

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
22nd August 2017 at 7.30pm in the Pagham Yacht Club

Present: Mrs L Allard, Mr P Atkins (Chairman), Mr D Huntley, Mr R Radmall, Mrs D Salter

In attendance: Miss Nicola Jones [Clerk/RFO]
Cllr Mr J Carr

- HA17/026** **Receive apologies for absence**
None.
- HA17/027** **To receive declarations of interest by Councillors on any of the agenda items below.**
None.
- HA17/028** **Public Session** *Questions and comments from Members of the Public Present*
None.
- HA17/029** **To receive and approve the minutes of the Highways & Amenities Committee meeting held 11th July 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.
- HA17/030** **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)
HA17/030.1 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:
Noticeboards
- HA17/031** **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/031.1 Village Hall
HA17/031.1.1 The hedge cutting contractor had raised concerns over the width of the trees surrounding the village hall. He advised that they had been attended to by a tree surgeon around 5 year previously and suggested it could be time to take similar action again. The Chairman would discuss this with Local Lawns. **PA**
- HA17/031.2 Hook Lane
HA17/031.2.1 Fencing likely to need replacement next financial year. To include in budget for 2018/19. **PA**
- HA17/031.3 Viscount Drive
HA17/031.3.1 No new issues raised.
- HA17/031.4 The Paddock
HA17/031.4.1 Concern had been raised over the amount of dog faeces in the Paddock when Pagham on Parade took place. Agreed that the paddock would be closed if the situation did not improve. The Clerk was asked to place a warning sign on the gate. **NJ**

HA17/032	Highways/Footpaths/CarParks/Street lighting - consider any matters arising	
HA17/032.1	<u>Highways/Footpaths</u> –	
HA17/032.1.1	Footpaths 112 and 130 – the Committee felt the annual cut offered in August by WSCC was insufficient and came at the wrong time of year to prevent significant growth. There was a willingness amongst Councillors to undertake some remedial work throughout the year on the proviso that the annual cut took place in May/June not August. The Clerk was asked to contact WSCC to discuss.	NJ
HA17/032.1.2	A request had been received to add a plaque to the village sign from the organisers of the Pagham Pram Race. It was agreed that so long as the wording on the plaque were proven to be accurate in terms of the age of the pram race, there was no objection to the proposal. All costs associated with the sign would be borne by the Pram Race organisers including obtaining the requisite advertising consent.	NJ
HA17/032.2	<u>The Parade</u>	
HA17/032.3	It was noted that ADC had visited the Parade following the Clerk's email raising concerns about the condition of the communal areas. Whilst there were no enforcement powers over the concrete courtyard area, a notice had been served to improve various aspects of the communal living areas and shops. It was agreed that this be left for 6 months and reviewed.	
HA17/033.4		
HA17/033.4.1	<u>Signage</u> –	WPMAP
HA17/033.5	Two quotes had been received from graphic designers who were willing to undertake work on the map project. It was agreed that a working party would be set up to take the project forward. Cllrs Mrs Allard, Mrs Salter and Mr James would take this on. Cllr Mr Atkins agreed to send a list of issues he had drawn up as a starting point for discussions.	
HA17/033.6	<u>Woodfield Car park</u> No new issues	
HA17/033.7	<u>Street lighting.</u> No new issues	
HA17/033.7.1	<u>Fingerpost on Pagham Road</u> The fingerpost at the end of Church Lane was in a state of disrepair. It was agreed that the Clerk would ask WSCC to repair.	
HA17/034	Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising	
HA17/034.1	<u>Bus Shelters</u> -	WPBUS
HA17/034.2	A working party of Cllrs Atkins, Carr, Radmall and Huntley would be formed to paint and repair the bus shelters identified in Cllr Mr Atkins audit.	
HA17/034.2	<u>Notice boards</u> No new issues	
HA17/034.3	<u>Benches</u> Repairs were required to a bench in Greenways. Cllr Mr Radmall agreed to undertake the repairs.	RR
HA17/034.4	<u>Bins</u> No new issues raised	
HA17/035	Ditches & drainage - consider any matters arising	
	The Council had previously arranged for the vegetation next to the ditch at Pagham Road to be cleared at its expense to prevent regrowth blocking the ditch again. The contractor was prepared to undertake the work at the same price as for the previous year. It was RESOLVED: to instruct the Contractor to cut in October	NJ

HA17/036
HA17/036.1

Orders for payment for authorisation (previously received)

RESOLVED: to approve, unanimously, all of the attached orders for payment for £1234.10 (No VAT)

HA17/037

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).

HA17/038

To note the date of the Highways & Amenities Committee meeting is on 3rd October 2017

The meeting closed at 9.35pm

Signed _____
Chairman

Date _____