

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
28th February 2017 at 7.30pm in the Committee Room at Pagham Village Hall

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

In attendance: Miss Nicola Jones [Clerk/RFO]

- HA16/75** **Receive apologies for absence**
Cllr Mr James
- HA16/76** **To receive declarations of interest by Councillors on any of the agenda items below.**
None received.
- HA16/77** **Public Session** *Questions and comments from Members of the Public Present*
None.
- HA16/78** **To receive and approve the minutes of the Highways & Amenities Committee meeting held 17th January 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.
- HA16/79** **Matters arising from the previous Minutes** (*this is for information sharing purposes only*) **ALL**
HA16/79.1
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:
Telegraph pole repairs at play area - complete
Small Hall cracks in plaster – reported to Trustees
Surface repairs to roundabout at The Causeway – part complete and scheduled by WSCC
Viscount Drive noticeboard and dog fouling signage – painting and signage now complete
- HA16/80** **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA16/80.1 Village Hall
HA16/80.1.1 No new issues.
- HA16/80.2 Hook Lane
HA16/80.2.1 No new issues raised.
- HA16/80.3 Viscount Drive
HA16/80.3.1 No new issues raised.

- HA16/81 Highways/Footpaths/CarParks/Street lighting - consider any matters arising**
- HA16/81.1 Highways/Footpaths –
 HA16/81.1.1 No new issues raised.
- HA16/81.1.2 The Parade
 No new issues raised. Information received that there had been an injury due to the poor surfacing at the Parade. DS agreed to raise with the management company and to chase for a timeframe for improvements.
- HA16/81.2 Signage –
 Cllr Mrs Rowles contact, who had produced artwork for the proposed tourist map and signage had agreed the Parish Council could use this free of charge. Feedback had been given to Cllr Mrs Allard regarding alterations to the map, and would be included. It was therefore RESOLVED that Cllr Mrs Allard would ask the designer to produce print proofs using these map designs and the formal maps. It was noted that the designer was the only local company preparing maps of this style and it was agreed that, in this instance, no further quotes for the work should be pursued.
- HA16/81.3 Woodfield Car park –
 HA16/81.3.1 A complaint had been received regarding abandoned vehicles and cars being left in the Woodfield Car Park despite restrictions being in place. There were also issues with the asphalt. The Parish Council did not have the resources to enforce the restrictions. Cllr Mrs Salter had spoken with a company who would be prepared to take on the maintenance and regulation of the carpark in exchange for sharing the income generated by making the car park pay and display for any longer stay than 2 hours. It was RESOLVED that Cllr Mrs Salter would continue her research and present a report on the options available to a future meeting.
- HA16/81.4 Street lighting.
 HA16/81.4.1 No new issues raised.
- HA16/81.5 Fingerpost on Pagham Road
 HA16/81.5.1 It had been reported that the finger post at Pagham Road was pointing in the wrong direction. It was agreed that Cllr Radmall would raise this with Barfoots, on whose land the fingerpost was located.
- HA16/82 Bus Shelters/Benches/Notice Boards/Bins - consider any matters arising**
- HA16/82.1 Bus Shelters -
 No new issues raised.
- HA16/82.2 Notice boards –
 The community board outside the Co-Op also needed attention and was added to the job sheet.
- HA16/82.3 Benches
 HA16/82.3.1 No new issues raised.
- HA16/82.4 Bins
 HA16/82.4.1 No new issues raised
- HA16/83 Ditches & drainage - consider any matters arising**
- HA16/84.1 No new issues raised.

HA16/84
HA16/85.1

Orders for payment for authorisation (*previously received*)

RESOLVED: to approve, unanimously, all of the attached orders for payment for £1364.75 (Including VAT payable of £177.03)

HA16/86

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).

HA16/87

To note the date of the Highways & Amenities Committee meeting is on 11th April 2017

The meeting closed at 9.00pm

Signed _____
Chairman

Date _____

Job	Action	Date	Progress	Responsibility	Target date	Complete
Village Hall						
Benches for play area	Source sleepers and install benches	10/4/16	RR and BJ to source materials	RR and BJ	12/13/16	
		1/17/17	Quotes sought for installation	NJ	1/31/17	
		2/28/17	Materials purchased	RR	3/31/17	
RoSPA report - table tennis table						
	Chipped edge needs repair/paint	10/4/16	Repair	RR and BJ	12/20/16	
		2/28/17	Repair attempted but did not work	BJ	31/03/17	
Grass resurfacing						
	Re-seed goalmouth area	11/15/16	DH to reseed area. Look at artificial turf if it does not take	DH	11/18/16	
		2/28/17	Reattempt in March	Dhuntley	31/03/17	
		2/28/17	Laminated signs	DS		
		2/28/17	Quotes for returfing	RR and Dhuntley		
Hook Lane						
RoSPA report - swing	Grease	11/15/16	BJ to undertake	BJ	12/20/16	
Lock required for large gate	Arrange quote and installation	11/15/16	DS to obtain quote	DS	12/20/16	
		28/02/17	DS has asked Sean Smart	DS		
Highways/Footpaths						
Harbour Road roundabout improvements	More details required	10/4/16	BJ to arrange more details	BJ		
		1/17/17	Details supplied to Ben Whiffin. Awaiting a response	NJ	11/30/16	
The Parade						
	Improvement of communal areas by management company	10/4/16	Management company seeking quotes but progress unlikely before Spring 2017	DS	ongoing	
		28/02/17	DS will email. Reports of an injury received and will follow up	DS	31/03/17	
Signage						
	Produce tourist-friendly signage for attachment to PC assets	10/4/16	BJ to get quotes for production	BJ	11/15/16	11/15/16
		11/15/16	Quotes obtained			
	Further modifications required.	11/15/16	Emailable map required for artist	DS/NJ	1/17/17	
	Produce a leaflet version sponsored by local businesses	10/4/16	BJ to approach local businesses	BJ		
		11/15/16	LA to investigate alternative costs	LA		
		2/28/17	Further feedback asked for - crossing over lagoon and access to beach should be shown. Amusements near beach and play area at village hall. Mention supermarket. Bus stops. Rose Green and Bognor Regis			
Fingerpost	Fingerpost now pointing in the wrong direction	28/02/17	RR to ask Barfoots to turn it back.	RR		28/02/17
Woodfield Road carpark	Cut back brambles	10/4/16		RR	12/12/16	
		11/15/16	DS to obtain a quote from grass contractor	DS	12/13/16	
		28/02/17	Dumped cars, lack of enforcement of 2hr rules and repairs required. DS to look at quotes for parking enforcement/leasing	DS		
		28/02/17	RR to look at repairs to asphalt	RR		
Streetlights						
Bus Shelter/Noticeboards/Benches/Bins						
Church Way	repairs to bus shelter	10/4/16	Materials to be obtained	RR and BJ	1/17/16	
		28/02/17	No progress. RR to chase up BJ	RR		
Nyetimber stores noticeboard	Community noticeboard brackets need attention	11/15/16	RR to attempt to fix	RR	12/13/16	
		2/28/17	Co-Op and Betting shop brackets	RR	3/31/17	
		2/28/17	Bench at the Green installed. Plaque to be installed. BJ	BJ	31/03/17	
Channel View	Bench maintenance Bench repairs to memorial bench	2/28/17	Bench maintenance contract under way	S Smart	31/03/17	
		2/28/17	Repairs needed.	RR		
Bin - The Parade	repairs to door needed	10/4/16	Remove bin	RR	3/31/17	
		11/15/16	Complaint received about bin			
Ditches/Drainage						