

The Etchingam Safety Action Committee

A Sub-Committee of Etchingam Parish Council

MINUTES OF THE MEETING

held on Tuesday 26th April 2022 at 7.00pm The Parker Hall, Parsonage Croft, Etchingam

Members Present: Michael Le Garignon (Chair), Phillip Hinde (Vice-Chair), Alicja Clark, Angela Jarman, Becky Howard, Julie McGregor, Katherine Severi, Lizzie Lawrence, Michelle Heaton, Roma Turner, Steve Howard, Trevor McGregor, John Barnes (Ex-officio)

Also present: Ms P Barton – Clerk to the Council and acting secretary to TESAG.

1. **Apologies for Absence:** There were apologies for absence from Rob Beeney and Emma Chambers which were accepted.
2. There having been no previous meetings, there are no minutes to review and confirm that they are an accurate record and to authorise the Chairman presiding to sign said Minutes.
3. **Declarations of Interest:** there were no Declarations of Interest.
4. **Election of Chairman:** having been duly nominated and by a unanimous show of hands, Michael Le Garignon was elected to the Chair and took over the meeting.
5. **Election of Vice-Chairman:** having been duly nominated and by a unanimous show of hands, Phillip Hinde was elected as Vice-Chair.
6. **Election of Secretary:** there being no nominations from the floor, the Acting Secretary will remain in post but this can only be an interim measure. Alternative solutions will be sought.
7. **Future Meetings:** Future meetings may be legitimately recorded, as allowed by Etchingam Parish Council Standing Orders.

Written Minutes will be required for circulation to members via the Chairman and to the Clerk for circulation to the Parish Council, District and County Councillors.

The Minutes may constitute the monthly report required to be made to the Parish Council and need not be presented in person, however a Quarterly Report provided to the Clerk a week before the Parish Council Meeting and presented in person at that meeting will be required.

Future meetings may be held in person or electronically as appropriate.

8. **Terms of Reference:** after discussion and explanation of the use of archaic language the Terms of Reference were accepted (see Appendix 1).

9. The Way Forward:

- i) It was agreed that a framework approach be utilised for optimum effectiveness.
- ii) The Road Safety Improvements in Etchingam Village Feasibility Report (aka RSIF) with a copy of the initial ratings made by the Parish Council (pre-Covid) to be redistributed to members together with a Proposals Ratings pro-forma for completion and return to Chairman by 12th May 2022.
- iii) The Parish Clerk will book a traffic count with ESCC Highways in preparation for requesting works required to fulfil the brief of road safety for all. As previously resolved by the Parish Council.
- iv) Contact will be made with Insp. Stephen O'Connell, SSRP (Safer Sussex Roads Partnership) as a
- v) The Chairman and Acting Secretary to source and purchase a large-scale map of the village clearly showing all buildings, residential and commercial.
- vi) A comprehensive Communications Plan will be drawn up – at both local and non-local levels.
- vii) 'Mini-teams' will be utilised, if appropriate, against specific tasks.
- viii) The Schedule of Meeting dates for the next 12-months will be set up and distributed prior to the next meeting.

10. Agenda points for the next meeting: reports on the action points in these minutes.

11. Date and Venue for the next meeting: to confirmed.

Signed

Dated 16.05.2022