

HIGHWAYS & LIGHTING COMMITTEE MEETING
TUESDAY 23rd September at 7.30pm AT THE STEYNING CENTRE

“The Council, members of the public and the press may record/film/photograph this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed, recorded or photographed should advise the Clerk (in advance,) who will instruct that they are not to be included in the process “. Any equipment used in the Steyning Centre and plugged into the main electrical power supply must be PAT tested (Portable Appliance Testing).

Present: Councillors Muncey (Chairman), Barling, Muggridge, and Bowell.
Mrs Sue Booth (Clerk to the Parish Council)

Members of the public: Two

Minutes: Rebecca Luckin

Questions from the floor: There were none.

MINUTES

- 1. APOLOGIES** - were received and accepted from Cllr Alexander and Cllr Lloyd.
- 2. DECLARATIONS OF INTEREST** - Cllr Barling declared that he had a potential personal interest in items 5.1 and 5.5 and 5.8.
- 3. MINUTES** – it was **proposed** by Cllr Bowell and **seconded** by Cllr Barling that the minutes of the meeting held on 26th August 2014 should be **agreed** as being a correct record and duly signed by the Chairman.
- 4 MATTERS ARISING AND ACTIONS**
 - 4.1** High Street toilets – The Clerk reported that there had been some problems with the new locks recently fitted. Thanks to the help of Cllr Toms these have now been adapted and are working well.
 - 4.2** High Street toilets urinals project – The Clerk has contacted HDC to discuss the proposal, who will consider the request and respond. HDC suggested that the Parish Council might consider installing a urinal in the larger toilet. Councillors agreed that they would not wish to have a urinal in a toilet with baby changing facilities and that the current arrangement of two unisex toilets works well. If there is space in the old toilet area a quote will be sought, once HDC have given permission.

Addendum to 4.2

At the Full Council Meeting of 13.10.14, Cllr Rogers noted that committee members had discussed the principal, and not agreed to provide a urinal.

- 4.3 HDC has been contacted regarding pigeon droppings on High Street pavements. HDC will clean the pavements shortly and have suggested preventative measures, which have been put to traders in the past with no uptake.
- 4.4 Lighting of footbridge between Goring Road and Kings Barn Villas – Cllr Muncey had liaised with a representative of Sussex Wildlife and Don Baker, WSCC, regarding cowled, low level lighting, that would cause little impact. The Clerk will contact SSE to investigate solar lights.
- 4.5 The Clerk reported that a bin had been stolen from the High Street and the theft reported to Police. Subsequently, the bin was found in Fletchers Croft and will be put it back to its original position in the High Street. The Police will look at their CCTV footage.
- 4.6 SSE will be completing top soil and seeding works to new lamp posts at South Ash.
- 4.7 The Operation Watershed fund application for works in Dog Lane will be processed shortly. The Clerk will contact Landmark to arrange works when funds are provided.
- 4.8 Cleaning of roads and gullies - Cali Sparkes has been asked for works to be co-ordinated for maximum effect.
- 4.9 Bollard Charlton Street – the Clerk will provide Cllr Barling with details of a discussion at the previous meeting.
- 4.10 Visitor and Tourism group signage north of Steyning - a copy of the proposal has been provided to WSCC for a costing.

5. HIGHWAYS MATTERS

- 5.1 To discuss ground maintenance on Fletcher’s Croft House (owned by School) and car park (owned by WSCC). The Clerk will contact School Governors (cc Cllr Barling, Jeremy Hunt, WSCC) to ask for the area to be tidied. HDC has been requested to clear the stream and has confirmed that School Boarders should not help with clearance of the stream.
- 5.2 Dog fouling campaign. Councillor Muncey **proposed, seconded** by Cllr Howell and **agreed** that biodegradable fluorescent paint spray (£49.20 inc VAT) should be purchased. Volunteers have come forward to undertake the spray campaign. Further signage will be considered if necessary. The Clerk will place a news item on the website.
- 5.3 Monitoring of streets and dropped curbs. Councillors agreed that dropped curb item could be removed from the agenda for the time being. Streets will continue to be monitored regularly – the Deputy Clerk will remind Councillors of their areas of responsibility.
- 5.4 Twitten between High Street and Charlton Street – replacement of steps. Councillors agreed that a ramp would present a danger to pedestrians and agreed no further action, since there is another route option.
- 5.5 Winter Maintenance Plan / arrangements with WSCC. The Clerk will place disclaimers on grit bins, that public use grit at their own risk and send copies of contractors’ public liability insurance to WSCC. Current grit supplies have been checked for condition. The Clerk will place Winter Maintenance Plan information on the website.
- 5.6 White line at gate to MPF to prevent vehicles from blocking access for wheelchair users - Cllr Barling reported that a local resident had difficulty in accessing the gate when using a wheelchair and **proposed** that WSCC paint a white line at a cost of £100, **seconded** by Cllr Howell. **Agreed.** The Clerk will contact Roger Harding, WSCC, and give instructions to provide the line. A sign has been ordered for gate also.
- 5.7 Road sign for St Andrew’s Church and reserved parking space outside Lych Gate for funerals and weddings. The Parochial Church Council had requested an improved sign to the Church from Tanyard Lane, High Street entrance. The Clerk will ask Roger Harding and Cali Sparkes for options and costs.
- 5.8 Wildlife and Countryside Act 1981, application for Definitive Map Modification Order, application number **DNNO 1/14** Kings Barn Lane to footpath #3204. Notification only, no response required. Cllr Barling declared an interest, but advised that a member of the public had submitted the application with evidence. Cllr Barling advised that he would support the application when it came before committee. Councillors agreed that they had no information contrary to the application.

