

Pagham Parish Council

Minutes of the **Highways & Amenities** Committee Meeting held on Tuesday
10th April 2018 at 8.00pm in the Committee Room, Pagham Village Hall

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

In attendance: Mrs Nicola Swann [Clerk/RFO]

- HA17/076** **Receive apologies for absence**
Mr B James
- HA17/064** **To receive declarations of interest by Councillors on any of the agenda items below.**
None.
- 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 27th February 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:
Hole in road at Sea Way investigated – not a parish council responsibility.
- HA17/069** **Village Hall, Play areas and Open Spaces – Consider any matters arising**
- HA17/069.1 Village Hall
Hedge trimming still outstanding and can be attended to by Mr Huntley & Mr Radmall
- HA17/069.2 Hook Lane
Work party scheduled for 19th April and every other Thursday until work is completed. To include Village Hall play area jobs also.
- 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 –
No new issues raised.
- HA17/070.2 The Parade
No new issues raised.
- HA17/070.3 Signage
Silent soldier to be sited near the signpost at the entrance to Pagham – check with WSCC that this is acceptable.
- HA17/070.4 Car parks
No new issues raised.
- HA17/070.5 Street lighting.
No new issues raised.
- HA17/070.6 Fingerposts
Relocation of repaired fingerpost – agreed that Sea Way opposite the roundabout could be an appropriate site for the refurbished fingerpost. Cllr Mr Atkins to meet the contractor on site to discuss.

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
No new issues raised.

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 £9786.04 (£1393.13 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 29th May 2018

The meeting closed at 8.50pm

Signed.....
Chairman

Date_.....