

## Minutes of the SERVICES COMMITTEE Meeting

Held on Monday 2 September 2019 in the Council Office at 7:30pm

Cllrs	Cllr M Heath (MH) – Chairman	#	Cllr H Hagon (MEH)
	Cllr S Williams (SW) - Vice-Chairman		Cllr M Skelton (MS)
	Cllr W Davey (WD)		Cllr S Sproul (SS)
##	Cllr G Hollis (GH)	#	Cllr J Walsh (JW)

# = Apologies Received

## Associate Edna Austin (EA)

## = Absent No Apologies Received

# Associate Jon Huntley (JH)

Co Clerk - Roy Hill

Clerk – Jagjit Brar

		Actions to be taken
1909/02	<b>Notification of any urgent matters to be taken under item 1909/18</b> 1. Allotments (Cllr MS) 2. Trees (Cllr SW)	
1909/03	<b>Matters dealt with under urgent action since the last meeting on 1 July 2019</b> None	
1909/04	<b>Matters arising from the minutes of the meeting on 1 July 2019,</b>  <b>1802/01</b> Meeting with Adrian Leslie, see Agenda item 1909/07.  <b>1903/11 Flooding on A412 footpath.</b> Please see Agenda item 1909/13  <b>1904/11 Insurance of Street Lights</b> The quotation for the streetlights insurance £781.37 This is based on an insurance valuation of £215,939.64. For each claim made DPC will be responsible for the first £250.00. In the last 5 years we have only had two of our Streetlights damaged. The Committee AGREED not to proceed with adding the extra cover.	
1909/05	<b>Correspondence List</b> To note correspondence since the last meeting. Please advise the Clerk in advance of the meeting of any item you require a copy of.	
1909/06	<b>An updated Financial Report will be provided at the Meeting.</b> Was circulated and discussed. Noted.	

1909/07	<p><b>Meeting with Adrian Leslie SBDC Contract Monitoring Officer</b></p> <p>We met on 23 July and discussed a number of issues. Mr Leslie promised to send us an update with the relevant information but it has never arrived. But we were able to speak with Mr Leslie was able to speak with him just before the meeting.</p> <ol style="list-style-type: none"> <li>1. Emptying of Dog Bins –. He assured me that the problems have since been rectified. Matter being monitored. We are still experiencing difficulties.</li> <li>2. Siting of additional Dog Bins –. SBDC now prefer to handle the supply and installation of Glasdon Dog Bins but they have not yet forwarded to us a schedule of Charges. Information promised by Wednesday 4 September. They are hopeful that we will be able to use our stock of Earth Anchor Bins. They require bins are sited as close to the road as possible.</li> <li>3. Street and pavement cleansing. SBDC do not have any access to a mechanical sweeper that can work on our pavements. They have previously ‘borrowed’ one from Chiltern to sweep the A412 footpath. They will try and arrange further use of the Chiltern machine so as to repeat this in the future. Awaiting update.</li> </ol> <p>He apologized for the lack of road sweeping performed previously but again said that it was partially due to TfB not giving enough notice of Road Closures. Heavily disputed by TfB. They have also promised, by Wednesday, a Street Cleansing schedule.</p> <p>According to the Services Agreement and Contract, Station Parade and Penn Drive Shops and New Denham Parade should be visited on a <b>daily basis</b> and any work requirement attended to. He was told this is not happening and he assured that he would get it included in the future and would personally monitor it. Will be confirmed on Wednesday 4 September.</p>	<p><b>Co Clerk</b></p> <p><b>Co Clerk</b></p> <p><b>Co Clerk</b></p> <p><b>Co Clerk</b></p> <p><b>Co Clerk</b></p>
1909/08	<p><b>Devolution of Services Update</b></p> <ol style="list-style-type: none"> <li>1. We have received confirmation that the present Devolved Services Agreement will be extended until 31 March 2022. We are preparing Tender Documents for the period 1 April 2020 – 31 March 2022 for the following areas; Grass Verge Cutting and Rights of Way.</li> <li>2. <b>Grass Cutting</b> – Blue Sky started the fourth cut week beginning 26 August.</li> <li>3. <b>Rights of Way</b> – work will be done starting first week of October. The BCC Rights of Way Team have cleared the Barbed Wire fencing in Gladwins wood and Bridleway 46 is now fully opened.</li> </ol>	<p><b>Co Clerk</b></p>
1909/09	<p><b>New Denham Allotments</b></p> <ol style="list-style-type: none"> <li>1. The Allotment Association is still working well</li> <li>2. The cost of grinding out the Stumps on the Fence</li> </ol>	<p><b>Co Clerk</b></p>

