

Minutes of the MEETING OF THE SERVICES COMMITTEE on Tuesday 7 May at 7.30pm at the Parish Council Office, Village Road, Denham UB9 5BN.

Councillors:	Cllr M Heath - Chairman (MH)	Cllr M Goonesekar (MK)
	Cllr E Austin - Vice Chairman (EA)	#Cllr S Sproul (SS)
	Cllr S Williams Ex officio (SW)	Cllr W Davey (WD)
	#Cllr S Jefferys (SJ)	#Cllr G Hollis (GH)
	#Cllr B Keen (BK)	
Public:		# = Apologies Received
Clerk:	Jay Mitchener (DC)	## = Apologies Not Received

Meeting was voice recorded – Agreed by members present.

Agenda No	Agenda Public recording of meeting to be agreed	ACTION
20240507/01	Welcome & Acceptance of Apologies for Absence Cllr WD	
20240507/02	Declaration of Interests - None	
20240507/03	Public Session – None	
20240507/04	Minutes of last meeting – 4 March 2023 – All agreed	
20240507/05	Highways Update • 20210406/10 – A412 Footpath Flooding / HS2 Did not received the updated minutes from BC. UPDATE : Received email with updated minutes from BC ACTION : Chase BC for update of detail design and budget	DC
20240507/06	Denham Green • Display on verge. Site visit completed with local nursey manager to discuss this project. Utility services on site. Discussed costs with contractor which could be £2,500.00, waiting for quotes. ACTION : To send design for area and send common garden names of plants. ACTION : To send pictures of design of monolith for ideas.	DC All Cllrs
20240507/07	• Finger pole signage. £824.77 – Agreed at full council. Areas : ❖ Denham Green Lane – 3 fingers – Denham Green Shops, Old Shire & Martinsfield. ❖ Tilehouse lane - 2 fingers – Higher Denham & Shops via Tilehouse way. ❖ Higher Denham - 1 Finger – Denham Green ❖ Pyghtle – by the railway bridge – 2 fingers – To village & To Shops.	DC
20240507/08	Wildflowers Discussed BC wilder road verge project. Pictures viewed in area of Higher Denham for possible wildflower planting. Commented that we could plant in the middle of this area. ACTION : Look at information of the BC toolkit for ideas. ACTION : Look to plant wildflowers on the small path on green by village garage for next year, as this was agreed in previous meeting.	DC DC

20240507/ 09	New Denham • Oakside Community land. UPDATE : No response from the agency .	
20240507/ 10	Martinsfield Discussed cleaning of facilities if there were 2 matches played in the day and of opening up the facilities, should booking become busier will need to review. Also mentioned that the 2 football clubs that use Martinsfield have our caretaker contractor contact number as well as DPC should there be any issues. ACTION : Get a keypad lock for spare set of keys to be placed outside DPC office. • Booking form. Cllrs to review. ACTION : To add 2 hours on the booking form. ACTION : Get an incident book to sign off a check off list after each game is played by our caretaker contractor. • T&C Cllrs to review. ACTION : Need to request on the form for a copy of football club personal liability. Booking application – Review process : if receive a call or email, should reply back with email confirmation/cancellation. ACTION : Remove keys clause 6 (refers to keys being collected from the office) from T&C form. ACTION : Send bullet points of issues found after the club have used the facilities. Cllr Heath to take up with DUFC. • Pitch cost increase. All Cllrs agreed. From £65.00 to £75.00 Full pitch use. From £30.00 to £35.00 9 aside pitch • Higher Nets. ACTION : Get quotes for strong nets to prevent footballs going over into our property. Contact Ruislip GAA Sports. • Dugout/Shelter It was mentioned that the children/adults don't have any sheltered area to stay out of rain and wind. ACTION : Contact football club managers, ask what would be suitable. Could we refurbish the one on site or should we re-position it. • Potential use of space. ACTION : Waiting for OS map.	DC DC DC DC DC Cllr MH DC/Cllr MH DC EC
20240507/ 11	Illegal parking notices • Polite notice for illegal parking to put on car window available in DPC office. It was mentioned that BC parking dept came to Denham with unitary Cllr to look at areas that need to be monitored. Suggestion was given which will be discussed in the next Full council meeting.	
20240507/ 12	Wildfires Fire bridge officer was contacted . They will also attend our Annual Parish meeting on 8 May 2024 and will have a 5-minute slot to discuss this matter.	
20240507/ 13	Higher Denham • Footpath – Broken gate lane & Higher Denham - DEN 7/1 Path is in great disrepair, which is 640 metres, also has flooding in areas. We don't provide lighting on any RoW. All Cllrs agreed to get quotes. ACTION : Get quotes for suitable surfaces. ACTION : Contact Colne Valley - regarding the concrete bollards at each end of the path. To check if they originally installed them, and if they can assist with their removal.	DC DC

