

**Minutes of the SERVICES COMMITTEE meeting**  
**Held on Monday 6 January 2020 2019 at 7.30pm in the Parish Council Office, Denham**

**Councillors** Cllr M Heath (MH) - Chairman Cllr S Williams (SW) – Vice-Chairman  
 # Cllr J Walsh (JW) Cllr M Skelton (MS)  
 Cllr G Hollis (GH) Cllr S Sproul (SS)  
 Cllr W Davey (WD) Cllr M E Hagon (MEH)  
 Cllr F Duffy (FD)  
**Associates** Edna Austin (EA) **Clerk** - Jagjit Brar  
 # = Apologies Received

Minute Number	Meeting Minutes	Action
200106/01	<b>Apologies for absence</b> See above	
200106/02	<b>Notification of any urgent matters to be taken under item 200106/18</b>	
200106/03	<p><b>Matters arising from the minutes of the last meeting on 4 November 2019</b></p> <ul style="list-style-type: none"> <li>▪ <b>1910/07 Tree Quotation from Artemis</b> Assessments to be carried out on 3<sup>rd</sup> January 2020 for           <ul style="list-style-type: none"> <li>- Overhanging trees on the A412 footpath £360 + VAT – <b>AGREED</b></li> <li>- The Pyghtle – £180 + VAT – <b>AGREED</b></li> <li>- The Cricketfield Bungalow – £180 + VAT - <b>AGREED</b></li> </ul> </li> </ul> <p>Clerk to request another quote for the cut back of all the overhanging trees along the A412 Footpath not just those obscuring the lights</p> <ul style="list-style-type: none"> <li>▪ <b>1910/12 Lighting Considerations</b> Clerk to investigate whether the swan necks could have been adapted as they were part of the conservation area?</li> <li>▪ <b>1911/07 – Devolved Services</b> <ul style="list-style-type: none"> <li>- Cllr SW has emailed Cllr KB about utility company that damaged the hedge, Cllr KB to chase</li> <li>- Hedges in front of the Denham sign in New Denham to be cut back – Clerk</li> <li>- Flailing – List of areas that need flailing to be identified and forwarded to Ryan Ashby, to include Ashmead Lane, Old Mill Road, Allotments – Clerk</li> </ul> </li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p>Clerk to establish who the landowner is and request cut back by McDonalds on Oxford Road</p> <ul style="list-style-type: none"> <li>▪ <b>1912/16 Garage Door Bungalow</b> Cllr FD to investigate if door can be repaired on 8 January. If the door cannot be repaired a quote of £1,000 has been received for a new door - <b>AGREED</b></li> <li>▪ <b>1912/12 Highway Considerations</b> Clerk to follow up issue of flooding in Lower Road, Higher Denham. It was discussed that TfB would need to investigate water flowing down Side Road into Lower Road that has washed away the resident built bund.</li> <li>▪ <b>1912/17 Village Green Railings</b> Cllr MH received a quote of £880 to replace four damaged posts and railings and paint them white to match – <b>AGREED</b>  Clerk to gain a further quote once above work is complete to paint the remaining railings</li> <li>▪ <b>1912/11 Insurance for Outdoor Gyms</b> Clerk to check insurance if outdoor gyms should be lit at night just in case they are used</li> </ul>	<p><b>Clerk</b></p> <p><b>Cllr FD Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
200106/04	<p><b>Correspondence List</b> Noted</p>	
200106/05	<p><b>An updated Financial Report will be provided at the Meeting.</b> See attached</p>	
200106/06	<p><b>Tree Works Update</b></p> <ul style="list-style-type: none"> <li>• Way &amp; Tillard Pollarding to take place on the 20<sup>th</sup> January 2020 for 6 days</li> <li>• Awaiting TPO approval for Village Green</li> <li>• All other works completed</li> </ul>	
200106/07	<p><b>Devolved Services and Maintenance Update</b></p> <ol style="list-style-type: none"> <li>1. <b>Tender Documents</b> – Sent to four potential providers on 16<sup>th</sup> December 2019, responses to be in by 14 February 2020</li> <li>2. <b>Grass Cutting</b> – No further cuts since October</li> <li>3. <b>Rights of Way</b> – All completed in November</li> <li>4. <b>Flailing</b> – To be arranged by the Clerk</li> <li>5. <b>Weed Spraying</b> – weather was too wet to spray and growth has not been bad</li> <li>6. <b>Siding Out</b> – None done as yet</li> </ol>	
200106/08	<p><b>New Denham Allotments</b> No updates</p>	