	<p>Boundary of the Allotments is £864. Cllr JW has written in recommending that we proceed. Following discussion the Committee did not accept the recommendation and AGREED that Artemis be asked to re-treat the stumps with Glyphosate and that they are monitored. It was AGREED that we investigate the provision of suitable 'protective' hedges.</p> <ol style="list-style-type: none"> <li>3. SBDC Environmental Health Team have completed their soil study at the Allotments and find no cause of concern.</li> <li>4. Cllr MS proposed that the Council purchase a new cup to be awarded annually to the winner of the Best Kept Allotment. It was unanimously AGREED that a cup be purchased up to a value of £200 and it be known as the Denham Allotment Users Association Centenary Cup 2019 and that Susan be asked to choose it and get it engraved.</li> </ol> <p>It was also AGREED that two new judges be appointed to judge next year's competition. The Chairman to present the cup at the allotment presentation on the 29 September.</p>	<b>Co Clerk</b>
1909/10	<p><b>Play Areas and Open Spaces</b></p> <ol style="list-style-type: none"> <li>1. <b>Play Area Inspection Reports</b> have been received for all areas. When presenting his report Cllr WD commented on the good standard of the Play Area especially the way that the grass had been cut. He also welcomed the news that some of the trees were scheduled for attention. Cllr WD raised that there is a large tree blocking the footpath to the Play Area in the garden of 1 Skylark Road which needs to be cut back.</li> <li>2. The Co Clerk circulated a report detailing quotes for the work required following the RoSPA report. He also circulated a coloured grid showing the category of urgency. The reports were discussed and it was AGREED that the URGENT items coloured red should be rectified immediately and the Orange (medium risk) items be attended to as well.</li> </ol> <p>The Co Clerk was asked to investigate whether a 'Pod' swing made of metal was available and to compare costs. The Co Clerk to seek 'email' confirmation before any equipment ordered</p>	<b>Co Clerk</b>  <b>Co Clerk/ Clerk</b>
1909/11	<p><b>Denham Cricket Club</b></p> <ol style="list-style-type: none"> <li>1. <b>The Siting of the Storage Container</b> Ryan Ashby has been asked to do the final move which is expected to be completed within 2 weeks.</li> <li>2. <b>Cricket Club Lease</b> The draft final lease is being checked and will be distributed to the Cricket Club shortly.</li> </ol>	<b>Clerk</b>



