of parking on nearby residential streets. The Clerk would continue to pursue potential remedies for abandoned vehicles with ADC.
- HA17/008.5 Street lighting.
 No new issues raised.
- HA17/008.6 Fingerpost on Pagham Road
 The Clerk had obtained one quote for removal of the fingerpost, refurbishment and relocation. Councillors felt the sum involved was too great given other priorities in the parish.
- HA17/009** **Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising**
 HA17/009.1 Bus Shelters -
 Bus shelters would be inspected and a schedule of repairs/maintenance requirements prepared. Quotes would then be sought for the work.
- HA17/009.2 Notice boards
 No new issues
- HA17/009.3 Benches
 No new issues raised.
- HA17/009.4 Bins
 No new issues raised
- HA17/010** **Ditches & drainage - consider any matters arising**
 There was concern that the issues which had affected the ditch along Pagham Road would be repeated if the vegetation growing out of the ditch was not dealt with. It was important now that the Operation Watershed grant had been spent so effectively to ensure proper maintenance of the ditches. It was RESOLVED to contact WSCC to establish liability for maintenance.

HA17/011
HA17/011.1

Orders for payment for authorisation (*previously received*)

RESOLVED: to approve, unanimously, all of the attached orders for payment for £2141.00 (Including VAT payable of £356.20)

HA17/12

Risk Assessment

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 (Cllr Cole is a qualified first aider).

HA17/13

To note the date of the Highways & Amenities Committee meeting is on 11th July 2017

The meeting closed at 8.50pm

Signed _____
Chairman

Date _____