

You are hereby summoned to attend the **MEETING OF THE SERVICES COMMITTEE** on Monday 2 October 2023 at 7.30pm at the Parish Council Office, Village Road, Denham UB9 5BN.

#### Aims and Objectives of the Services Committee

- To progress concerns raised about BC highways and footpaths
- To monitor and extend parish services and their cost-effective provision across the Parish
- To monitor provision and maintenance of bus shelters, street lighting and public seating
- To monitor, provide and maintain Open Spaces, Play, Gym and exercise areas
- To monitor grass cutting, weed spraying, hedge flailing and siding out
- To pursue devolved service contracts that are beneficial to the Parish
- To oversee allotments committee and maximize usage of the allotments

| Agenda No   | Agenda<br>Public recording of meeting to be agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 20231002/01 | <b>Welcome &amp; Acceptance of Apologies for Absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 20231002/02 | <b>Declaration of Interests</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20231002/03 | <b>Public Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20231002/04 | <b>Minutes of last meeting – 4 September 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20231002/05 | <b>Highways Update</b> <ul style="list-style-type: none"> <li>• <b>20210406/10 – A412 Footpath Flooding / HS2</b><br/> <b>Update:</b> DC emailed Toni/Rod 07.09.23 – update added to report.</li> </ul> <b>Air pollution – A412 Oxford Rd, New Denham, Denham Green &amp; Moorfield Rd</b><br><b>ACTION :</b> DC Emailed 13.09.23 environmental health team for test tube monitoring.<br><b>UPDATE:</b> Rec email from BC to arrange meeting in Oct 2023. Cllrs to discuss.<br><b>Small project funding</b><br><b>ACTION:</b> DC emailed Emma Gadon Algin how much we can get – waiting update.                                                                                                                                                                                                                                                                  |
| 20231002/06 | <b>Denham Green</b><br><b>Play Area – Completed 20 May 2023</b><br><b>Update:</b> DC looking for info with L&Q/BC. for more space/land. Still chasing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20231002/07 | <b>Dog &amp; litter bins</b> <ul style="list-style-type: none"> <li>• <b>Bin enquiry with waste management. – Recycle bins – Cllrs SJ</b></li> <li>• <b>25 dog bins.</b></li> </ul> <b>Update:</b> DC received email from Bucks Council – There are no quotas for any bins, we have order bins and will have to pay for collections.<br><b>ACTION :</b> DC picked 3 options – Cllrs to discuss.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20231002/08 | <b>New Denham</b> <ul style="list-style-type: none"> <li>• <b>Boundary gate.</b> Cllr SS request<br/> <b>UPDATE :</b> Landowner confirms we can place a boundary gate there for free of charge. Quote added for gate &amp; signage Cllrs to discuss.</li> <li>• <b>Canal issue with boat users - Completed.</b><br/> <b>Update :</b> DC contacted Canal River trust team barge number given – Site visit completed by River Trust - tow path should be cleared &amp; behavioural issues remedied straight away.</li> <li>• <b>Newton Road hedge area/Wildflowers</b><br/> <b>ACTION :</b> DC to contact local nurseries to sponsor area/DPC can put plaque “plants donated by “<br/> <b>UPDATE :</b> DC contacted Smith nursesey to sponsor area, Friday call 14.10.23 they have declined the offer, waiting for updates from other local nurseries .</li> </ul> |

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|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20231002/<br>09 | <b>Denham Map – Office use with RoW, Parks, grass cuts etc.</b><br><b>Quote - £190 plus VAT – Cllrs to approve.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20231002/<br>10 | <b>Higher Denham – Rectory Lane</b> <ul style="list-style-type: none"> <li>• <b>Planter for boundary gate</b> – Quote from contractor rec to add to schedule for maintenance and replanting in the winter.</li> </ul> <b>Update :</b> Need to get permission & License to put planter there, there are costs from £580 to £980 involved, maps need to be provided, will take time to get this organised. DC sent email to Unitary councillors if they know the reasons why, waiting for update. <ul style="list-style-type: none"> <li>• <b>Dog Bin request – Community fence Moorhouse lane to Be discussed.</b> Will need License section 50 from BC.</li> </ul> <b>ACTION:</b> DC To find total cost Cllrs to discuss.                                                                                                                                                                                       |
| 20231002/<br>11 | <b>Martin Baker – Bakers Field</b> <ul style="list-style-type: none"> <li>• <b>Discuss</b> - bookings/cancellation/notice board.</li> </ul> <b>ACTION:</b> DC to supply copy of rules & draft for extra regulations to be discussed with Cllrs. Copy attached to discuss. <ul style="list-style-type: none"> <li>• <b>Cut back brambles request from club users.</b> – Quote agreed by all Cllrs £150.00 – 19.09.23 <b>Completed</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 20231002/<br>12 | <b>The Cricket Bungalow</b> <ul style="list-style-type: none"> <li>• <b>Letting agencies</b> – Waiting for Cllrs availability for meeting with agency.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 20231002/<br>13 | <b>Cricket Club – Removal of Roller</b><br><b>ACTION:</b> DC to send letter request to remove roller.<br><b>UPDATE:</b> DC sent formal letter dated 12.09.23 requesting to remove roller from the cricket bungalow land with 3 months' notice from the date of the letter. Date added to calendar to contact them. <b>Completed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20231002/<br>14 | <b>Cricket field - To grass over area where rose bushes were.</b><br><b>UPDATE :</b> DC requested handy man to dig out the area .Completed just need to add topsoil, level it out & add grass seed. DC to place order for topsoil & grass seed- waiting for costs. <ul style="list-style-type: none"> <li>• <b>CCTV – For ASB</b></li> </ul> <b>UPDATE :</b> DPC applied for grant from police anti-social behaviour, for 2 dummy cameras, 2 poles & signage and contractor costs to install. These are to be installed on the outskirts of the bottom/top of fields to deter people from causing issues, waiting for update.<br><b>Cut back brambles.</b><br><b>UPDATE:</b> Cllrs agreed quote for £200 cut & remove brambles. Work to be completed by 03.10.23.                                                                                                                                               |
| 20231002/<br>15 | <b>Park Benches</b> <ul style="list-style-type: none"> <li>• <b>Benches</b> – Maintenance paint work all <b>Completed.</b><br/>All 18 Benches – concrete slabs added all <b>Completed.</b></li> <li>• <b>Memorial bench</b> – Cheapside/Ashmead – Rubber matting</li> </ul> <b>UPDATE:</b> Q1 All Cllr agreed/ 26.09.23 <b>Completed</b> <ul style="list-style-type: none"> <li>• <b>Metal design memorial bench</b> – Cllrs will consider for another time.</li> <li>• <b>Village green</b></li> </ul> <b>UPDATE:</b> 6 benches in this area & well used. Might have 2 benches by the river & bridge and have that bench brought forward.<br><b>ACTION:</b> Cllr SW to speak to Claire Elms about this plan & if they agree.<br><b>ACTION :</b> DC to find letter from resident that would donate a bench/look into correspondence list.<br><b>UPDATE:</b> Letter found by FC copy attached, Cllrs to discuss. |

