

Minutes of the SERVICES COMMITTEE meeting
Held on Monday 5 October 2020 at 7.30pm via Zoom Video Conference

Councillors # Cllr M Heath (MH) - Chairman Cllr S Williams (SW)– Vice-Chairman
 Cllr J Walsh (JW) Cllr M Skelton (MS)
 Cllr W Davey (WD) Cllr S Sproul (SS)
 Cllr E Austin (EA) # Cllr M E Hagon (MEH)
Attending S Bhinder-Dhonis (SBD) (Assoc) **Deputy Clerk** – Jeremy Day (DC)
 S Luckhurst - Administrator # = Apologies Received

Minute Number	Meeting Minute	Action
20201005		
01	Acceptance of apologies for absence <ul style="list-style-type: none"> Cllrs MEH & MH offered apologies which were accepted Cllr SW chaired the meeting in Cllr MH's absence 	
02	Public Session <ul style="list-style-type: none"> No members of the public were present 	
03	Notification of URGENT matters arising agreed to be taken under AOB <ul style="list-style-type: none"> Spring Bulbs Letter received from Denham Close residents Allotment block numbering 	
04	Deputy Clerks Report <ul style="list-style-type: none"> The Deputy Clerk's report was accepted Action: Deputy Clerk to provide 2 further quotes alongside the one being produced by Paul Barnes Fencing for the repair of the village green fencing and that sustainable options should be considered Action: DC to continue to explore options of Air Pollution monitoring through Bucks Council as well as Brunel University. DC confirmed Woodland Trust trees will arrive between 2 & 20 November. The last Saturday in November is Tree Charter Day and plan that as a ceremonial planting day and invite the local MP to join us. DC to obtain a quote from Blue Sky to plant trees. Action: DC to plan Agreed to become a 'Charter Champion' with the Charter for Trees, Woods and People. Action: DC to progress application Action: DC to report Fly Tip opposite the top of Village Road on the A412 DC reported that the overgrown path at the Bus Stop at the top of Village Road had been reported as <u>urgent</u> on FixMyStreet. DC will monitor Action: DC to organise the flailing of the hedges on Higher Denham footpath Action: DC to write to thank Denham Place & Bucks Golf Club for their quick reaction to The Pygthle maintenance issue and to agree a process for twice yearly maintenance for the future. Action: DC to continue to look at costs for swan neck lights in the conservation area and report (not urgent) Action: MVAS to be moved week commencing 5th October Action: Bench installation to be progressed week commencing 12th October DC confirmed Service review meeting with Roots on 13 October. Action: DC to provide update from meeting 	DC DC DC DC DC DC DC DC DC DC DC / Handyman DC

	<ul style="list-style-type: none"> DC requested that as the DC's report is distributed in advance councillors raise any questions ahead of the meeting by e-mail where possible so answers can be given at the meeting. 	
05	<p>Planter / Barrier Basket DPC Branding</p> <ul style="list-style-type: none"> Provision of 100 vinyl stickers to brand floral installations. DC to check the font is closest to the font on the Village Road planters. Stickers to be installed by Handyman around the 'change over' time of plants for Autumn Proposed by Cllr JW and seconded by Cllr WD and Agreed to progress with proposal presented at a cost of £374.00 ex VAT. DC to progress 	DC
06	<p>Higher Denham Barrier Basket</p> <ul style="list-style-type: none"> Provision of a barrier basket for the fence at the HDCA hall in Higher Denham. To be installed at the change over time of plants to Autumn selection Proposed by Cllr SS and seconded by Cllr MS and Agreed to progress with proposal presented at a cost of £259.00 ex VAT. Action: DC to progress 	DC
07	<p>Boundary Gates</p> <ul style="list-style-type: none"> Provision of boundary gates across all settlements in Denham. Proposed by Cllr JW and seconded by Cllr SW and Agreed to progress with proposal presented but not to include Willowbank as a separate option as the area is part of New Denham at a cost of £3,014.00 ex VAT. Action: DC to work with Cllrs MEH & SS to locate a gate at New Denham just over the London Borough of Hillingdon border from Uxbridge and bring proposal to next Services meeting. 	DC / SS / MEH
08	<p>Signage for Outdoor Gyms</p> <ul style="list-style-type: none"> Provision of brown tourist style signs for all recreational areas across the Parish. This is a Bucks Council managed process Proposed by Cllr SS and seconded by Cllr JW and Agreed to progress with proposal presented at a cost of £200 for an initial survey and subsequent costs to be brought to future Services meeting. This is to include signage for recreation grounds and play areas across the Parish. Action: DC to progress 	DC
09	<p>Tatling End Outdoor Gym</p> <ul style="list-style-type: none"> Provision of a new outdoor gym facility at Tatling End Agreed that Cllr WD would organise a trip of local users to Holtspur Outdoor Gym to look at the equipment available there, show them the equipment we are planning and identify possible equipment to the DC to re-propose options to next meeting. It was pointed out that the 6 pieces of apparatus originally selected provided a good level of exercise routine with resistance having been reviewed by several professionals and the supplier. 	WD / DC
10	<p>Denham Close Tree & Shrub Remedial Work</p> <ul style="list-style-type: none"> Proposed by Cllr SS and seconded by Cllr WD and Agreed to progress with the proposed quote from Blue Sky at £447.00 ex VAT. Action: DC to obtain timing for this to be done by Blue Sky and advise residents 	DC
11	<p>Proposal for Noticeboard Development</p> <ul style="list-style-type: none"> Following discussion it was agreed DC would work with local councillors to determine the level of renovation work to be carried out at Willowbank, Tatling End, Denham Village Shop, outside DPC office and Denham Allotments. Proposed by Cllr WD and seconded by Cllr SS and Agreed to purchase 3 new noticeboards from Green Barnes (Option 2 in the proposal) to be located at Denham Green, Higher Denham and a board attached to the 	DC

