

Minutes of the MEETING OF THE SERVICES COMMITTEE on Monday 7 October at 7.30 pm 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 the meeting to be agreed	ACTION
20241007/01	Welcome & Acceptance of Apologies for Absence, Cllr WD, Cllr SS, Cllr SJ, Cllr MG & Cllr GH	
20241007/02	Declaration of Interests - None	
20241007/03	Public Session – Nicolas Abadjian attended the meeting - interested in becoming a councillor.	
20241007/04	Minutes of last meeting – 2 September 2024 – ALL AGREED.	
20241007/05	Highways Update • 20210406/10 – A412 Footpath Flooding / HS2 It was mentioned that we should receive the designs, construction and quotation for works in mid-October, and the road space in mid-November. The construction work should take 8/9 days. ACTION: Print off all the emails from HS2 for proof.	DC
20241007/06	Re-instate railing under the railway bridge. Discussed the railing under the railway bridge, which belongs to Network Railway. ACTION: Chase Network rail for more information and support. ACTION: Add gully cleaning on Fix my street.	SW DC
20241007/07	Denham Green • Flower display on the verge – Edging. ACTION: Get a quote for the chosen edging. All agreed. • Monolith. ACTION: Look for recycled monoliths and get quotes. • Public Toilets. Discussed the large costs and land space for this project and was agreed by all Cllrs not to proceed any further.	DC DC
20241007/08	New Denham • Oakside Community land – To Note. • Newtown Road – Damaged verge by SSE. Received the cost of the damages of £1,194.00 from SSE, new shrubs have been planted now and the original hedge will be trimmed back to make this area look better and tidier. • Willow Banks – Hawthorne Drive request to move DPC streetlamp : The resident didn't agree with the costs of the removal of the streetlamp from her front garden and installation up the road (£5,100.00) and involved MP Joy Morrissey, all the information gathered for this case was sent in. We have not received an update from any parties as yet.	

	No action is required going forward. To Note: BC Street Works confirmed that the resident did not get permission for the 2 curb drops she has. TFB has not come back regarding the borders as it is believed that a lot of homeowners have encroached onto BC Highways' land.	
20241007/09	Martinsfield • New sockets for goalposts installed - job completed. • Emergency procedures letter. All Cllrs agreed. ACTION: Add postcode. ACTION: Find emergency procedures from MB. • Updated booking form: All Cllrs agreed. • Refreshments – Tea/Coffee on Saturdays and Sundays. All Cllrs agreed. Discussed no costs to DPC, contractor will supply small fridge, tea & water urn. ACTION: Inform the contractor that NCASS membership would need to be under Denham Parish Council / Martinsfield and not DUFC and should the contractor decide to supply sandwiches or other food, we would need to be notified beforehand to discuss the matter. • Re-size 5-a-side pitches. DPC received a complaint email from the football manager of the U8 Jets team, that the 5 a-side pitches were too small. We discussed with DUFC managers and explained that we adhered to their recommendations and were puzzled to have received this complaint. DUFC did apologize for their actions and their comments. We asked our contractors if it was possible to make the pitches larger, informed us, of 2 options: 35m x 22m in length OR 30m x 25m in width. We don't have enough space. The site visit is planned for Thursday to discuss the options with the DUFC manager. ACTION: After the site visit email DUFC to confirm their choice of options and update Cllrs. • Booking system website. It was recommended to get the silver package (£32.00 per month) ACTION: Ask the FC clerk if this software would be compatible with the systems she uses. • MB youth team banner advert. All Cllrs agreed. The banner is to be placed under Martin Baker's banner on the fence. ACTION: Check the wording and logos on the banner before installing the banner with the Denham youth club manager. • Grass seeding pitch. All Cllrs agreed to quote for works. £120.00 • Flood lights funding. ACTION: Contact Denham Youth Football Club for support with a request for funding up to 70% - Look at 8 floodlights to be placed into the ground would be a better option than portable flood lights. Planning permission would be required. ACTION: Get permission from MB to install the floodlights and ask for support for 30% of the funding. • Safeguarding at MB All the youth football clubs have been informed that if they book the pitches on Martinsfield they will not have access to the facilities we offer as showers and toilets due to safeguarding standards and that no child would be put in a position of risk. ACTION: Find out who the safeguarding person is for the youth clubs and ask what their procedures are for safeguarding.	DC DC/EC DC DC FC DC DC DC DC