| 20231002/<br>16                                       | <b>Contractors – Last grass cut of the year Sept 2024</b><br><b>ACTION: DC contact contractor to discuss “save the last cut”</b><br><b>UPDATE:</b> DC had meeting with MD to save 1 cut out of the six in case DPC needed it for later on in the year, MD confirmed this could happen, but they would only save that cut for Oct/Nov not normally for the new year as when March/April comes the cuts will start again, but happy to discuss plans for next year.<br>Quote rec for addition cut – added to pack                                                                                                 |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--|----------------------------------------|-----------|-------------------------------------------------------|----------|--|--|--|--|
| 20231002/<br>17                                       | <b>Local biodiversity working plan plan</b> <ul style="list-style-type: none"> <li>To improve and help local wildlife. Cllr EA to support &amp; approach Colne Valley for information.</li> <li>To set up a working party</li> <li>To draw up a plan of action.</li> <li>To involve local residents ,schools &amp; business working together with all agencies.</li> </ul> <b>Update:</b> Webpage needs to be updated with information on Conservation supplied by Cllr EA                                                                                                                                      |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>18                                       | <b>Denham Bowls Club – Quote agreed by all Cllrs £400.00</b> <ul style="list-style-type: none"> <li><b>Hedge cutting back</b> – Contractor to complete <b>27.09.23</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>19                                       | <b>Allotment Report – Request info from FC clerk.</b> <ul style="list-style-type: none"> <li>Please see attached report.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>20                                       | <b>Services Finance</b> <ul style="list-style-type: none"> <li>Budget Headings</li> <li>Budget Comparison Report</li> <li>Payments List</li> </ul> Payments for September 2023 Total £2,862.50 <table border="1" data-bbox="331 1272 1324 1451"> <thead> <tr> <th colspan="2">Payments over £500 (inc VAT) July 2023 – To Note</th></tr> </thead> <tbody> <tr> <td>D Wardley Handyman services + Expenses</td><td>£1,000.00</td></tr> <tr> <td>Turfcare Pitch Marking Martin Baker March + 9 -a-side</td><td>£ 627.50</td></tr> <tr> <td> </td><td> </td></tr> <tr> <td> </td><td> </td></tr> </tbody> </table> | Payments over £500 (inc VAT) July 2023 – To Note |  | D Wardley Handyman services + Expenses | £1,000.00 | Turfcare Pitch Marking Martin Baker March + 9 -a-side | £ 627.50 |  |  |  |  |
| Payments over £500 (inc VAT) July 2023 – To Note      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| D Wardley Handyman services + Expenses                | £1,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| Turfcare Pitch Marking Martin Baker March + 9 -a-side | £ 627.50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>21                                       | <b>Items in Progress</b> <ul style="list-style-type: none"> <li>- 20201102/07 – (Nov) – Old Noticeboards Refurbishment - <b>Completed</b></li> <li>- 20220307/12 – (Mar) – Springbridge Issues – Cllr SW/Cllr PB</li> <li>- 20221003/11 – (Oct) – One Way Traffic Flow Enquiry for Station Parade. BC confirmed no to request.</li> <li>- 20230403/07 – (Apr) – By-laws &amp; PSPO</li> </ul>                                                                                                                                                                                                                   |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>22                                       | <b>Future Agenda Items</b> <ul style="list-style-type: none"> <li><b>Wildfires</b> – Cllr MH emailed her contacts waiting for update.</li> <li><b>War Memorial cleaning</b> – Handyman booked to do.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |  |                                        |           |                                                       |          |  |  |  |  |
| 20231002/<br>23                                       | <b>Date of Next Meeting</b> 2 October 2023, Parish Council Offices 7.30pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |  |                                        |           |                                                       |          |  |  |  |  |

Signed: Jay Mitchener – Deputy Clerk

**Date: 26.09.2023**

| Committee Members  |                 |               |               |
|--------------------|-----------------|---------------|---------------|
| Cllr M Goonesekera | Cllr S Jefferys | Cllr G Hollis | Cllr M Heath  |
| Cllr W Davey       | Cllr S Sproul   | Cllr M Hagon  | Cllr E Austin |
| Cllr B Keen        |                 |               |               |