

Minutes of the SERVICES COMMITTEE meeting
Held on Monday 1st June 2020 at 7.30pm via Video Conference

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| Councillors | Cllr M Heath (MH) - Chairman | Cllr S Williams (SW) – Vice-Chairman |
| | Cllr J Walsh (JW) | Cllr M Skelton (MS) |
| | Cllr F Duffy (FD) | Cllr S Sproul (SS) |
| | Cllr W Davey (WD) | Cllr M E Hagon (MEH) |
| Associates | Edna Austin (EA) | Deputy Clerk Jeremy Day (DC) |

= Apologies Received

| Minute Number | Meeting Minutes | Action |
|---------------|---|---|
| 200601/01 | Election of Chair and Vice Chair <ul style="list-style-type: none"> Cllr Heath was nominated for Chair by Cllr Sproul and seconded by Cllr Williams – <u>Agreed.</u> Cllr Williams was nominated for Vice Chair by Cllr Heath and seconded by Cllr Skelton – <u>Agreed.</u> | |
| 200601/02 | Apologies for absence <ul style="list-style-type: none"> None received | |
| 200601/03 | Notification of any urgent matters to be taken under 200601/09 <ul style="list-style-type: none"> None | |
| 200601/04 | Deputy Clerk's Report <ol style="list-style-type: none"> 1. <u>Matters arising from previous minutes</u> <ol style="list-style-type: none"> a. <u>Village Green Railings</u> – Agreed further 3 quotes required now time has passed since original and railings have deteriorated further. b. <u>Dog Bins – L&Q Housing Association</u> – Posts have been delivered. Progress to installation. c. <u>Foliage / Tree Screening at Denham Green Play Area / Lorry Park</u> – DC to progress and to ensure any safeguarding issues are considered as part of the progress of this project. f. <u>Wildflower Verges</u> – progress inconjunction with Roots services who manage our verges. g. <u>MVAS</u> – Product to be ordered – DC to report progress (LAF funding =£1,500 towards cost) h. <u>Benches (Denham Green)</u> – Option 2 – Earth Anchors - £496.67 Ex VAT - <u>Agreed.</u> DC to order and arrange installation (LAF funding = £340 towards the cost) | <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> |

