

Minutes of the MEETING OF THE SERVICES COMMITTEE on Monday 3 June 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 (SW)	Cllr W Davey (WD)
	#Cllr S Jefferys (SJ)	#Cllr G Hollis (GH)
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
20240603/01	Welcome & Acceptance of Apologies for Absence Cllr SJ GH, MG & SS	
20240603/02	Declaration of Interests - None	
20240603/03	Election of Chairman All Cllrs agreed for Cllr MH Election of Vice Chair All Cllrs agreed for Cllr EA Cllr SW is now a member of the committee replacing Cllrs BK	
20240603/04	Public Session – None	
20240603/05	Minutes of last meeting – 7 May 2023 – All agreed	
20240603/06	Highways Update • 20210406/10 – A412 Footpath Flooding / HS2 Still waiting for the detail designs. They have committed to get the works completed before winter. • Railing under the bridge. Discussed the railing under the railway bridge. Waiting for update from LAT to confirm if it is Chiltern Railways responsibility, or Bucks council. The railings are attached to the bridge wall. ACTION : Follow up with LAT	SW
20240603/07	Denham Green • Display on verge. Cllrs looked at the pictures supplied of the plants from the contractors. Informed them that another contractor has agreed to maintain the area free of charge. Cllrs agreed to have a plaque for this contractor support. It was agreed to have the plants spread out so there is space in between them for easy access. Contractors are aware that utility companies equipment is on the land and will need to keep this area accessible for them should work be required. All Cllrs agreed to the quote from the garden nursey for the plants.£1,307.50 plus VAT. ACTION : Waiting on quote for the stones/gravel from another contractor. ACTION : To send pictures of design of monolith for ideas.	DC All Cllrs
20240603/08	• 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. All Cllrs agreed to draft of images of finger pointers. It was mentioned to question the BC logo. ACTION: To question if BC logo needs to be on the pointers, if so to add DPC logo on top and BC logo at the bottom. To place order for the finger pointers.	DC
20240603/09	Wildflowers It was mentioned that it's too late in the year to plant the wildflowers. ACTION : Add this to the agenda to look at this 3 month before (Dec/Jan 2025).	DC
20240603/10	New Denham • Oakside Community land. ACTION : To find out who the contact is at Bucks Council. • Faulty lamps now fixed in Willow Bank. • Newtown Road – Damaged verge SSE confirmed they will pay for the damaged they caused. Waiting for the quote from originally contractors for buying new shrubs and replanting to send to SSE.	DC
20240603/11	Martinsfield Showed the Cllrs the keypad lock , mentioned not large enough inside to add the keys required for Martinsfield. ACTION : Discuss with handyman how long does it take to open up and shut down. • Booking form Have added 2 hours on the booking form. New Incident book in place - to sign off a check off list after each game is played by our handman and cleaner. • Booking application – New process added : if receive a call or email, should reply back with email confirmation/cancellation. • T&C Added to the form - A copy of football club personal liability required. Have remove keys clause 6 (refers to keys being collected from the office) from T&C form. • Pitch cost increase. All Cllrs agreed. From £65.00 to £75.00 Full pitch use. From £30.00 to £35.00 9 aside pitch All Cllrs agreed to price increase in Sept 2024 ACTION : Notify the clubs before to make the aware. All below to be discussed in meeting with DUFC, Cllr MH & Cllr SW on 04.06.24. • 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. • Potential use of space. Make one pitch fit 2 smaller pitches.	DC
20240603/12	Higher Denham – Broken gate lane – ROW DEN7/1 Advised Cllrs the cost to refresh is ROW would be 70k or more due to running water issues along the path. This ROW belongs to Bucks Council, and they don't have these funds to correct the issues. They will re-look at it again in 2025. All Cllrs agreed DPC cannot support this project and to remove off the agenda.	