20241007/ 10	Job Vacancy • Cleaner – Job description for Parish office and MB. It was discussed that the hourly rate of pay should be £15.00 per hour. ACTION: Needs to be added Full council meeting. All Cllrs agreed. ACTION: Change wording part 1 for No. 7: Empty bins and replace bin liners – Part 2, change No. 5: Clean ramps of any debris & No. 7: Any facilities issues or damages please report to the office. ACTION: How long does it take to clean showers & toilets at MB?	EC DC DC
20241007/ 11	Old Mill Road – Whitbread land Clearance. To Note Received an update from the agent for Whitbread, that work of the clearance of vegetation should start in mid-October.	
20241007/ 12	Way & Tillard • Pollarding of Way & Tillard 18 Lime trees – To start Feb 2025 The quote was discussed and felt it was too much at £14,000.00. ACTION: Get more quotes and request the FC clerk what DPC paid 4/5 years ago. • Gates by school. The gate has now been fixed to open and close – Completed.	DC
20241007/ 13	Cricket bungalow • Washer dryer & dishwasher replacements. ACTION: Ask if the FC clerk has placed the orders. • Immersion tank issue/ leaking toilet. Contact was made with a local plumber to attend to the address, send quotes and confirm dates to fix the issues. Site visit booked for 09.10.24 afternoon.	DC/FC
20241007/ 14	Denham Village • Interpretation board for walks x 1 IT contractors can add a new link for the QR code that will be placed on the design notice, the QR code will direct the user to our website with all the information regarding walks in Denham and surrounding areas. Email sent to Community board to release the part funding, then Colne Vally can instruct the designer to have the interpretation board made and installed. • Signage for bench smokers - Completed Received the stickers and will be placed on the bins. • Trees cut back on the Village green BC planning dept withdrew the application sent in by our contractors. Waiting for BC with their consideration. ACTION: Update Cllrs with the outcome from BC. • Round bench. The measurements have been taken of the girth of the tree. The image of a metal bench was discussed and agreed by all Cllrs would be a better option. ACTION: Get a quote for a metal round bench. ACTION: Send a letter to Swandane's house & Summerfield's house to cut back the hedge.	DC DC DC
20241007/ 15	Devolved Services. • Grass cuts. The council will not follow “No Mo May” for residential areas due to the costs involved. All Cllrs agreed.	

20241007/ 16	Play area refresh • Alderbourne play equipment refresh. Phase 2 Due to wet weather, work couldn't be completed on time. The inspection report will start on 14.10.24 and once completed and received the play area will be opened on 18.10.24. • Free display notice board design. The draft image of the bespoke notice board was agreed by all Cllrs. • New signage for all ply/gym areas. ACTION: Add a list of play areas/gyms to each play area.	DC
20241007/ 17	• Bus Shelter Graffiti removed on 5 bus shelters – Completed. Solar lights/ dummy camera & warning signs installed on 2 bus stops – Completed.	
20241007/ 18	Local biodiversity working party. Ongoing. • 3 Bat boxes fixed to 3 trees in Tatling End play area field, no action required from DPC. • To improve & help local wildlife. Minutes of the meeting were not provided for this meeting. ACTION: To contact EC for an update on the minutes. • Presentation. The presentation was discussed and felt that "The First Steps", information was very useful, but the council don't have the capability or the knowledge to support this. We do have play areas and open spaces and if this organisation could visit these sites and help, we would welcome it. ACTION: To get clarification on costs, budgets and Stakeholders. ACTION: Contact EC for dates for budget meetings. ACTION: Contact David Sutherland BC – regarding Oakside community land.	EA EA EA DC
20241007/ 19	Denham warden Our Denham warden officially started on 1 st October 2024. Discussed the 5 settlement areas and which days will be allocated. ACTION: Send copies of his timesheets. ACTION: Ashmead lane - to clear leaves around the drains, which are causing flooding on the road. ACTION: Get a quote for a leaf/blower/sucker machine for Denham Warden.	DC/MH DC DC
20241007/ 20	Allotments. • Allotment report. • Allotment judging – 2 visits – June/July & August/Sept. ACTION: What3words where and all the defibrillators are put on noticeboards for information.	DC/FC
20241007/ 21	BMX field – Land belongs to Network Railway. • Monkey climbing board 12 September 2024 Completed	
20241007/ 22	Air Pollution – Report 2024 DEFRA ACTION: To be added to Full Council.	EC

20241007/ 23	Bakers Wood • Broken gate lane – Damage to streetlamp. Completed The new streetlamp is in place, emails were sent to contractors for the damages of £8,838.00. An invoice was sent to them to pay.	
20241007/ 24	Tree Survey for Denham play areas and village green. UPDATE: Pictures taken of trees DPC responsible for now – contacted 3 contractors, was informed that one contractor will have to do the survey and then another company will do the work. The Turkey Oak tree at the junction of A40/A412 lights belongs to DPC and this tree has been added to the survey. Waiting for site visits to be completed by 3 contractors.	DC
20241007/ 25	Tennis board It was mentioned that Marlow Tennis Club have built a brick wall painted green and is used for practice. ACTION: Get more information.	DC/SW
20241007/ 26	Streetlights scout survey – Free site visit by contractor The contractor waiting for parts, may take 8 weeks for all issues found to be fixed. Will update Cllrs once completed.	
20241007/ 27	Future Agenda / Budget Items • War Memorial cleaning Wildflowers - look at this 3 months before (Dec/Jan 2025) – Add wildflowers. to a small patch by the village garage. Way & Tillard - Cricket Field – CCTV • Fencing 10ft – Martinsfield.	
20241007/ 28	Service Finance • Budget headings. ACTION: Need to look for W&T ACTION: Add Biodiversity to the list. • Budget Comparison Report • MB Financial Comparison Report • Allotment Financial Comparison Report	<u>FC/MH</u> <u>FC</u>
20241007/ 29	Date of Next Meeting – 4 November 2024, Parish Council Offices 7.30 pm	

Signed: Jay Mitchener – Deputy Clerk

Date: 09.10.2024

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 _____