

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
17th January 2017 at 7.30pm in the Committee Room at Pagham Village Hall

Present: Mrs L Allard, Mr P Atkins, Mr B James, Mr R Radmall, Ms A Rowles

In attendance: Miss Nicola Jones [Clerk/RFO]
Mr M Cole

HA16/63 **Receive apologies for absence**
Cllrs Mr Huntley and Mrs Salter

HA16/64 **To receive declarations of interest by Councillors on any of the agenda items below.**
None received.

HA16/65 **Public Session** *Questions and comments from Members of the Public Present*
None.

HA16/66 **To receive and approve the minutes of the Highways & Amenities Committee meeting held 15th November 2016** (previously issued)
It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.

HA16/67 **Matters arising from the previous Minutes** (*this is for information sharing purposes only*) **NJ**
HA16/67.1

Mrs Allard commented that at her defibrillator training it was suggested that duct tape also be kept with the equipment. The Clerk agreed to add a roll of tape to the drawer containing the manual.

HA16/67.2 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:

Defibrillator – replacement of pads/instruction manual location

Light column in the car park at the village hall – replaced (Village Hall Trustees)

Bin insert for Hook Lane – replaced

Flailing Pagham Road – complete

Weeds/detritus removed from noticeboard outside Nyetimber Stores

HA16/68 **Village Hall, Play areas and Open Spaces** – *Consider any matters arising*

HA16/68.1 Village Hall

HA16/68.1.1 There were weeds growing through the matting which needed to be removed. It was agreed that this would need to wait until the weather improved. The Clerk agreed to ask the grass cutting contractor to quote for this work. **NJ**

HA16/68.2 Hook Lane

HA16/68.2.1 No new issues raised.

HA16/68.3 Viscount Drive

HA16/68.3.1 No new issues raised.

HA16/69	Highways/Footpaths/CarParks/Street lighting - consider any matters arising	
HA16/69.1	<u>Highways/Footpaths</u> –	
HA16/69.1.1	Banners protesting at the proposed housing developments for Pagham had been erected at the corners of Pagham Road and Hook Lane and Sefter Road and Hook Lane. The frames holding the banners has been constructed from scaffold poles. WSCC had contacted the Council expressing concern that these were a traffic hazard and had been put up without requisite permission. They asked for assistance with their removal. Whilst the Council had not erected the signs and did not have full knowledge of who had done so, it had passed the message on to groups in the village who may be able to locate the individual responsible.	
HA16/69.1.2	<u>Concrete walkway at Pagham Beach</u>	NJ
HA16/69.2	Cllr Mr James expressed disappointment that no representatives from EA or ADC had been present on the beach following the tidal surge warning issues on 13 th January 2017 by EA. It was clear from local media that representatives had been present at Littlehampton and Shoreham but no contact had been made with Pagham despite the obvious dangers. The Clerk was asked to write to ADC's Coastal Engineer to express the Council's concern.	
HA16/69.3	<u>The Parade</u>	
HA16/69.3.1	No new issues raised.	ALL
HA16/69.4	<u>Signage</u> –	
HA16/69.4.1	Cllr Mrs Allard has spent some time researching the costs of a map similar to that issued by the Chichester BID. She had established a cost of £271 for 2500 copies. It would be possible to incorporate 28 adverts around the border, which meant that charging £100 per advertiser would cover the costs to the Parish of production. The agent had intimated that artwork would cost no more than £1000. It was proposed that the map with adverts could be on one side of the map and the Pagham location map on the other. It was agreed that comments on the suggestion should be made by the next meeting.	
HA16/69.5	<u>Woodfield Car park</u> –	
HA16/69.5.1	No new issues raised.	
HA16/69.4	<u>Street lighting.</u>	
HA16/69.4	No new issues raised.	
	<u>Pagham Road shops carpark</u> –	
	Concerned email from a resident regarding the condition of the carpark at the Pagham Road shops. ADC had been contacted and were investigating ownership and potential trip_hazards.	
HA16/70	Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising	
HA16/70.1	<u>Bus Shelters</u> -	
HA16/70.2	No new issues raised.	
HA16/70.2	<u>Notice boards</u> –	
HA16/70.3	<u>Benches</u>	NJ
HA16/70.3.1	Quotations were being sought for bench maintenance and for the costs of installation of a memorial bench and the relocation of two benches to the Play Area at the Village Hall.	
HA16/70.3.4	<u>Bins</u>	
HA16/70.3.4.1	No new issues raised	
HA16/71	Ditches & drainage - consider any matters arising	
HA16/71.1	No new issues raised.	

HA16/72
HA16/72.1

Orders for payment for authorisation (*previously received*)

RESOLVED: to approve, unanimously, all of the attached orders for payment for £1637.48 **NJ**
(Including VAT payable of £16.81)

HA16/73

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).

HA16/74

**To note the date of the Highways & Amenities Committee meeting is on 28th
February 2017**

The meeting closed at 9.00pm

Signed _____
Chairman

Date _____