

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

HIGHWAYS & LIGHTING COMMITTEE HELD ON TUESDAY 24th May 2016 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs. Muncey, Bowell, Northam, Syred, G. Sullivan, S. Sullivan

Members of the public : 6

Clerk : Carol Stephenson

Questions from the floor –

Q. Mr Pearcey asked if the Council could do anything to influence some action being taken to address their serious concerns about the road safety issue on the Bostal Road. There have been a number of serious accidents caused by speeding and dangerous driving and residents are fearful for lives and properties on this stretch of road.

A. The Council is well aware of the issue and will try to influence the County Council Highways division into taking some action such as barriers, signage etc. Cllr. Bowell has given an undertaking to visit the location again, take photos and contact the County Council again to see if anything can be done as a matter of some urgency. Mr. Pearcey to provide details of Police Officer who attended previous road incident.

Q. Damage to the highway and erosion is being caused by a vehicle operator entering and exiting a site onto Newham Lane by the use of large, long vehicles. Does the Council know if this is permissible and if there is an operators licence in place allowing this business to operate from this location.

A. The Council will make enquiries to ascertain if the Department of Transport District Commissioner is aware of this.

MINUTES

H&L 16/1. ELECTION OF CHAIRMAN

16.1 Cllr G. Sullivan **proposed** and Cllr Northam **seconded** that Cllr Muncey be elected Chair of this Committee. **Agreed**

H&L 16/2. ELECTION OF VICE CHAIRMAN

16.2.1 Cllr Northam **proposed** and Cllr Muncey **seconded** that Cllr Bowell be elected Vice Chairman of this Committee. **Agreed**

H&L/16/3. **APOLOGIES FOR ABSENCE** – Cllr.Trundle

H&L/16/4. **DECLARATIONS OF INTEREST AND DISPENSATIONS** – none declared



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- H&L/16/5. MINUTES OF THE PREVIOUS MEETING** – Cllr Bowell **proposed** and Cllr Northam **seconded** that these are a true record of the meeting held on 19th April 2016. **Agreed.**
- H&L/16/6. MATTERS ARISING FROM PREVIOUS MINUTES AND ACTIONS –**
- 6.1 (H&L/15/64.1) Recycling bin on MPF.** Clerk to ascertain who owns this bin and to ascertain if current litter contractor is emptying this bin free of charge.
- 6.2 (H&L/15/64.3) Cleaning of road signage** – Cllr Bowell has contacted the County Council reporting that a number of signs need attention and will continue to chase for action.
- 6.3 (H&L/15/65.4) – Cleaning of pavement in front of shops in the High Street - Clerk** to check to see if letters were sent to shop owners to ask them to clean in front of their own premises.
- 6.4 (H&L/15/67.3) – Transitional funds for poor pavements in the county.** Cllr S Sullivan provided photos to Cllr Barling of footpath leading to Primary School and will report back when work is done.
- H&L 16/7. HIGHWAYS / PUBLIC RIGHTS OF WAY MATTERS**
- 7.1 High St Toilets** - Cllr Muncey reported that the new taps are proving to be very difficult to use and have since been found not to meet the Council’s requirements. **Clerk** to seek urgent remedy at no extra charge to the Council. Consider installation of warning signs and hand gel as an interim measure and to check that we are not in breach of current disability legislation. **Cllr Muncey** to contact HDC to ascertain how they equip their disabled toilets. **Cllr Muncey** to raise at next F&C Committee working practices as regards payment of contractors’ invoices. Cllr Syred to liaise with Deputy Clerk regarding works on Steyning Centre. Cllr G. Sullivan advised lights are on all day – this is already being addressed
- 7.2 High Street Toilets – proposed alterations** - Cllr Muncey informed the Committee that a grant application has been drafted to secure funding from Big Lottery Fund. If bid is unsuccessful, the Council already has budget provision for the adaptations but we will need to go back to check prices previously obtained are still valid. Cllr Muncey **proposed** and Cllr Syred **seconded** that we submit our application but if nothing is heard by the end of August 2016 the matter be reviewed by this Committee. **Agreed**
- 7.3 Lighting over footbridge** – Cllr Muncey advised new light pole to be installed on 27th May and connected on 31st May with a light shield to minimise light spill into neighbouring properties. **Cllr Muncey** to request installers to come back after a few days to allow checking with residents v.v. light Spillage. Plan small “opening” ceremony. **Cllr Muncey** to obtain price for a plaque “ Funded by Wilson Memorial Trust” .
- 7.4 Mouse Lane Operation Watershed Phase 1 inc quote for concreting bridleway repair work** - quote has been received for remedial works on bridleway. The Council has not been charged for previous works. To be funded by previous Op. Watershed grant plus contributions from WSCC and Wiston Estate. Cllr Bowell **proposed** and Cllr G. Sullivan **seconded** that the quote for £4750 + VAT be accepted. **Agreed**
- 7.5 Mouse Lane Operation watershed Phase 2** – Councillors are looking at proposals for further works to improve drainage in this location. It is suggested that the Council submits an application for grant funding in the sum of £9,970 to cover the cost of these works. It should be noted that if these works are undertaken, it is recognised that this will not solve the ongoing flooding problem in its entirety but should certainly help towards it. Cllr Bowell **proposed** and Cllr S. Sullivan **seconded** that the Council submit an application for grant funding. Application will need countersigning by Cllr Barling WSCC, **Cllr Bowell** to arrange. **Agreed**
- 7.6 Cleanliness of High Street** - a meeting took place on 11th April 2016 with the current contractor to discuss the various issues being experienced by the Council and the contractor with regards to cleaning the pavements in this location. The current contract only relates to part of the pavement as it is the shop owners’ responsibility for sweeping the pavement directly outside the shops. Councillors agreed their prime concern is to ensure a clean High Street. Existing contract is due to expire 1.4.2017. Cllr. Northam **proposed** and Cllr Syred **seconded** that a letter be sent to existing contractor seeking