20240603/ 13	Old Mill Road – Whitbread land Clearance. Whitbread who owns the land will do a site visit with clerk after the bird nesting season to discuss the clearance of the large area.	
20240603/ 14	Way & Tillard – Cricket Field – CCTV No complaints reported since last year. It was mentioned to wait for the summer months and see if any issues occur. • Netting issues Another ball came through a residents garden they are afraid another ball will come through. ACTION : EC was requested to send a letter to the cricket club of this issue as its not acceptable.	EC
20240603/ 15	Denham Village • Interpretation board for walks x 1 Showed the Cllrs the first draft of the artwork, all the Cllrs liked the artwork. QR codes will be added along with DPC, Community Board and Cone Valley. Suggested to add the names of the roads, bus stops on the map. ACTION : To discussed adding the roads like Cheapside Rd, the Phytle, village hall and add bus stops to the second draft to view image. How many words can be used for the information on the village. Add the blue plaque of Sir John Mills. ACTION : To find information on the Church and Denham Village. • Village Green – Grass cut ACTION : Request handman to look at village green, as some damage occurred after the Denham Fayre use of the green. • Dog fouling ACTION : Organise 3 signage “ His business is your business with a picture of a dog fouling.” Phytle, main village and Cheapside Lane. Place on pole by river, BT pole & by Keep Britan tidy.	DC SW DC DC
20240603/ 16	Devolted Services – Grass verge cuts. Contractors started the second cut on 3 June 2024 on Willow Bank. • Tendering. Looking at the contract we have in place, as we were on a rolling contract due to waiting for Bucks council delay. ACTION : Look at other companies. It was said that Bucks council will only do one cut and will concentrating on splays only. Due to mowers pollutions and cost cutting. ACTION : To contact people regarding grass verge cuts and cc Chairman of Services.	DC SW
20240603/ 17	• Alderbourne play equipment. Discussed revised quote £23,494.22. All Cllrs agreed to the quote but did not agree to the last 3 items. To remove the last 3 items not wanted and look to replace with better options to the same costs. Community Board said that the equipment chosen is not exciting enough, so funding may not be possible. ACTION : Ask what ideas would be acceptable from the Community board. ACTION : Look at other options in the brochure. ACTION : Request to remove the last 3 items Pump play panel, Village shop play panel & bespoke design sign from chosen contractor and add orchestra panel & tom tom bongos panel. Could they start the work in later in the year?	DC DC DC DC
20240603/ 18	Bus Shelter deep clean/graffiti – To be cleaned 26 June 2024 2 bus shelters Denham Green shops and Oxford Gardens. • Solar lights	

	All Cllrs agreed to quote (2) £ £1,997.08 plus VAT. Community Board in the first instance said that this would be a good idea to get funding, but then questioned what we would do with the other 10 bus shelters. Informed them we were doing a test run with these 2 bus shelters that have issues. ACTION : Place order for solar lights. • Warning signs All Cllrs agreed to quote £32.00 each for 2 signs. ACTION : CCTV wording needs to be added to signage.	DC DC
20240603/ 19	Local biodiversity action plan. To Note • To improve & help local wildlife. Cllrs was trying to find out information on what actions could be taken. Will not be doing a PowerPoint presentation but will present information in Word to be able to email it to supporters. ACTION : To provide information at the next meeting.	EA
20240603/ 20	Handyman One handyman has provided his public liability , still waiting for the other handyman to provide his. Should we have an issue we now have a handy man that can do the works required. • 0 Hour contract – on going ACTION : To find out more information of a 0-hour contractor and its entitlements for the employee. Check on Balc website for information. • Contractor contract – on going All Cllrs agreed to check play areas, check litter bins emptied. ACTION : Check Tatling End play area. ACTION : Check play area Denham Green ACTION : Check play area KWL • Job Description ACTION : Provide the original job description for next meeting and job requirements. • Job advert – On going.	EC/FC EC BD EA SW DC EC
20240603/ 21	Allotments. • KFC – Rats Sent emails to environmental department regarding rats, no response as yet. • Allotment judging – 2 visits – June/July & August/Sept. ACTION : Cllr SW volunteered her time. Cllr EA would support if required. There should be at least two councillors from the parish who attend the judging event. ACTION : To supply plot plan and list of things to be judged. Be available to support on the day. • Allotment report. Need to review to put prices up before 3 June 2024. ACTION : The next meeting will require the latest figures, how many plots left, any issues. A regular update is required.	SW/EA FC FC
20240603/ 22	BMX field – Land belongs to Railway.	

	Monkey Challenge board original cost was £3,750.00, has been a price increase to £3,950.00 fully installed – 15yr guarantee. All cllrs agreed to new costs. • Field to be levelled – for the Monkey challenge board to be installed. ACTION : Do a site visit - Get quotes to level field.	DC
20240603/23	Bench – Local resident donating memorial bench - Higher Denham /Middle RD Emailed Higher Denham Resident society, they will come back with suggestions. ACTION : Follow up email.	DC
20240603/24	Tatling End play area. Boot camp . Informed organiser that it was discussed at committee and our insurance will not cover parking in play area due to danger to children – H&S issues. ACTION : Get quote for new signage to be added to gate.	DC
20240603/25	Signage for parking on corners. The corner of Ashmead /Cheapside 3 large contractor vans were parked there blocking area and sight. Number of years ago hatching marking were put on the road but was informed that this action is not allowed now. ACTION : Look at site with Cllr, possible signage put in place.	DC DC/MH
20240603/26	Future Budgets. • Open spaces.	
20240603/27	Services Finance • To supply updates for next meeting.	FC
20240603/28	Items in Progress - 20230403/07 – (Apr) – By-laws & PSPO - 20231002/15 – (Oct) – Metal design war memorial bench – Cllrs will consider for another time.	
20240603/29	Future Agenda Items • 20231204/05 - Air Pollution – May/June Air quality report from DEFRA	
20240603/30	Date of Next Meeting – 1 July 2024, Parish Council Offices 7.30pm	

Signed: Jay Mitchener – Deputy Clerk

Date: 05.06.2024

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

Chairman _____

Dated _____