Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday 11th July 2017 at 8pm in the Committee Room at Pagham Village Hall

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

In attendance: Miss Nicola Jones [Clerk/RFO]

HA17/014 **Receive apologies for absence**
Cllrs Mrs Allard, Mrs Rowles

HA17/015 **To receive declarations of interest by Councillors on any of the agenda items below.**
Cllr Mr Radmall declared an interest in agenda item 11 as a recipient of a reimbursement for expenses incurred.

HA17/016
Public Session *Questions and comments from Members of the Public Present*
None.

HA17/017 **To receive and approve the minutes of the Highways & Amenities Committee meeting held 11th April 2017** (previously issued)
It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.

HA17/018 **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)

HA17/018.1 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:
Bus shelter audit
Establish ongoing maintenance responsibilities for Pagham Road ditch
Quote for a high res image of the silverwork logo £60.

HA17/019 **Village Hall, Play areas and Open Spaces** – *Consider any matters arising*

HA17/019.1 Village Hall

HA17/019.1.1 The RoSPA report for 2017 had been received with an overall risk of Medium. Cllr Atkins agreed to pull a list of actions together for discussion at the next meeting. **PA**

HA17/019.2 Hook Lane

HA17/019.2.1 The RoSPA report for 2017 had been received with an overall risk of Medium. Cllr Atkins agreed to pull a list of actions together for discussion at the next meeting **PA**

HA17/019.3 Viscount Drive

HA17/020.3.1 No new issues raised.

HA17/019.4 The Paddock

HA17/019.4.1 No new issues raised.

HA17/020 **Highways/Footpaths/CarParks/Street lighting -** *consider any matters arising*

HA17/020.1 Highways/Footpaths –
No new issues raised.

HA17/020.2 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. **NJ**

HA17/020.3 Signage –
Cllr Mrs Allard had sent her apologies but had emailed the Committee asking for feedback on the latest version of the draft Parish Tourist Map. It was agreed by all that there was some way to go still with the design element. It was RESOLVED that the Clerk would approach two graphic designers with a view to obtaining quote for new designs which better reflected the original brief. **NJ**

HA17/020.4 Woodfield Car park –

HA17/020.4.1 The annual bramble cut was due. Cllr Atkins to contact the Council's contractor. **PA**

HA17/020.4.1.2 A request had been received to hold a small car boot sale in the Village Hall carpark. It was agreed that this should be declined as, whilst the application was for a small scale event, the Council did not have the resource to ensure other boot sales would be run to appropriate standards and did not wish to set a precedent by allowing the small sale to take place.

HA17/020.5
Street lighting. **PA**
Cllr Mr Atkins agreed to monitor the lampposts by the church as these were not covered by the maintenance agreement with WSCC.

HA17/020.6
Fingerpost on Pagham Road
No new issues

HA17/021 **Bus Shelters/Benches/Notice Boards/Bins** - *consider any matters arising*

HA17/021.1 Bus Shelters -
Bus shelters had been inspected and a schedule of repairs/maintenance requirements would be prepared. Quotes would then be sought for the work. **PA**

HA17/021.2 Notice boards
No new issues

HA17/021.3 Benches
It was RESOLVED to purchase a new bench for installation in the Paddock following requests from the public.

HA17/021.4 Bins
No new issues raised

HA17/022 **Ditches & drainage** - *consider any matters arising*
Cllr Mr Atkins would contact WSCC's Highways officer as routine maintenance was not being offered and the type of vegetation growing in the ditch was particularly woody. **PA**

HA17/023 **Orders for payment for authorisation** (*previously received)*

HA17/023.1 RESOLVED: to approve, unanimously, all of the attached orders for payment for £828.41 (Including VAT payable of £30.78)

HA17/24 **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).

HA17/25 **To note the date of the Highways & Amenities Committee meeting is on 22nd August 2017**

The meeting closed at 9.10pm

Signed_____ Date_____
Chairman