

Minutes of the SERVICES COMMITTEE Meeting

Held on Monday 5 September 2016 in the Council Office at 8.00pm

Cllrs Mrs M Heath (MH) - Chairman
Mrs S Williams (SW) - Vice-Chairman
Mr W Davey (WD) #
Mr G Hollis (GH) ##
1 Vacancy
Co Clerk Mr Roy Hill (RH)

Dr J Newby (JN)
Mrs T Riley (TR) #
Mrs M Skelton (MS)
Mr S Sproul (SS)

Item Number	Minutes of the Meeting	Actions to be taken
1609/00	<u>Aims and Objectives of the Committee</u> It was AGREED to delete the words 'and maintain good' in the first bullet point. Substantive aim and objective to read 'To continue to monitor street lighting across the parish'.	
1609/01	<u>Apologies for Absence</u> As denoted by # above No apologies received ##	
1609/02	<u>Notification of any urgent matters to be taken under item No 1609/18</u> MS requested that the following be taken under 1609/18. - Central Reservations on A412 And SW requested that the following be added also - River Misbourne in Village Road	
1609/03	<u>Matters dealt with under urgent action since the last meeting on Monday 4 July 2016</u> None	
1609/04	<u>Matters arising from the distributed minutes of the Services Committee held on Monday 4 July 2016 not dealt with in the agenda</u> 1607/07/2 – BALC were unable to shed any additional information about statutory minimum requirements that should be provided by BCC Highway Authority, they have promised to seek advice and follow it up. However, they did assist us in getting the tfb@buckscc.gov.uk email address re-established and continue to be monitored.	
1609/05	<u>Correspondence List.</u> No requests had been made for copies of items on the correspondence list.	
1609/06	<u>Financial Report.</u> The latest Services Income and Expenditure report was distributed at the meeting and it was noted by members that it was incorrect. The report was referenced back to the clerk (JC) for corrections.	

1609/07	<u>Artemus Tree Survey Report</u> A report was received from Artemus Tree Services for trees at Denham Village Green, Way & Tillard Recreation Ground and the New Denham Allotments. Village Green - Following discussion it was proposed by MH and seconded by MS that the quote for works to the <i>Tree of Heaven</i> be AGREED and that Artemus be requested to perform the works. It was also AGREED that we ask that Paul Turner liaise with Artemus due to the Christmas lights that are fixed to the tree. Way & Tillard Recreation Ground – The Co Clerk reported that he had discussed the possibility of deferring work on the pollarding of the Lime Trees for 3 or 4 years. Artemus had confirmed that the trees were in good condition and deferment would in no way cause any problems. It was AGREED to defer any works on the lime trees for a period of 3 or 4 years so as to continue to take advantage of the shelter and protection that the trees currently provide for the cricket activities of DCC. New Denham Allotments – Furthermore the report on the boundary trees at the allotments, the committee felt that the trees mentioned were of no significant aesthetic value. It was AGREED that the Co Clerk be requested to investigate, with Artemus the cost of the removal of the trees. It was also suggested that we consider the possibility of planting some young oak trees.	RH to discuss
1609/08	<u>Devolution of Services Update</u> Report from Co Clerk on the issue of a Tender Document for Grass Cutting across the Parish. The Co Clerk reminded the committee that it had been AGREED that we would invite Tenders for the Cutting of Grass Verges, Cutting of Grass in Play Areas and Open Spaces and Rights of Way for the period of 1 April 2017 to 31 March 2020 and distributed a Draft Tender Document that he had prepared. It was AGREED that the document be distributed to interested tenderers. It was AGREED that all tenders MUST be received by Tuesday 22 November 2016 with a report to be presented to the Services meeting Monday 5 December 2016 in time for budget preparation..	
1609/09	<u>New Denham Allotments</u> 1 The Co Clerk reported that the arrangements for the Annual Presentation, on 25 September at 10.00 am, are well advanced. He also reported that allotment fees were beginning to arrive. The Co Clerk also reported that he had spoken with a few plot holders who had shown support for the introduction of a returnable deposit requirement for new tenants to help towards	

	the avoidance of tenants walking away from plots in the midst of a season leaving them in a condition unfit for future letting. He further reported that some plot holders had shown an interest in the formation of an allotment users group. The Co Clerk said that it would be necessary for the Services Committee to establish terms of reference for any such group. For future consideration. 2 Allotment Rules - The Co Clerk apologised that he had forgotten to include in the meeting agenda a proposal for a change of Allotment Rules to introduce the requirement for new tenants to deposit a £50 deposit, returnable on surrender of the plot provided the plot is in a fit condition to be let to a new tenant. It was AGREED that the Co Clerk place a report on the agenda of the next full council meeting on 12 September.	
1609/10	<u>Play Areas and Open Spaces</u> 1 Play Area Inspection Reports – The Co Clerk reported that he had received Inspection Reports from TR (Alderbourne), MS (Way & Tillard), SS (Knighton Way Lane), JN (Tatling End) and SW (Denham Green PA). No report had been received from GH (Denham Green BMX). The Co Clerk was requested to write to GH to remind him that his report was now overdue. The Co Clerk confirmed that other than the reports received from TR and SW no additional matters were raised as a concern. The matters raised by TR concerned the Play Train apparatus which is now showing signs of vandalism, arson as well as general wear and tear. The apparatus, installed 2007, has been heavily used and needs substantive works. The main work required is the repair/replacement of the floor which will require that the main carcass of the equipment is lifted off the floor providing access. Kompan has been contacted and a quote for repair or supply new parts has been requested. Once this is obtained we will investigate best way to proceed. 2 Denham Green Play Area – SW reported that she had spoken with a number of parents when she inspected the play area. There were concerns raised about the cleanliness of equipment as a result of residue caused by the overhanging trees. The Co Clerk was requested to discuss this with the council handyman. It was also AGREED to examine the offending trees and to speak with L&Q Housing to try and get this matter resolved. There was also a view that the carousel was inappropriate for the age of the children using the play area, however it was acknowledged that it was used by older children to sit on. 3 Tatling End Slide – The Co Clerk reported that Fields in Trust had confirmed their agreement to use the £3,000 grant for the	RH to write to GH to remind him that his Inspection Report was overdue.