- 5.9 Grit Bin review and request for bin at Hills Road/Newham Lane junction and Jarvis Lane. The Clerk confirmed that a hippo bag will be placed in the area in the event of bad weather.
- 5.10 Dog Lane and Mouse Lane drainage scheme update – the Dog Lane application is approved and we will receive the funding shortly. Mouse Lane holding pond – Cllr Barling reported that Kevin McNey, WSCC, was of the opinion that a holding pond was viable. Cllr Alexander will ask Mark Stokes, Balfour Beatty for a proposal, allowing Councillors to submit an Operation Watershed application.
- 5.11 Newham Lane speeding and debris clearing update - Cali Sparkes had visited the area. Cllr Barling and a resident had visited the area and expressed concern that traffic speed increases as the road narrows, with pedestrians and few passing places. Cllr Barling **proposed** and Cllr Howell **seconded** a request to reposition the 30mph sign, **Agreed**. Cllr Barling will progress. Debris on Newham Lane following rainfall – Cllr Barling had contacted Balfour Beatty to sweep the area. If advance notification was provided, notices could be posted through doors to prevent parked cars from blocking the road when sweeping was due to take place. Cllr Barling will progress and has asked WSCC to rod gullies to ensure effective drainage.
- 5.12 Repair of ladder to Town Clock. Quote received from Jaytek - £59 to replace ladder hinges. Cllr Muncey **proposed** and Cllr Howell **seconded** that the Committee should delegate to the Clerk to spend additional funds if further works were necessary in order to comply with health and safety guidelines. **Agreed**.
- 5.13 Device to alert bus drivers to passengers waiting in the covered bus shelter. Councillors were understanding of the problem and instructed the Clerk to forward the request to the Brighton and Hove Bus Company asking for the problem to be addressed. The clerk to respond to the resident.

6. FINANCIAL REPORT

- 6.1 The finance report had been circulated to councillors. Cllr Muncey **proposed** and Cllr Howell **seconded** that the accounts and Payments & Receipts for August be accepted. **Agreed**.

7. INFORMATION ITEMS

- 7.1 Church St. will be closed on Monday 27th October, between junctions with High Street and Church Lane, to allow for carriageway patching. Emergency and pedestrian access will be maintained.
- 7.2 A letter received by Roger Harding from Mouse Lane resident thanking him for work undertaken.
- 7.3 The Clerk reported that the High Street Bus shelter had been redecorated by the Community Payback Scheme. The Clerk has thanked volunteers.
- 7.4 Yellow lines at Penn's Court proposal – Cllr Barling reported that residents in the road wished for double yellow lines, but those in other roads were against the proposal. The CLC Committee have adjourned the item for a site visit to agree a compromise and discuss at the next CLC meeting.

8. **COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.

9. **ITEMS FOR THE NEXT AGENDA** – none for this meeting.

10. **DATE OF NEXT MEETING** – Tuesday 28th October at 7.30pm

The meeting closed at 20.36pm

Highways & Lighting Actions

23.09.14

- 4.2 High Street toilets urinals project – The Clerk has contacted HDC to discuss the proposal, who will consider the request and respond. HDC suggested that the Parish Council might consider installing a urinal in the larger toilet. Councillors agreed that they would not wish to have a urinal in a toilet with baby changing facilities and that the current arrangement of two unisex toilets works well. If there is space in the old toilet area a quote will be sought, **once HDC have given permission.**
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- 4.7 The Operation Watershed fund application for works in Dog Lane will be processed shortly. The Clerk will contact Landmark to arrange works when funds are provided.
- 4.9 Bollard Charlton Street – the **Clerk** will provide Cllr Barling with details of a discussion at the previous meeting.
- 4.10 Visitor and Tourism group signage north of Steyning - a copy of the proposal has been provided to WSCC for a costing.
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- 5.3 Monitoring of streets and dropped curbs. Councillors agreed that dropped curb item could be removed from the agenda for the time being. Streets will continue to be monitored regularly – the **Deputy Clerk** will remind Councillors of their areas of responsibility. Nick will need a street allocation.
- 5.5 Winter Maintenance Plan / arrangements with WSCC. The Clerk will place disclaimers on grit bins, that public use grit at their own risk and send copies of contractors' public liability insurance to WSCC. Current grit supplies have been checked for condition. The Clerk will place Winter Maintenance Plan information on the website.
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- 5.10 Dog Lane and Mouse Lane drainage scheme update – the Dog Lane application progressing and will be signed off shortly. Mouse Lane holding pond – Cllr Barling reported that Kevin McNey, WSCC, was of the opinion that a holding pond was

viable. **Cllr Alexander** will ask Mark Stokes, Balfour Beatty, for a proposal, allowing Councillors to submit an Operation Watershed application.

- 5.13** Device to alert bus drivers to passengers waiting in the covered bus shelter. Councillors were understanding of the problem and instructed the **Clerk** to forward the request to the Brighton and Hove Bus Company asking for the problem to be addressed. **Inform member of the public.**

26.08.14

1. Urinals project. A **quote will be sought**, the **Clerk** will speak with HDC since they own the building.
- 5.3** It had been reported that Co-op lorries were damaging property in the road. A WSCC Highway Engineer has been asked to suggest a solution. **Cllr Barling** will monitor the response.
- 5.5** Proposal from the Visitor and Tourism group regarding signage north of Steyning (circulated). A copy of the proposal will be provided to WSCC for a costing. **Clerk** provided 27.08.14