

**Minutes of the SERVICES COMMITTEE meeting
 Held on Monday 6th July 2020 at 7.30pm via Video Conference**

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)
 Cllr E Austin (EA)
Attending Cllr G Hollis **Deputy Clerk** Jeremy Day (DC)
 # = Apologies Received

Minute Number	Meeting Minutes	Action
200706/01	Apologies for absence <ul style="list-style-type: none"> None received 	
200706/02	Notification of any urgent matters to be taken under 200607/08 <ul style="list-style-type: none"> Allotment Judging Update on Martin Baker 	
200706/03	Deputy Clerk's Report <ul style="list-style-type: none"> <u>Matters arising from previous minutes</u> <u>Village Green Railings</u> – Barnes Fencing are re-assessing repair needs – progress to completion of work when parts / supplies are available – DC to chase b. <u>Dog Bins – L&Q Housing Association</u> – Progressing to installation. c. <u>MVAS</u> – Product ordered – estimated delivery End August. d. <u>Benches (Denham Green)</u> – <u>AGREED</u> - 3 benches to be procured noting £340 funding from LAF and £490 from Co-op. One should be located outside Co-op / Landmark Place in DG with the other in the DG area and one close to the open space at The Pygthle. • <u>Devolved Services & Maintenance Update</u> a) <u>Verges (Roots Gardens)</u> <ul style="list-style-type: none"> Positive review meeting of service held and actions for future agreed. First cut completed including Willowbank and good feedback on service received from residents. This has been shared with Roots. Next cut due to be carried out w/c 13 July (tbc) and will be completed in one week as agreed at review meeting. DC will liaise extensively with Roots during service to ensure satisfactory service and priorities identified. DC to advise all Cllrs when verge cutting will take place. b) <u>Play Areas / Open Spaces (Phillip Newel)</u> <ul style="list-style-type: none"> Service will continue as normal c) <u>Rights of Way (Groundworks South Trust)</u> 	DC DC DC

	<ul style="list-style-type: none"> • Next scheduled cut in October. • <u>Play areas, Outside Gyms & Open Spaces</u> • Re-opening of Play Areas and Outdoor Gyms – Government Guidelines stated ‘<i>Play Areas and Outdoor Gyms <u>can</u> re-open from 4th July.</i>’ Risk assessment has been carried out and shared. Guidance notes have been received from NALC & BALC. <u>AGREED</u> – Play Areas and Outdoor Gyms should be re-opened with adequate signage highlighting guidance for users. Noted that the hygiene and safety regime is the responsibility of users of the areas and equipment. Temporary signage to be produced in line with points highlighted in Risk Assessment. More permanent signage (Vinyl illustrated banners) to be produced and displayed. DC to progress • RoSPA Inspections carried out and quotes sought for all remedial actions. DC to share The Glebe Report with HDCA. Draft Monthly aesthetics and appearance inspection report produced for local Councillors. Cllr MS agreed to send DC the current one as she has some printed supplies. Need to identify which local Cllrs will inspect play areas. Item to be added to Full Council agenda – 13th July. • <u>Highways TfB</u> • <u>A412 Footpath</u> • DC has chased Rod Black (TfB) who committed to give us details of contractors to help with resolving matters. • <u>A412 Flooding (Denham Roundabout to Iver)</u> • Winter flooding – DC contacted Wayne at TfB to suggest resolution to issues ahead of Winter • <u>Flooding Issues</u> – Lower Road, Old Mill Road, A412 [Jct with Old Rectory Lane], Willow Crescent and A40 by Capswood Offices • DC to check that Rose Taylor (TfB) is the right contact – DC to chase for response • <u>A40 Footpath to Tatling End</u> • DC has checked state and is recommending remedial action • <u>Lighting DPC</u> • DC researching new swan necks (3 quotes). DC looking into whether a Heritage grant is an option. • <u>Allotment Update</u> • Waiting list position noted. Hygiene and safety signage is still in place – noted. • Allotment Judging 2020 – Cllr SW & Cllr MEH to carry out judging – both to agree timings • <u>Brightening up the Parish</u> – DC highlighted the activities underway to brighten up the areas of the Parish including 	<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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	<p>Installation of Barrier Baskets and Street planters, cleaning of bus shelters, tidying up of Noticeboards, cleaning of street name plates, cleaning and potential remedial work to boundary gates / signs, overhanging foliage, Wildflower verges, community litter pick, Rights of way / bridleway maintenance and inspection, Weed spraying, recreation areas and social distancing signage supplied by BC.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Street planter proposal to be presented to Full Council • Handyman to identify remedial repairs to existing noticeboards in conjunction with DC • DC to review current positioning of all Noticeboards to include proposal of relocating existing and new requirements • DC to report street name repair needs as identified • DC to confirm condition of boundary gates are that of the Parish Council. <u>Agreed</u> Handyman should then carry out remedial work on the Tatling End gates • DC to look at all areas and review possibility of installing additional boundary gates to include Willowbank • DC to liaise with Blue Sky on driving wildflower verges forward for Spring 2021. Cllrs to identify areas in their locality where verges could be located and share with DC • DC to drive forward a community litter pick to include checking the current status of the national litter pick scheme (September) • DC to send out a complete list of ROWs, footpaths and Bridleways identifying those that are the responsibility of DPC • DC awaiting quote for weed spraying from Blue Sky. DC to progress • Directional signage for Recreational areas – DC to progress • DC to procure more 'lockdown release' signage from BC and install around the Parish <p>It was noted that a significant amount of work had been carried out by our Handyman and that his work was making a difference around the Parish. DC to pass on thanks from the Committee for the work done. DC to share the weekly task list for the Handyman with cllrs on the committee.</p>	<p>DC</p> <p>DC</p>
200706/04	<p>Matters Arising</p> <ul style="list-style-type: none"> • <u>Air Pollution Monitoring</u> – DC to progress including contacting Brunel University who may be able to assist (Cllr WD to provide DC with contact details. 	DC/WD
200706/05	<p>HS2 Update</p> <ul style="list-style-type: none"> • Noted 	
200706/06	<p>Correspondence List</p> <ul style="list-style-type: none"> • Noted 	

200706/07	Financial Report for Services Committee. <ul style="list-style-type: none"> • Noted 	
200706/08	Any Other Business (Identified at 200706/02) <ul style="list-style-type: none"> • <u>Martin Baker facilities</u> – Cllr FD provided an update on progress to date. 	
200706/09	Date of Next Meeting <ul style="list-style-type: none"> • To confirm the next scheduled meeting as Monday 7th September 2020 at 7.30pm by Video Conference (subject to change) 	

Jeremy Day – Deputy Clerk

Meeting Closed at 9.17pm

Monday 6 July 2020