

MINUTES OF THE MEETING OF THE HIGHWAYS & LIGHTING COMMITTEE HELD ON TUESDAY 20th MAY 2014 AT 7.30 PM AT THE STEYNING CENTRE

PRESENT: Cllr. Alexander(Chairman)
Cllrs. Bowell, Barling, Lloyd, & Muncey .
3 Members of the public were present
The Clerk was in attendance

1 ELECTION OF CHAIRMAN

It was **proposed** by Cllr Barling, **seconded** by Cllr Muncey that Cllr Alexander be elected as Chairman for the ensuing year. This was **Agreed**.

2. ELECTION OF VICE CHAIRMAN

Cllr Alexander called for any nominations for Vice Chairman.
It was **proposed** by Cllr Alexander, **seconded** by CllrBowell that Cllr Muncey be elected as Vice Chairman for the ensuing year. This was **Agreed**.

3. APOLOGIES

3.1 There were apologies for absence from Councillors Muggridge & Lloyd .

4. DECLARATIONS OF INTEREST

There were no declarations of Councillors' interests.

5. MINUTES

5.1 It was **proposed** by Cllr Alexander and **seconded** by Cllr Bowell that the minutes of the meeting held on 25th March be Agreed as a true record of the meeting and signed by the Chairman. This was **Agreed**.

6. MATTERS ARISING AND ACTIONS

6.1 Dropped kerbs – Cllr Alexander reported that each councillor now has this on their list of works to look at during their monitoring. The Clerk reported that she had not had any issues reported but only expected to receive these as and when a defect was identified. It was noted that it was difficult to determine some areas where dropped kerbs may be needed as there are a lot of driveways which could be used within a short distance. The main routes into Town were the areas to concentrate on to ensure there is accessibility through to the Town.
To let all councillors know they should consider driveways when looking at dropped kerb issue.

It was noted that the access via steps to the twitten between Charlton Street and High Street is difficult with a buggy or wheelchair. To contact Saxon Weald to look at feasibility of changing the steps to ramp.

- 6.2 Urinals High Street – ongoing issue. Cllr Alexander reported that this issue is of low priority at present as we do have good toilet facilities in High Street and Steyning Centre and although it would be nice to have dedicated urinals this was not essential. The Parish Council would not be able to fund the whole of this project and unless some funding source can be found this project is unlikely to happen. The Clerk to obtain a quote for the works so that there is some idea of likely cost.
- 6.3 Devolved Works – ongoing issue.
- 6.4 Alterations to and removal of signs – WSCC have been contacted, awaiting response. Sign opposite health centre, at Tanyard Lane needs attention. Cllr Barling to action.
- 6.5 SiD device/speed gun – Bramber and Upper Beeding have dropped this project and there has been no feedback from them. No further action.
- 6.6 Locations for flower containers – Cllr Alexander reported she had met with SiB and has agreed location with them. The containers are in place and will look very good.
- 6.7 Lighting of footbridge Roman Road/Goring Road – ongoing. If light replacement programme puts a new 6m light in Goring Road this may solve the problem. To investigate with SSE.
- 6.8 Operation Watershed, works at Dog Lane – this issue has become rather complex as there is a broken 4 way culvert in the area proposed for jet washing. The Clerk is in discussion with WSCC. To contact Kevin MackNay drainage officer.
- 6.9 Cllr Barling arranged a meeting with a drainage engineer in Mouse Lane and reported it has been swept of debris. Plan of diverting water away has been sent to WSCC by Cllr Alexander for consideration by drainage team. It may then be possible to do a feasibility and get a cost for a bid to Operation Watershed.
- 6.10 Contact with Bus Company with proposal for device in Bus Shelter – ongoing.

7. QUESTIONS FROM THE FLOOR

The chairman suspended the meeting to allow questions from members of the public.

- Toilets in Steyning Centre always very clean, the High Street are not. They are dirty and they smell and have urine on the floor.

The small toilet has no natural ventilation, which can be a problem.

- There was an article in the Herald stating the so called modern public toilets in Steyning are horrible and replaced old spotless ones. They are always cold, with wet floors and this is a step backwards.

Toilets are cleaned twice a day at present. Floors are due for jet wash and this will be done. We will look at increasing the ventilation time in small toilet.

- Could you look at asking the Wilson Memorial Trust for some funding to do the urinals as this is a health issue.
- When are bins in High Street emptied?

