

You are hereby summoned to attend the **MEETING OF THE SERVICES COMMITTEE** on Tuesday 7 May 2024 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
	Public recording of meeting to be agreed
20240507/ 01	Welcome & Acceptance of Apologies for Absence Cllr SW sends apologies.
20240507/ 02	Declaration of Interests
20240507/ 03	Public Session
20240507/ 04	Minutes of last meeting – 4 March 2023
20240507/ 05	Highways Update • 20210406/10 – A412 Footpath Flooding / HS2 UPDATE : Meeting with Cllr MH & SW on 28.03.24 - minutes attached from BC. Atkins have started the detail designs for the works waiting for the update.
20240507/ 06	Denham Green • Display on verge. To Note. UPDATE: Waiting for a date for a site visit with local garden nursey for ideas and plants that are suitable. Planned visit for 02.05.24.
20240507/ 07	Finger pole signage - £824.77 - TO NOTE UPDATE : Completed second visit to confirm signage. BC confirmed the use of their posts, add new pointers with signage. Sent request to Men in Sheds Black Park no reply as yet. Received quote from another contractor for pointers -Tilehouse lane, Higher Denham, Denham Village, To shops & Martinsfield. All cllrs approved the quote in Full council meeting 09.04.24. See attached.
20240507/ 08	Wildflowers To Note. ❖ Cllr WD confirmed wildflowers not suitable for Tatling end. ❖ Cllr EA received pictures . See attached. ❖ Wilder Road Verge Project. See Attached.
20240507/ 09	New Denham • Oakside community land UPDATE : Agency working on behalf of BC is chasing BC for update. No comments received as yet. ❖ Sent information to Cllr GH.
20240507/ 10	Martinsfield • Booking form and T&C – See attached - On going. UPDATE : Office meeting with F&C EC & DC discussed process to follow. ❖ EC & DC to send out T&C and booking forms when requested. ❖ EC & DC to add to calendar booking once confirmed. ❖ F&C to invoice football club. ❖ EC & DC – cancellation to be noted in calendar and inform F&C.

	• Pitch costs – Increase to £75 from £65 for full pitch & £35 from £30 for 9 aside pitch. • Potential use of space – On going. See attached update. UPDATE: Local resident assisting with new plans for expanding pitch layout, liaising with local football club and Football federation for support. UPDATE: Site visit required for Brunel Uni and Golds sport centre to view pitch options with Cllrs when available. • Higher nets – Football going over into business premises. • Dugout/Shelter.
20240507/ 11	Illegal parking notice . UPDATE : Parking notices available for collection.
20240507/ 12	Wildfires. ❖ Cllr WD was unable to find local contact for Fire brigade . ❖ Cllr Hollis provided contact details for Fire brigade they have sent information. See attached. ❖ They will attend Annual Parish meeting.
20240507/ 13	Higher Denham • Footpath – Broken gate lane & Higher Denham – Cllrs to discuss. Action : GH & DC site visit completed. See attached maps and photos. UPDATE : Full Council agreed on 15.04.24 need to reassess the distance – Check with Colne Valley to remove the concrete blocks – Get quotes .
20240507/ 14	Old Mill Road – Clearance. • Hedge cutting. UPDATE : Contacted Whitbread, advised them of growth of vegetation and to remove it. Photographs also attached. Site manager will arrange visit. UPDATE: Added issues to FMS – BC confirmed cut back of vegetation on pavement.
20240507/ 15	Way & Tillard – Cricket field • CCTV UPDATE : Research ongoing for suitable cameras.
20240507/ 16	Denham Village • Notice board for walks x 1. Working progress. ❖ Community Board agreed to part funding. ❖ Artwork provided to Colne Valley – Will receive draft version shortly. ❖ Colne Valley will add QR codes for walks and logo for Community Board & Colne Valley. • Village green – lawn cut. UPDATE : Will be cut on 30.04.24 & again on 7/8 May before event on green.
20240507/ 17	Devolved Services. Noted • Grass cuts, Flailing & siding out for 2024/25. UPDATE : Received BC report in March 2024. Reviewed grass plan cuts from BC. Site visits completed to confirm which areas are correct – Informed BC of changes to be made. NOTE: Informed by other Deputy clerks that flailing is not part of devolved services, BC have taken them back – emailed BC, they have confirmed this is correct, they are responsible for flailing in areas and homeowners. responsibility for their property. Tendering – All Cllrs to discussed. • DC & EC attended online training course for tendering process. • Grass cutting company review.