	<p>Cllr WD said that the pavement that runs from Skylark Road to Hollybush Lane was heavily impacted by overgrown trees due to a tenanted house not being maintained. He would try and obtain the name of the Agent so that this could be followed up by the Clerk.</p> <p><b>Letter from a Harefield Resident about cycling in Denham</b> It was AGREED that we should respond and thank the cyclist for his letter.</p> <p><b>7. To consider DPC Response to The National Highways and Transport Public Satisfaction Survey</b> The Survey was discussed and recommendations AGREED for submission.</p>	<p><b>Clerk</b> <b>Cllr WD</b></p> <p><b>Co Clerk</b></p>
<p><b>1909/14</b></p>	<p><b>Community Involvement 'Make a Difference'</b> It has not been possible to meet with the resident who raised this issue and it will be scheduled for the October meeting.</p>	<p><b>Co Clerk</b></p>
<p><b>1909/15</b></p>	<p><b>Local Area Forum</b> the next meeting will be held in the DPC office on Wednesday 11 September.</p> <p>have submitted an application for an MVAS to be used in Cheapside Lane and Tilehouse Way. The agreed LAF contribution is £1600 and we are investigating the likely costs to the Parish Council which will be available for the meeting.</p> <ol style="list-style-type: none"> <li>1. DPC need to submit the following application form to TfB along with a cheque for £445 (this cost is not covered within the contribution by the LAF) <a href="http://www.buckscc.gov.uk/media/4508925/mvas-application-form-mvas-app-v2017-01.pdf">http://www.buckscc.gov.uk/media/4508925/mvas-application-form-mvas-app-v2017-01.pdf</a></li> <li>2. Our local area technician will visit the sites and agree the most appropriate locations to use the MVAS</li> <li>3. When agreed these should be advised to the Community Engagement &amp; Development Team to arrange for the STATS drawings to be created</li> <li>4. DPC will then need to request a quote from Dave Catling (<a href="mailto:signsense@hotmail.com">signsense@hotmail.com</a>) for the purchase &amp; installation of the ground screws and hinged posts</li> <li>5. DPCI need to order the standard MVAS unit/s from SWARCO (quote attached) via our account manager Jennifer Blair (<a href="mailto:jennifer.blair@swarco.com">jennifer.blair@swarco.com</a>)</li> <li>6. Upon receipt of the groundscrew, hinged posts, and MVAS unit the Parish will need to pay all invoices directly to the suppliers</li> <li>7. Any invoices received by DPC need to be paid by DPC and then invoice BCC to reclaim the agreed funding (proof of expenditure will be required before any contribution is released)</li> </ol> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• the LAF's contribution has been agreed at <b>£1,600</b> and is only eligible against the MVAS unit/s, Ground Screws,</li> </ul>	<p><b>Co Clerk</b></p>

	<p>STATS searches, and hinged posts. <b>Any further equipment or training is not covered within this funding.</b></p> <ul style="list-style-type: none"> <li>• STATS searches are undertaken by TfB and cost £70 per location. The STATS search will be ordered directly from TfB by the Community Engagement and Development team and the cost will be taken from the agreed LAF contribution. For example - if your allocation is £1,600 and you choose 4 locations, the cost for STATS will be £280. This will be taken from the £1,600 leaving £1,320 to be reclaimed by the Parish Council.</li> <li>• Public Liability Insurance of £5m is an essential requirement, as instructed by Buckinghamshire County Council's insurers.</li> </ul> <p>The Co Clerk was asked to get more information of the expected actual costs and to circulate the information to Cllrs before the next meeting of Council.</p>	
<b>1909/16</b>	<b>The Pyghtle</b> The work on the CCTV has now been completed	
<b>1909/17</b>	<b>Denham Scout Hut, The Pyghtle, Denham</b> We have received no further information from SBDC about their proposed actions on the future of the site or from TfB about vehicular access to the site. Co Clerk to raise with LAF	<b>Co Clerk</b>
<b>1909/18</b>	<b>Cricket Field Bungalow</b> All maintenance has been completed.	
<b>1909/19</b>	<p><b>Any other business notified at 1909/02 above.</b></p> <ol style="list-style-type: none"> <li><b>1. Trees</b> – The problem with a hedge at the top end of Village Road it was claimed was planted 'in front' of the property fence at the insistence of planning, is now covering a road sign. The property owner claims that the hedge was always maintained by TfB and that it is not his job to do it because he doesn't own it. The Co Clerk was asked to investigate and get the matter resolved</li> <li><b>2</b> The Clerk was asked to investigate the offer from the Woodland Trust for the provision of Free Trees.</li> </ol>	<b>Co Clerk</b>
<b>1909/20</b>	<b>Part 2 Confidential – Members Only</b> <b>None</b>	
<b>1909/21</b>	<b>Date of Next Meeting</b> To confirm the next scheduled meeting as <b>Monday 7 October 2019</b> at 7.30pm in the Council Office.	

Meeting closed at 10.30

Roy Hill  
Co Clerk