	replacement of the slide and now that summer was over an order would be place with Outdoor Play South West for the new equipment to be supplied and installed at a total cost of £4,849.90 (ex VAT).	RH to place order for new slide with Outdoor Play South West.
1609/11	<u>Denham Cricket Club</u> 1 Lease negotiations - The Co Clerk reported that no further progress had been made at this stage. He reported that it had emerged that Hine solicitors did not have a solicitor in the Gerrards Cross Office who dealt with leases of the type involved and that we were speaking with their Cheltenham Office. The committee were of the opinion that because of the long relationship between DPC and BP Collins we should try and meet with them in an attempt to resolve the situation and get clarification of future involvement. It was AGREED to cease any further contact with Hines and to set up a meeting with BP Collins. 2 Memorial Bench – The Co Clerk reported that a widow of a former member of the Cricket Club had purchased a memorial bench and that they were seeking approval to site the bench within part of the leased area of the ground. The committee AGREED to the request provided that it was not placed anywhere between the main gate and the club house as it was believed that it may be inconvenient. The Co Clerk to suggest it be sited in front of the clubhouse.	To request Clerk to write to Hines cancelling further contact and to set up meeting with BP Collins RH to seek meeting with DCC to agree siting
1609/12	<u>Lighting Consideration</u> 1 Newtown Road – We are still trying to set up a meeting with SSE to establish what is required to be done with lights in Newtown Road. The Co Clerk to report back at the next meeting 2 Upgrading of all Street Lights – A meeting is to be held with SSE to establish the current situation regarding all of the LED converted streetlights to try and clearly establish a way forward.	
1609/13	<u>Highway Considerations</u> 1 Provision of Bollards and ground re-instatement at the Esso Garage on A40 – The Co Clerk reported that the work had been completed and re-instatement completed. SW reported that she had recently seen a car drive round the works and exit onto garage forecourt using the new footway. Co Clerk to seek advice from TfB as the number of bollards requested had been reduced from 3 to 2. 2 Bus Shelter by McCarthy & Stone Development and Bus Stop by Savay Lane – The Co Clerk reported that the work on the bus stop adjacent to the new development is almost finished and all that is now required is the replacement of the seat. The work on the bus stop near Savay Lane was in hand.	

1609/14	<u>Community Pay Back Scheme</u> – Contact had now been made with the Bucks co-ordinator for TVCRC, and a meeting is to take place shortly to agree a work plan.	
1609/15	<u>CIL and S206 Workshop Materials</u> –The Co Clerk circulated information of the priorities identified by CIC along with a request, from them, for the Parish Council to include some of them within the Parish list. Whilst the committee expressed support for CIC it believed that we would be unable to fully support their request unless the identified priority could be clearly identified as being beneficial for the residents of Denham. The committee AGREED that in general terms it was in agreement of supporting the Colne Valley Trail and Signage of Rivers within the Parish area however it felt that the others were not inclusive enough. The committee further AGREED that the council need to urgently identify its own priority objectives first and then see how those of CIC might be used to further supplement them.	
1609/16	<u>Request for No Cycling Signs Outside Willowbank Shops</u> – The Co Clerk reported that a request had been received from the hairdresser at Willowbank Shops for more attention to be paid towards litter at the shops and also for No Cycling or Skate-boarding signs to be displayed. All these matters are the responsibility of SBDC and the shop keepers so informed.	
1609/17	<u>Preparation of 2017/18 Budget</u> – This item was on the agenda to impress upon members the importance of ensuring that we take full and detailed consideration of the need to carefully prepare our next budget.	
1609/18	<u>Any other business notified at 1609/02 above</u> 1 Central Reservations A412 – MS asked whether TfB had indicated when they would be fully re-instating the central reservation on the A412 and cleaning the illuminated signs. The Co Clerk informed the committee that approaches had been made to TfB but that, other than for a few repairs, no work had been done. He promised to follow this up. 2 River Misbourne, Village Road Denham – SW reported that she believed that the River Misbourne, in Village Road, was looking very untidy and she believed it was due to the lack of a decent water supply and also because the area was not being adequately maintained. She requested that an approach be made to Denham Place for the sluice gate to be adjusted. MH had also requested that the handyman should attend to the overgrowth of the bushes and overhanging trees. The Co Clerk reported that the Environment Agency had visited the site in the recent past following a similar complaint and had responded that the problem was caused by an unusually low	RH to make further contact with TfB.

	water level in the river. This was not fully supported by the committee. The Co Clerk promised to visit the site with the handyman to try and resolve what works were needed to be done to improve the situation and also make contact with Denham Place to try and get the sluice open for a period to try and raise the water level.	RH to set up site visit with handyman and Denham Place.
1609/19	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Monday 5 September 2016 at 8pm in the Council Office.	
	<u>The meeting closed at 9.40pm</u>	

Roy Hill
Co Clerk