

Steyning Parish Council



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HIGHWAYS & LIGHTING COMMITTEE MEETING 7.30pm MONDAY 21st March 2016 AT THE STEYNING CENTRE

Present: Cllrs Muncey, Lloyd, S Sullivan and G Sullivan

Members of the public: 1

Deputy Clerk: Hazel Roxby

Questions from the floor:

1. Q – An update on the Mouse Lane works was queried
A – The Chairman informed that the update is an agenda item

The meeting commenced at 7.30pm

DRAFT MINUTES

H&L/15/52 APOLOGIES FOR ABSENCE – to receive apologies for absence.
Apologies were received from Cllrs Bowell & Northam

H&L/15/53 DECLARATIONS OF INTEREST AND DISPENSATIONS – none for this meeting.

H&L/15/54 MINUTES OF THE PREVIOUS MEETING

Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the minutes of the meeting held on 19th January 2016 be accepted as a true record. **Agreed.**

H&L/15/55 MATTERS ARISING FROM PREVIOUS MINUTES AND ACTIONS – to confirm the matters arising and report actions from the last meeting.

- 55.1 **(H&L/15/49.1) Sub-station at Penlands Way** – fence replaced..
- 55.2 **(H&L/15/47.4) Operation Watershed funding opportunities.** Councillors noted WSCC Head of Highways' notification of a new scheme in 16/17.
- 55.3 **(H&L/15/20.6) Winter Maintenance Plan** – Councillors noted receipt of snow shovels from WSCC and thanked Cllr Barling for assisting with the provision. Cllr G Sullivan and S Sullivan were thanked for collecting the 6 shovels.



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H&L/15/56 HIGHWAYS / PUBLIC RIGHTS OF WAY MATTERS

- 56.1 High St Toilets** – The Deputy Clerk reported on a recent invoice from Southern Water which was significantly higher than previous bills. Southern Water had not provided an actual meter reading since July 2014. Currently Southern Water is investigating the possibility of a leak. If no leak is detected the supply will be monitored for two weeks and a replacement invoice provided based on usage. The meter has been replaced and readings will now be sent to Southern Water, it is possible a leakage allowance will be given.
- 56.2** Councillors considered a quote to repair a sink and replace existing taps with self-closing push taps. Cllr Muncey **proposed, seconded** by Cllr Lloyd that 2 taps be replaced, (the small toilet and the toilet backing on to the carpark that is open for Farmers Market and other events) and the Deputy Clerk to enquire if a shut off valve under the sink can be used in the disabled toilet instead of a push tap. Cllr Muncey and the Deputy Clerk were delegated powers to authorise expenditure up to £200.00 to get this work done if possible. **Agreed.**
Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the sink enclosure be repaired at the quoted price. **Agreed.**
- 56.3 High Street Toilets urinals project update.**
Cllr Muncey reported that funding is still being sought for this project.
- 56.4 Councillors to consider and agree quote regarding redecoration of windows and door to rear of toilet block.**
One quote was received at a price of £285.00. There was a discussion concerning the job being carried out in house by a Caretaker as this would reduce the costs.
Cllr Muncey **proposed, seconded** by Cllr G Sullivan that the painting is carried out by a Caretaker. **Agreed.**
- 56.4 A 283 footbridge lighting update.**
Cllr Muncey reported that a meeting had been held on site to discuss the positioning of the light, which will be at the widest part of the footbridge at the Goring Road end. The light will be on a 4metre pole and will be much less bright than a street light. The final contract is awaited and the payment will be made by the Steyning & District Community Partnership using a grant from the Wilson Memorial Trust. Once installed the Parish Council will be responsible for the maintenance and all other running costs.
- 56.5 Mouse Lane drainage update.**
Councillors noted a report provided by Cllr Howell following a site visit with Wiston Estate and WSCC. It was noted that Balfour Beatty will not come back to rectify the bridleway resurfacing work and they will not charge for it either. Peter Smith WSCC will look into rectifying the work and a meeting has been arranged on site on 30th March. Cllr Muncey reported that Wiston Estate have carried out two of the items of outstanding work.
It was noted that the ditch in the garden needs piping with 2 man holes and the top drain in Mouse Lane needs expanding with a catchment for debris. Extra ditches need to be looked at as well before applying for further Operation Watershed grants. It was suggested that in Cllr Howell's and Cllr Muncey's absence Cllr S Sullivan will attend the meetings and deal with Operation Watershed application.
- 56.6 Debraose Way**
Councillors noted concerns expressed by a resident, regarding inconsiderate parking. Councillors discussed the possibility of sending a letter to all residents asking them to park considerately however it was noted that this could set a precedent as there are many areas in Steyning that are affected by inconsiderate parking. It was decided to ask Cllr Ness Collins, a resident in the area, if neighbours could sort out the problem amongst themselves and to write to Cllr David Barling, WSCC, to inform him that the parish council decided against writing to residents as they feel it could set a precedent.
- 56.7 Street cleaning** - Councillors received Cllr Muncey's report regarding Street Cleaning.