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| | <p>2. <u>Devolved Services & Maintenance Update</u></p> <p>a) <u>Verges (Roots Gardens)</u></p> <ul style="list-style-type: none"> • Worked commenced 25th May. DC working with Roots to ensure initial cuts meets requirements, priorities and to resolve Willowbank tender issue. <p>b) <u>Play Areas / Open Spaces (Phillip Newel)</u></p> <ul style="list-style-type: none"> • Service will continue as normal as contractor operates solo <p>c) <u>Rights of Way (Groundworks South Trust)</u></p> <ul style="list-style-type: none"> • Work commenced 15th April and GST have confirmed work is complete <p>3. <u>Play, Outside Gyms & Open Spaces</u></p> <ul style="list-style-type: none"> • RoSPA Inspections carried out 13th May and reports have been received. DC has identified Red and Ambers and will share with committee and recommend resolutions to be actioned whilst play areas remain closed. Weekly Inspection report produced for Handyman and is now operational. Monthly aesthetics and appearance inspection report to be produced for local Councillors. <p>4. <u>Highways TfB</u></p> <p>a. <u>A412 Footpath</u></p> <ul style="list-style-type: none"> • DC has chased Rod Black (Bucks Council) who committed to give us details of contractors to help with resolving matters. <p>b. <u>A412 Flooding (Denham Roundabout to Iver)</u></p> <ul style="list-style-type: none"> • Winter flooding – DC contacted Wayne at TfB to suggest resolution to issues ahead of Winter <p>c. <u>Flooding Issues</u> – Lower Road, Old Mill Road, A412 [Jct with Old Rectory Lane], Willow Crescent and A40 by Capswood Offices</p> <ul style="list-style-type: none"> • DC to check that Rosie Taylor (TfB) is the right contact – DC chasing for response <p>d. <u>A40 Footpath to Tatling End</u></p> <ul style="list-style-type: none"> • DC to check state and recommend remedial action if required <p>5. <u>Lighting DPC</u></p> <ul style="list-style-type: none"> • DC to research new swan necks (3 quotes) and present to next meeting. DC to look into whether a Heritage grant is an option. <p>6. <u>Allotment Update</u></p> <ul style="list-style-type: none"> • Waiting list position noted. From now on new plot holders to be limited to two plots and priority given to Denham residents – <u>Agreed</u> <p>7. <u>Handyman Update</u></p> <ul style="list-style-type: none"> • Handyman has worked dilligently on cleaning and tidying boundary gates, street name signs and is checking street lights | <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> |
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| | for overgrowth. Gates at Tatling End are in need of repair (Strip and re-paint) – Handyman to do – <u>Agreed</u> . DC to continue working with Handyman to develop regular tasks around the Parish. DC to ensure Handyman located, clears and cleans sign at New Denham on A40 Oxford Road. DC to arrange for Handyman to look to killing weeds from pedestrian side of railings at Denham Green. | DC |
| 200601/05 | <p>Matters Arising</p> <ul style="list-style-type: none"> • <u>Street Planters & Barrier Baskets</u> <ul style="list-style-type: none"> ○ Progress with barrier baskets across the whole parish. Consider baskets on white boundary gates. DC to progress with pricing options and locations and to e-mail cllrs with progress. • <u>Wildflower Verges</u> <ul style="list-style-type: none"> ○ DC to progress with Verges contractor as was part of the tender discussion – wildflower verges to be in place for next year. • <u>Brackets / flagpoles</u> <ul style="list-style-type: none"> ○ DC to research costings and options | DC DC DC |
| 200601/06 | <p>HS2 Update</p> <ul style="list-style-type: none"> • Noted • | |
| 200601/07 | <p>Correspondence List</p> <ul style="list-style-type: none"> • Noted | |
| 200601/08 | <p>Financial Report for Services Committee.</p> <ul style="list-style-type: none"> • Noted | |
| 200504/09 | <p>Any Other Business (Identified at 200601/03)</p> <ul style="list-style-type: none"> • None | |
| 200406/10 | <p>Date of Next Meeting</p> <ul style="list-style-type: none"> • To confirm the next scheduled meeting as Monday 6th July 2020 at 7.30pm by Video Conference (subject to change) | |

Jeremy Day – Deputy Clerk

Meeting Closed at 8.58pm

Monday 1 June 2020

**Minutes of the SERVICES COMMITTEE meeting
Held on Monday 4th May 2020 at 7.30pm via Video Conference**

PART II ONLY

Closed to members of the Public

| Minute Number | Meeting Minutes | Action |
|---------------|---|---|
| 200504/11 | <p>Update on Handyman Cllr Heath updated the committee on her recent sighting and discussion with Geoff. He continues to not be in a good state of health and was carrying out tasks that were unsuitable for his condition. Cllrs agreed he should not be working for DPC with immediate effect and we should not ask him to complete any further tasks for us and stop him doing anything he is doing that he has done previously. It was noted that whilst not a direct employee of DPC, but employed on a self-employed basis, DPC still has a duty of Care towards him recognising his commitment and longevity of service.</p> <p>DC will work out the best way to brooch this matter with Geoff and to signpost him to resources and services that can help including sources of financial support pursuant to his health conditions.</p> <p>DC to keep committee updated on progress and report at next Services Committee Meeting as a Part II item.</p> <p>DC reported that Dean has been doing tasks for DPC and so far has completed tasks in a positive way. DC to continue to monitor.</p> | <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> |

Meeting closed at 8.32pm

Jeremy Day – Deputy Clerk

Monday 5 May 2020

Deputy Clerk's Report to Services Committee Meeting – Monday 1st June 2020**1 Matters Arising**