4 times per week. There have been issues with them being filled with commercial waste and household waste. Some monitoring will be done.

- Newham Lane hedges overgrown.

Let us know which properties and we can report to WSCC Highways.

- SSE replacement lighting information is this on our website.
Will put a link on our website.
- WW1 ensure Poem on stone clean.
Will inspect to see if it needs action.
The chairman re-convened the meeting.

8. HIGHWAY MATTERS

- 8.1** Cllr Alexander opened up a discussion on monitoring of litter and dog fouling. Dog fouling has got worse in streets. We should consider another spraying exercise at the beginning of summer holidays. Have a team of volunteers available.
Cllr Alexander also raised the issue of fly posting. To put article on website.
Cllr Muncey raised the issue of a dog waste bin in Castle Lane beside Clays Hill but on further inspection this is in Bramber. HDC will no longer supply dedicated dog waste bins as this can now be put into ordinary waste bins. Some residents are picking up bags from hedgerows. To contact Bramber Parish to consider.
- 8.2** A suggestion was put forward by the F & C committee to publish the areas that individual councillors were responsible for monitoring. Cllr Alexander reported that she felt this would create more work and residents may just speak direct to councillors instead of reporting to the Parish Office. This in turn could result in double reporting or not reporting at all. Councillors will continue to monitor and will report to the clerk. Residents can report direct to clerk or parish office as well.

9. FINANCIAL REPORT

- 9.1** A list of income and expenditure for March and April 2014 had been circulated to Councillors prior to the meeting. The final March report to be circulated to councillors. It was **proposed** by Cllr Alexander and **seconded** by Cllr Barling to agree the expenditure as shown for the period. This was **Agreed**.
There were no petty cash payments in March and April 2014.

10. INFORMATION ITEMS

- 10.1** Email from Cllr Barling regarding carriageway works on Steyning by-pass between Ashurst and Strivens farm will be done this year.
Also Kissing gates in Kings Barn Lane replacements now provided and land owners are to install.
- 10.2** Email from WSCC regarding Public Rights of Way Routine Maintenance. The list of works undertaken on this visit were: 7 new way markers, 8 repaired waymarkers, 11 repaired stiles, 119 metres of vegetation clearance. No further more detailed information can be given.
To note for information that the fence that has been erected near model aeroplane flying field which prevent access from South Down Way to car park area. Have now got forms from Rights of Way officer, to apply for right of way.
- 10.3** Email WSCC regarding Bus Shelter grants scheme.

11. COMMUNITY INFRASTRUCTURE LEVY

Committee were asked if there were any additional items to add to this list.

12. DATE OF NEXT MEETING: Tuesday 24th June 2014 at 7.30 pm

The Chairman closed the meeting at 8.45 p.m.

ACTIONS

20.5.14

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| 6.1 | To contact all cllrs re: driveways and dropped kerbs | Clerk |
| | To contact Saxon Weald re: twitten Charlton St and ramp not steps | Clerk |
| 6.2 | To obtain quote for works to High St. toilets and urinals | Clerk |
| 6.4 | To get sign at Health Centre repaired | Cllr Barling |
| 6.7 | To investigate with SSE replacement lights Goring Road | Clerk |
| 6.8 | To contact WSCC re: dog Lane | Clerk |
| 7. | To jet wash toilet floors High Street. | Clerk |
| 7. | To monitor bins in High Street | Cllr Alexander |
| 7. | To put SSE link on our website | Dep.Clerk |
| 8.1 | To contact Bramber re: dog bin Castle Lane | Clerk |
| | To arrange a dog fouling spraying session. | Cllrs MA/GM |
| 9.1 | To distribute to Cllrs the final accounts March 2014 | Clerk |

25.3.14

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| 4.8 | Dropped kerbs – to map where they exist. Cllrs to action as part of Highways Monitoring by Easter | ALL |
| 7.4 | Working group to look at Devolved works in more detail and to involve Henfield. | Clerk/ALL |
| 6. | Remove parking sign opposite junction High Street/Church St | Clerk |
| | Lower High Street/Church St. 3 signs outside Stone House – Remove | Clerk |
| | To look at back of signs and how best to use them. | |
| 6.5 | Lighting footbridge Roman Rd to contact Sussex Wildlife Trust | Clerk |
| 4.10 | Operation Watershed to chase for date for works | Clerk |
| 8.2 | To contact bus company with proposal for a device for bus shelter | Clerk |