

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
3rd October 2017 at 7.30pm in the Committee Room, Pagham Village Hall

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

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

- HA17/039** **Receive apologies for absence**
None.
- HA17/040** **To receive declarations of interest by Councillors on any of the agenda items below.**
Cllr Mrs Salter declared an interest in the payments to be authorised at agenda item 11 as a leader/fundraiser for the Aldwick and Pagham Sea Scouts and as a parent of a child at Rose Green Junior School.
- HA17/041** **Public Session** *Questions and comments from Members of the Public Present*
None.
- HA17/042** **To receive and approve the minutes of the Highways & Amenities Committee meeting held 22nd August 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.
- HA17/043** **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)
HA17/043.1
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:
- Contact had been made with the WSCC Highways Ranger regarding the footpath issues in the parish. Cllr Mr Atkins had agreed to be the point of contact for raising any further issues.
 - A warning had been given to users of the Paddock that dog waste must be removed by owners using the field and that if there was no improvement the field could be closed to dog owners on health and safety grounds
- HA17/044** **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/044.1 Village Hall
HA17/044.1.1 RoSPA report actions – it was agreed that a working party would address the matters raised.
- HA17/044.2 Hook Lane
HA17/044.2.1 Repairs to damaged gate post – Cllr Mr Atkins was awaiting quotes from two
HA17/044.2.2 contractors.
RoSPA report actions – it was agreed that a working party would address the matters raised.
- HA17/044.3 Viscount Drive
HA17/044.3.1 No new issues raised.
- HA17/044.4 The Paddock
HA17/044.4.1 A quote had been received to shape the hedge around the paddock. It was agreed that Councillors could take this work on themselves.

- HA17/045** **Highways/Footpaths/Car Parks/Street lighting - consider any matters arising**
 HA17/045.1 Highways/Footpaths –
 HA17/045.1.1 The condition of Footpath 130 was raised. Cllr Mr Atkins would progress with WSCC Highways Ranger.
- HA17/045.1.2 The Parade
 Request for a Parish Council representative to attend newly formed Residents Association meeting. Cllr Mr James and/or Cllr Mrs Allard would try to attend.
- HA17/045.2 Signage
 No new issues
- HA17/045.3 Car parks
 A request had been received from a member of the public to assist with improving the condition of the carpark at the Paghams Road shops. A report providing further information had been circulated to members before the meeting. It was agreed that Cllr Mrs Salter would consider the application process for a grant from WSCC towards the work and report back to the H&A committee.
- HA17/045.4 Street lighting.
 HA17/033.4.1 No new issues
- HA17/045.5 Fingerposts
 No new issues
- HA17/046** **Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising**
 HA17/046.1 Bus Shelters -
- HA17/046.2 Notice boards
 A request had been received to relocate the notice board outside the Co-Op to improve sight lines for passengers waiting for buses. It was agreed that Cllr Mr Atkins would investigate and report back.
- HA17/046.3 Benches
 No new issues raised
- HA17/046.4 Bins
 No new issues raised
- HA17/047** **Ditches & drainage - consider any matters arising**
 No new issues raised
- HA17/048** **Orders for payment for authorisation (previously received)**
HA17/048.1 RESOLVED: to approve, unanimously, all of the attached orders for payment for £9295.67 (£88.93 of VAT)
- HA17/049** **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).
- HA17/050** **To note the date of the Highways & Amenities Committee meeting is on 14th November 2017**

The meeting closed at 9.35pm

Signed _____
Chairma

Date _____