early termination of existing contract to allow the Council to re-tender with a revised specification, Terms of Reference, performance and contract monitoring, steam cleaning requirements to be included.
Agreed

H&L/16/8. FINANCIAL REPORT

8.1 Members received the report for April 2016. **Clerk** to report back as to what £10,970 and £11,643 refer to and why report shows to and from general reserve on print out. **Clerk** to contact software provider to establish what training opportunities may be available for the Clerk, Councillors and/or Chairs; and to confirm money has been carried forward from last year's budget for Operation Watershed. Cllr Muncey confirmed revised water bill received following investigation by Southern Water into usage at High Street toilets. Cllr Muncey **proposed** and Cllr Bowell **seconded** that the financial report for April be agreed subject to feedback as outlined above. **Agreed**

H&L/16/9 . INFORMATION / CORRESPONDENCE ITEMS

9.1 & 9.2 Letter and email re Mouse Lane – Cllrs thanked residents for their letter and are well aware of their concerns which the Council share. A resident advised that there is a Community Highway Scheme which allows residents to apply for funding “subject to discussion with the local authority” . Cllrs were unaware of this scheme but will now enquire further. Cllr Syred suggested the residents go ahead with an application if they wish. Cllr Bowell suggested that WSCC may reject an application at this point in time pending the outcome of items 7.4 and 7.5. Cllrs asked if this fund might also be appropriate for improvements to Bostal Road – the Council has undertaken to find out.

9.3 Email from Katie Stanyer, Green Wright, Chalton Solicitors re memorial bench for Mrs Carman – the siting of this bench is not on SPC land but Cllrs agreed that SPC would be willing to maintain the bench going forwards, subject to receiving standard payment. Cllr Muncey **proposed** and Cllr Northam **seconded** that Katie Stanyer be advised to contact HDC to order and install the bench. **Clerk** to advise Katie Stanyer accordingly. **Agreed**

9.4 Email re works to clear public footpath behind old Nautical Training Hut, Mouse Lane – Cllr Muncey was able to confirm that the dangerous spike left in this footpath has been removed

H&L/16/10. DATE OF NEXT MEETING – Tuesday 19th July 2016.

The meeting closed at 9.01pm

Signed
Chair of Highways and Lighting Committee

Dated 19th July 2016

ACTIONS

- 6.1 Clerk** to ascertain who owns the bin and that the current litter contractor is emptying this free of charge or not
- 6.2 Cllr Bowell** to continue to chase WSCC re cleaning of road signage if not done
- 6.3 Clerk** to see if letters have already been sent to shop owners reminding them of their responsibility
- 6.4 Cllr S Sullivan** to monitor and report back when/ if work is done.
- 7.1 Cllr Muncey** to speak to HDC to find out how they equip their disabled toilets and to raise payments of



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

Invoices at next F&C meeting

Cllr Syred to liaise with Deputy Clerk re proposed works in Steyning Centre

7.2 Clerk to provisionally add to H&L agenda for September 2016

7.3 Cllr Muncey to ask contractors to come back after a few days to check all is working as we expect;

Cllrs to visit site in the dark following connection for their own information.

Cllr Muncey to obtain price of a plaque "Funded by Wilson Memorial Trust"

7.5 Cllr Bowell to ensure relevant signatures are obtained to submit the application

7.6 Cllrs to consider re-tendering option

8.1 Clerk to establish what £10,970 and £11,643 refer to and to contact current software provider to establish what training opportunities may be available; to confirm money has been held over from last year's budget for operation watershed

9.1 & Cllrs to investigate what the Community Highway Scheme covers to see if applicable to Bostal Road

9.2

9.3 Clerk to advise Katie Stanyer to approach HDC to order and install proposed bench and to advise SPC when bench installed to add to Council insurance and inventory.