20240507/ 18	Alderbourne play path & equipment . • Path – Quote agreed by all cllrs £5,598.00 – Work commencing on 29 April 2024 for 1 week. • New Play equipment – Revised quote £23,494.22 – See attached. There is optional extra cost of £9,276.06 to discuss with Cllrs. UPDATE : DC to discuss with Community board for support once all quotes agreed by Cllrs.
20240507/ 19	Bus shelter deep clean/graffiti . UPDATE : Quote from contractor agreed for deep clean – Original contractor chosen cannot clean bus shelters due to Human faeces – added to FMS – case resolved. 2 new quotes to discuss, for joint deep clean and adding graffiti gel. See attached. Solar lights: On going research. Waiting on quotes for 2 solar lights that can be attached to brick bus shelters. Warning signs : On going research. Update: Community board said would like to support with funding as this is a community issue. To send them quotes once agreed with Cllrs.
20240507/ 20	Local biodiversity working plan. Noted. ❖ PowerPoint to be shown to Committee before presentation. ❖ Cllr WD - contact local schools if they would be interested. Waiting for Cllr EA update. ❖ DBS checks required if working with children.
20240507/ 21	Handyman • 0 Hour contract – See attached. • Public liability • Job advert
20240507/ 22	Allotments • KFC land – Ongoing • UPDATE : Received land registry checks for land behind KFC. Letter sent to owners of property – No response to date. • Allotment judging - 2 visits June/July & August/Sept ❖ Same people to do both judging. • Allotment report – Nothing to report.
20240507/ 23	• BMX field – Land belongs to Railway. TO NOTE • Monkey Challenge – Wood has been treated. • New signage – £30.00 - Old one rotten, quote for 1 new signage. See attached image and quote.
20240507/ 24	New Denham • Faults with streetlights temporary fixed - £488.56 each new lamp. Estimate fitting 13.05.24
20240507/ 25	Bench – Local resident wish to donate a bench - £733.16. ❖ Higher Denham – Middle Rd. See attached image
20240507/ 26	Tatling End play area • Boot camp - 10 cars parked on site on Fridays for lessons. • Signage to be added to gate – Discuss with Cllrs

20240507/ 27	Future budgets • Open spaces										
20240507/ 28	Services Finance • Budget Headings • Budget Comparison Report • MB Finical Comparison Report • Allotment Finical Comparison Report <table border="1"> <thead> <tr> <th colspan="2">Payments over £500 (inc VAT) April/May 2024 – To Note</th></tr> </thead> <tbody> <tr> <td>D Wardley (Handyman Services and expenses)</td><td>£1000.00</td></tr> <tr> <td>Turfcare Pitch Marking Martin Baker</td><td>£665.15</td></tr> <tr> <td>Roots Cut</td><td>£5,734.15</td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Payments over £500 (inc VAT) April/May 2024 – To Note		D Wardley (Handyman Services and expenses)	£1000.00	Turfcare Pitch Marking Martin Baker	£665.15	Roots Cut	£5,734.15		
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20240507/ 29	<u>Items in Progress</u> - 20230403/07 – (Apr) - By-laws & PSPO -20231002/15 – (Oct) - Metal design memorial war bench – Cllrs will consider for another time.										
20240507/ 30	<u>Future Agenda Items</u> • War Memorial cleaning • Air Pollution – Discuss report in May/June 2024 DEFRA										
20240507/ 31	<u>Date of Next Meeting</u> 3 June 2024, Parish Council Offices 7.30pm										

Signed: Jay Mitchener – Deputy Clerk

Date: 01.05.2024

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