- a) Village Green Railings
 - Paul Barnes has been contacted
 - workforce on Furlough presently
 - Supplies needed have been ordered but are currently at closed warehouse
 - DC will keep in touch with Paul in order to progress as soon as possible.
 - DC has raised with PB the need for him to review current state of the railings to ascertain any further repairs requirements since initial quote – DC to advise
- b) Dog Bins – L&Q Housing
 - Required posts ordered will arrive 28th May – DC address
 - Contact made with BCC to arrange installation once posts arrive
 - Scott at L&Q contacted and is aware of progress made and next steps
- c) Foliage / Tree Screening at Denham Green Play Area
 - Application made to Woodland Trust for supply of foliage / trees
 - Allocations made in March & November –next allocation November 2020
 - To be progressed dependant on future Social Distancing guidelines
 - DC to liaise with Wayne @ TfB as progress is made
- d) MVAS
 - Funding from LAF confirmed at £1,600.00 and remains available
 - Total cost of solar powered MVAS and associated sundries and training is £3,034.50 – (balance £1,434.45 for DPC)
 - Product ordered by DC week commencing 26/05/20 – delivery date to be advised
 - DC has liaised with Wayne @ TfB
- e) Benches – Denham Green
 - Funding from LAF confirmed at £340.00 and remains available
 - Further review of available options carried out with benches with arms - attached
 - *Decision: agree which bench to progress with*
 - DC to order and progress installation

2 Devolved Services & Maintenance Update

- a) Verges (Roots Gardens)
 - Worked commenced 25th May
- b) Play Areas / Open Spaces (Phillip Newel)
 - Service will continue as normal as contractor operates solo
- c) Rights of Way (Groundworks South Trust)
 - Work commenced 15th April and GST have confirmed work is complete
 - Sole worker following guidelines and following company lone worker policy
- d) The Pygthle Maintenance
 - Buckinghamshire Golf Club have done an initial rough cut of their side but not the hedges to date. DC chased
 - Denham Place have confirmed they will be completing their side during the weekend 30/31 May – DC will follow up on

3 Play, Outside Gyms & Open Spaces

- a) Closure – Covid-19
 - Play areas and Gyms remain closed and signed – Handyman has supply of closure notices and has checked signage is present

- b) RoSPA Inspections
 - Inspections due May 2020 and were carried out mid-May by RoSPA – Reports received 27/05/2020
 - DC to review and summarise any issues arising identifying priorities and bring to next Services Committee
- c) Inspection by Handyman / Councillors
 - DC currently working with Handyman to develop weekly check document and process for reporting issues
 - DC now working on monthly check for councillors on general aesthetics and appearance - to be in place ahead of re-opening

4 Highways (TfB)

- a) A412 Footpath
 - DC has chased Rob Black (HS2) who committed to give us details of contractors to help with footpath drainage
- b) A412 Flooding (Denham Roundabout to Iver)
 - Winter flooding – DC contacted Wayne @ TfB to suggest resolution to issues ahead of Winter
- c) Flooding Issues – Lower Road, Old Mill Road, A412 [Jct with Old Rectory Lane], Willow Crescent and A40 by Capswood Offices
 - Rose Taylor (TfB) has been written to – DC chasing for response

5 Lighting

- a) Swan Neck Lighting
 - SSE (Dave Redhead) confirmed swan necks were disposed of under instructions of Roy Hill
 - Zeta Lighting contacted have confirmed that Swan Necks can be suitable for LED lighting
- b) General Maintenance
 - Handyman looking at street lights and will be ensuring foliage is cleared away where overgrown

6 Allotment Update

- No plots are available and a waiting list remains in place
- Signage remains in place concerning social distancing, hygiene and prohibiting bonfires.

7 Matters Arising on Agenda (agenda item 05)

- Flower Planters and Troughs on Railings across the Parish
 - DC seeking agreement to look into options for troughs and planters – all options including self-watering – after committee discussion
- Wildflower / verges
 - DC seeking agreement to look into further after committee discussion
- Wall mounted brackets – Shops in Chalfont St Peter
 - Following discussion at Committee meeting DC will follow up on current information available and further research and report to July meeting

8 Other Services Matters

- Handyman commenced a programme of cleaning boundary signs and white gates and will move onto a programme of cleaning road signs