20240507/ 14	Old Mill Road – Clearance. To Note Contacted Whitbread the landowners regarding the vegetation removal. Site visit planned, waiting for update. Added issue on FMS for vegetation growing over pavement, LAT confirmed they have trimmed area back. ACTION : To keep Cllrs updated.	DC
20240507/ 15	Way & Tillard - Cricket field • CCTV for ASB – To Note Researching wildlife cameras. ACTION : To provide information on suitable mobile cameras with solar/back up batteries. • Net issue Cllr received an email from local resident about the nets not protecting their property. Cricket club member informed Cllr that they are looking into this issue. ACTION : To forward email from the resident to Cllr MH to deal with.	Cllr MG EC
20240507/ 16	Denham Village • 1 Lectern for walks – Village green. To Note Waiting for Colne Valley to send a draft of the artwork and maps to review by Cllrs.	
20240507/ 17	Devolved services – Grass cutting, flailing & siding out for 2024/25 • BC new agreement for devolved service pack 2024. Informed BC of the grass verges we service around Denham. Informed all Cllrs that flailing is not part of devolved service. This is BC responsibility . Landowners are responsible for their hedges. ACTION : Inform BC of the list of the hedges we have serviced. Tendering – Grass cuts NOTED. EC and DC on training course for tendering process.	DC
20240507/ 18	Aldbournfootpath and play area. • Refresh and re-surface pathway Completed 02.05.24. • Aldbournfootplay equipment. Discussed revised quote £23,494.22 but decided not to add the additional extras of £9,276.06. ACTION : Contact contractor to confirm what are all the new equipment has been quoted for, and what areas will be wet poured. ACTION : Contact Community board for funding.	DC DC
20240507/ 19	Bus Shelter deep clean/graffiti 2 bus shelters Denham Green shops and Oxford Gardens. Provided 2 quotes to discuss. All Cllrs agreed to quote 2 - £1120.00 (£525 & £595) for deep clean and add graffiti gel. ACTION : Get quotes for solar lights that can be placed on the roofs of the shelters.(Community board would support with funding) ACTION : Get quotes for warning sign to be added to bus shelters.	DC DC
20240507/ 20	Local biodiversity action plan. To Note • To improve & help local wildlife. Cllr trying to organise the first meeting with support of other Cllrs. It was discussed that local residents should be involved with this project , all agreed. With the new Newsletter we may receive interest with it. ACTION : To arrange a meeting with local resident that has interest.	Cllr EA

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	ACTION : Inform lady that discussed at committee and our insurance will not cover parking in play area due to danger to children. ACTION : New signage to be added to gate.	DC
20240507/27	Future Budgets. Deferred due to time constraints.	
20240507/28	Services Finance Payments over £500.00 all Cllrs agreed.	
20240507/29	Items in Progress - 20230403/07 – (Apr) – By-laws & PSPO - 20231002/15 – (Oct) – Metal design war memorial bench – Cllrs will consider for another time.	
20240507/30	Future Agenda Items • 20231204/05 - Air Pollution – May/June Air quality report from DEFRA	
20240507/31	Date of Next Meeting – 3 June 2024, Parish Council Offices 7.30pm	

Signed: Jay Mitchener – Deputy Clerk

Date: 08.05.2024

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

Chairman _____

Dated _____