	<p>Garage wall on the village green at a cost of £6,354.00 ex VAT including installation</p> <ul style="list-style-type: none"> • Action: DC to look at location of replacement noticeboard at Denham Green • Action: DC to look at options of electronic displays for the future (not urgent) • Action: DC to confirm what notices DPC are obliged to display across the Parish Noticeboards. 	<p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
12	<p>Verge at Newtown Road / Oxford Road</p> <ul style="list-style-type: none"> • Action: DC to continue to pursue SSE for reparatory costs despite recent failure to engage with the utility firm. Also to seek TfB's previous involvement in the situation. • Agreed to ask Smith's Garden Centre if they would provide some shrubs to cover the current area which has recently been maintained. 	<p>DC</p> <p>DC</p>
13	<p>Allotment Committee Service Level Agreement with DPC</p> <ul style="list-style-type: none"> • Work is underway to clarify the service level agreement involving the Users Association and Susan Luckhurst. Further update to be brought to next Services meeting. • Agreed SL would work with Cllr MS to provide plot numbering 	<p>SL</p> <p>MS / SL</p>
14	<p>'Keep Denham Tidy' campaign and Provision of Litter Bins</p> <ul style="list-style-type: none"> • DC had shared Sharan Bhinder-Dhonis's E-mail received after the Community Litter Pick regarding opportunities for improving the litter situation in Denham. • Action: After discussion it was agreed that SBD & the DC would work together to progress and bring a further proposal and ideas to the next Services meeting including posters / signage, provision of refuse bins and recycling bins working with BC and opportunities for further community involvement. Communities Committee to progress community involvement. • Action: Cllrs to help identify bin requirements in their locality • Action: DC to write to MD of Nisa owner, Co-op Group, regarding the unsightly store frontage at Denham Green shop with cages of refuse and pallets and concerns of inappropriate deliveries during busy trading times causing traffic issues. 	<p>SBD / DC</p> <p>Cllrs</p> <p>DC</p>
15	<p>Flooding / Highways</p> <ul style="list-style-type: none"> • DC reported that there is a quarterly meeting with TfB on 20 October – Clerk, Deputy Clerk and Cllr JW to represent DPC. Despite a request for representation from the Capital team this is not possible so Clerk / DC will write ahead of the meeting with TfB related questions so some answers can be provided. DC shared a list of outstanding flooding issues and gave opportunity for Cllrs to add any other areas of concern. This list was agreed. • Action: DC to report the re-occurring pot hole at the junction of A40 and A412 as this floods as well. 	<p>DC / Clerk</p> <p>DC</p>
16	<p>Martin Baker – Update</p> <ul style="list-style-type: none"> • Nothing significant to report. Further update at next Services meeting 	
17	<p>Correspondence</p> <ul style="list-style-type: none"> • Noted 	
18	<p>Financial Report for Services</p> <ul style="list-style-type: none"> • Finance Report was accepted 	
19	<p>HS2 Update</p> <ul style="list-style-type: none"> • Noted 	
20	<p>Play Inspection Report</p>	

	<ul style="list-style-type: none"> • Circulated prior to meeting and DC requested inspections were carried out by the 25th of the month and submitted to the Council Office. DC can provide paper copies for councillors who require them. There is a vacancy for inspecting Denham Green play area. Action: DC / Clerk to raise this at the next Full Council Meeting 	DC
21	<p>Any Other Business</p> <ul style="list-style-type: none"> • Spring Bulbs – it was <u>agreed</u> Cllr WD will work with the DC to identify locations for summer bulbs. Action: DC to identify wholesalers who sell bulk bulbs at a reasonable cost. Action: DC to follow up on potential donations of bulbs from local nurseries / garden centres. • Letter received from Denham Close residents – Action: DC to respond to the letter received (Minute 10) • Allotment block numbers – being progressed (Minute 13) 	WD DC
22	Date of Next SERVICES meeting – Monday 2nd November at 7.30pm via Zoom (tbc)	

Meeting closed at 10.12pm

Jeremy Day
Deputy Clerk
05 October 2020