Cllr Muncey is concerned that the hand-operated litter-picker currently used is not sufficient to clean around the bins and around shop fronts to a good standard. The possible cost of a second hand Glutton Machine/Applied 414 could be about £8,000, an email has been sent to the contractor to ask for his opinion of the machines, a reply is awaited.

It was suggested that a meeting be held with Steyning Business Chamber to request that shop owners/tenants would be willing to get involved in helping to keep the town clean by cleaning the area at the front of their shops.

It was noted that the parish council bins in the High Street require painting and repairs to the latches.

Cllr Muncey **proposed, seconded by** Cllr S Sullivan to ask James to assess the work and carry out if possible. **Agreed.**

Councillors discussed the litter bin inspection rota which at present is not being carried as per the rota issued. Cllr Muncey **proposed, seconded by** Cllr Lloyd that a monthly rota for the Highways and Lighting committee would be easier to manage and to have smaller areas to check which will include checking twittens. **Agreed.** A list of street cleaning areas and twittens to be sent out to Cllrs.

The Contractor has informed that the pizza boxes from the Pizza Van on Fridays evenings are becoming a problem in the Memorial Playing Field as they do not fit in the bins already provided, he suggested a blue bin be placed there for the boxes. The Deputy Clerk was asked to investigate the cost of having a blue bin emptied weekly.

H&L/15/57 FINANCIAL REPORT

57.1 Councillors received Income & Expenditure Reports for January and February 2016.

Councillors noted that with regards to income, the HDC Environmental Cleansing Grant had been 10% higher than anticipated and that Operation Watershed funds were currently held, pending improvements to works undertaken in Mouse Lane. The amount will be accrued if an invoice is not received before the end of financial year. Councillors noted that H&L and Public Toilets expenditure was within budget although a revised Southern Water invoice was still awaited for the period and will be accrued if necessary.

Cllr Muncey **proposed, seconded by** Cllr S Sullivan that the I&E reports for January and February be accepted. **Agreed.**

57.2 Councillors to consider and agree request for surplus H&L funds to be placed in H&L reserve for 16/17.

Cllr Muncey **proposed, seconded by** Cllr G Sullivan that surplus H&L funds to be placed in H&L reserve for 16/17. **Agreed.**

57.3 Councillors considered a quote for weed killing on some pavements in the High Street.

Cllr G Sullivan **proposed, seconded by** Cllr Lloyd that the quote be accepted and the work ordered. **Agreed.**

H&L/15/58 INFORMATION / CORRESPONDENCE ITEMS

58.1 WSCC Survey regarding Community Support Teams- the submission date has passed.

58.2 WSCC Review of improvements to the local walking and cycling network- the submission date had passed.

58.3 HDC Clean for the Queen campaign – Cllr Muncey informed that she and volunteer, Captain David Owen, carried out an extra clean of the MPF for the Clean for the Queen.

58.4 WSCC Highways & Transport Integrated Works Programme 16/17. It was noted that the work to the Wiston Bends on the A283 was not on the Integrated Works Programme. Deputy Clerk to contact David Barling to query this

58.5 The Public Footpath from High Street to Newham Lane has been inspected by WSCC PROW Officer Katrina Harper. She informs that the path from Charlton Street to the MPF is considered adequate for recreational use. A works order has been issued for the protruding metal to be removed from the path. Mrs Rodgers, who brought the issue to our attention, has been informed and is happy with the outcome so far and hopes that at some time in the future the path surface will be improved.

58.6 Cllr G Sullivan reported that the faded 'keep clear' wording on the road near the Bowling Club has still not be re-painted. This should be reported to David Barling.

H&L/15/59 COMMUNITY INFRASTRUCTURE LEVY

None for this meeting .

H&L/15/60 DATE OF NEXT MEETING – Tuesday 19th April 2016.

The meeting closed at 8.42pm

Signed: Date: 19th April 2016.

Chairman

Action List H&L 21.03.16

- 56.2 Accept quote for taps and sink enclosure and query a solution for disabled toilet up to £200.
- 56.4 Caretaker to carry out painting work to High Street toilets
- 56.5 Ask Cllr Bowell if he wishes to attend meetings for op watershed and deal with applications or is happy for Cllr S Sullivan to do so
- 56.6 Inform County Councillor that committee decided against writing to residents in De Broase Way
- 56.7 Set up meeting with Steyning Business Chamber or attend part of their regular meeting
- 56.7 Caretaker to assess painting of bins and repairs needed to catches
- 56.7 Re- do rota for monthly and smaller areas
- 56.7 Investigate cost of emptying a blue bin from HDC
- 57.2 Reinvest surplus funds into 2016/17 H&L reserve.
- 57.3 Agree quote for weed killing
- 58.6 Contact Cllr Barling concerning Wiston Bends on A283
- 58.7 Contact Cllr Barling concerning 'keep clear' by Bowling Club.



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