200106/09	<p><b>Play Areas and Open Spaces</b></p> <p><b>1. Play Area Inspection Reports</b>  Cllr MS – Bins need emptying in Way and Tillard but template needs updating  Cllr GH – No issues in Denham Green Open Space  Cllr WD – No issues in Tatling End  Cllr MEH – No issues in Knighton Way Lane  <b>Outdoor Gym</b> – Repair required on one piece of equipment installed at Knighton Way Lane, scheduled in January, and all equipment is safe to use.</p> <p>Opening Event can be arranged by Proludic once repair carried out on a Saturday morning.</p> <p><b>2. Signage for Knighton Way Lane and Way and Tillard</b>  Clerk to contact Roy to see what signs need to be ordered.</p> <p><b>3. Installation of Goal Posts at Knighton Way Lane</b>  Cost of installation £650 by Blue Sky – <b>AGREED</b>  Contact details for the football club provided by Cllr SW to confirm the size of goal posts.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
200106/10	<p><b>Denham Cricket Club</b></p> <ul style="list-style-type: none"> <li>• Lease Agreement – still ongoing</li> <li>• Matting for carpark, Cllr FD to measure area from gate to the Cricket Pavilion, Clerk to gather quotes</li> </ul>	<p><b>Cllr FD Clerk</b></p>
200106/11	<p><b>Lighting Considerations</b>  A light on the A412 near the gates of Denham Place looks to be out, EA to check and report back to Clerk</p>	<p><b>EA</b></p>
200106/12	<p><b>Highway Considerations</b>  Cllr SW – The junction of Cheapside Lane and Oxford Road has a collapsed drain and dangerous surface making it particularly hazardous when pulling out into traffic. Clerk to report and Cllr MH to raise on drive around with the Local Area Technician.</p> <p>Cllr SW – Old Mill Road is also still flooding particularly across the footpath. Clerk to report to TfB and Cllr MH to raise on drive round with Local Area Technician</p> <p>Cllr MEH – Roads in Willowbank are now particularly treacherous with ridges and the residents are getting together to seek action from TfB. It is a particular issue as there are no pavements in Willowbank and you have to walk in the road. It was recommended residents keep reporting the issue on Fix My Street and Cllr MH to raise on drive round with Local Area Technician.</p>	<p><b>Cllr MH Clerk</b></p> <p><b>Cllr MH Clerk</b></p> <p><b>Cllr MH</b></p>
200106/13	<p><b>Local Area Forum</b></p> <ul style="list-style-type: none"> <li>• MVAS - Cllr SW awaiting contact from Local area Technician. Clerk to chase</li> </ul>	<p><b>Clerk</b></p>

	<ul style="list-style-type: none"> <li>• Benches – Locations identified in Denham Green outside Landmark Place and outside Denham Green Open Space. Clerk to source and progress metal or recycled benches</li> </ul>	<b>Clerk</b>
<b>200106/14</b>	<p><b>Denham Scout Hut, The Pyghtle, Denham</b> Meeting with Michael Broad (MB) from SBDC on 6 January 2020</p> <p>Since we wrote to SBDC with a formal complaint back in October 2018 we have not had a response. Since the building has fallen deeper into disrepair with a tree falling on it. A lease is still in place with the Scouts until 2033.</p> <p>SBDC have done a survey with an estimated repair cost of £27k. If they were to carry out the repairs they would expect a rent of £3k per year in return.</p> <p>We would prefer a peppercorn rent as per the scouts as we are a not for profit entity and the building would be used by the community. In addition we would require vehicular access as used on the other end of the Pyghtle. MB to investigate the vehicular access with Bucks County Council.</p> <p>An alternative would be to demolish the building for a cost of approximately £20k and then look to install a Portakabin type building instead.</p> <p>We are disappointed that SBDC has not responded and Clerk to draft a letter to express our disappointment.</p> <p>Cllr FD suggested we take the building as is, if vehicular access can be provided?</p> <p>Cllr WD – We are looking at several community options at the moment, would all of them be used if they were all successfully acquired?</p> <p>Clerk suggested we take up the offer from MB for another site visit to check the current state of the building before any decisions are made. Clerk to request site visit</p>	<b>Clerk</b>          <b>Clerk</b>
<b>200106/15</b>	<p><b>Devolved Offer from BCC</b> Expressions of Interest for Pilot Projects to be submitted by 31<sup>st</sup> January 2020. Agreed pilot projects will start 1 April 2020.</p> <p>Following discussions it was AGREED that we would submit Expressions of Interest for the Scout Hut, the Red Cross Building and the Children’s Centre. Clerk to submit</p>	<b>Clerk</b>
<b>200106/16</b>	<p><b>Wildflower Grass Verges</b> Cllr SW – Plantlife have been used by BCC on verges in Amersham and they have submitted guidance for councils to implement. Suggested outside Landmark Place or Willowbank Village Green.</p>	

	New Deputy Clerk to progress when in post and Neighbourhood Plan Task Teams to identify potential areas for planting in their areas.	
200106/18	<p><b>Any other business notified at 200106/02 above</b></p> <p><b>Deputy Clerk- Job Description and Person Specification</b> Discussions took place with some edits, it was agreed that the position would be full time to allow capacity for new projects, document <b>AGREED</b></p> <p>Advert to be displayed around the community on noticeboards and in libraries alongside the In and Around, the website, through BALC, and on job sites such as Indeed.</p>	<b>Clerk</b>
200106/18	<p><b>Date of Next Meeting</b> To confirm the next scheduled meeting as <b>Monday 10 February 2020</b> at 7.30pm in the Council Office.</p>	

**Jagjit Brar - Clerk**

Meeting Closed at 10pm, Monday 6 January 2020