

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
27th February 2018 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: Mrs Nicola Swann [Clerk/RFO]

- HA17/076** **Receive apologies for absence**
None
- HA17/064** **To receive declarations of interest by Councillors on any of the agenda items below.**
Cllr Mr Atkins was to receive a reimbursement of expenses.
- HA17/066** **Public Session** *Questions and comments from Members of the Public Present*
None.
- HA17/067** **To receive and approve the minutes of the Highways & Amenities Committee meeting held 16th January 2018** (previously issued)
It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.
- HA17/068** **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)
HA17/068.1
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:
- Paddock temporarily closed
 - Church Lane fingerpost repaired
 - Toilets reopened for remainder of winter season
- HA17/069** **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/069.1 Village Hall
No new issues
- HA17/069.2 Hook Lane
No new issues raised.
- HA17/069.3 Viscount Drive
No new issues raised
- HA17/069.4 The Paddock
No new issues raised

HA17/070 **Highways/Footpaths/Car Parks/Street lighting - consider any matters arising**
HA17/070.1 Highways/Footpaths –
Deteriorating condition of the surface at the junction of Church Way/The Causeway.
The road surface is lifting exposing the concrete base underneath. Cllr Mrs Salter in
contact with WSCC to resolve.

HA17/070.2 The Parade
No new issues raised.

HA17/070.3 Signage
No new issues raised.

HA17/070.4 Car parks
No new issues raised.

HA17/070.5 Street lighting.
No new issues raised.

HA17/070.6 Fingerposts
No new issues raised.

HA17/071 **Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising**
HA17/071.1 Bus Shelters –
No new issues raised.

HA17/071.2 Notice boards
No new issues raised.

HA17/071.3 Benches
No new issues raised

HA17/071.4 Bins
Request to consider additional bins at Church Farm and Hook Lane bus stops.
Costs obtained from ADC. It was agreed that there was an issue but ADC's costs
could be prohibitive. RESOLVED: to pursue options from ADC and Barry Small, the
current litter warden for the Parish Council. Cllr Mrs Salter to action.

HA17/072 **Ditches & drainage - consider any matters arising**
No new issues arising.

HA17/073 **Orders for payment for authorisation (previously received)**
HA17/073.1 RESOLVED: to approve, unanimously, all of the attached orders for payment for
£3631.90 (£17.98 of VAT)

HA17/074 **Risk Assessment**
HA17/074.1 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).

HA17/075 **To note the date of the Highways & Amenities Committee meeting is on 10th
April 2018**

The meeting closed at 8.50pm

Signed.....
Chairman

Date_.....