

Minutes of the COMMUNITIES Committee Meeting

Held on **Monday 30th August 2016** in the Council Office at 7.00pm

Cllrs Mrs S Jefferys (SJ) (Vice-Chairman) Ms K Bowen (KB)
 # Mrs S Williams (SW) (Chairman) # Mr A Pamment (AP)
 # Mrs M Heath (MH) (ex-officio) Mr S Sproul (SS)
 Mrs T Riley (TR) (ex-officio) Mr A Hans (AH)
 Mr W Davey (WD)

Associates Mrs T Moran (TM)*
 Mrs G Chadha (GC)*
 *Associate membership to be ratified by
 full Council

Clerk Mr John Coleman (JC)

Item Number	Minutes of the Meeting	Actions to be taken
1608/01	<u>Review of Aims and Objectives</u> Item 3. Amend to read: To identify the wishes and concerns of the residents. via relevant surveys and drop in events. Item 5. Amend to read: Training of Committee Members as required. Item 9. Delete and replace with: to engage the community and improve the health and wellbeing of Denham residents.	Clerk to amend on next meeting agenda.
1608/02	<u>Apologies for absence</u> Cllr. Heath Cllr. Williams Cllr. Pamment The Vice-Chairman welcomed Mrs Moran and Mrs Chadha to the meeting.	
1608/03	<u>Notification of urgent matters</u> AH wished to raise the matter of DBS checks under AOB TR wished to raise the matter of Volunteer Forms under AOB	
1608/04	<u>Matters dealt with under urgent action since the last meeting</u> It was agreed that if an absent member is allotted a task in their absence, the Clerk will advise the member the day after the meeting.	Clerk to action where necessary
1608/05	<u>Matters arising from the last meeting held on 26th July 2016</u> See below.	
1603/07	<u>Dementia Friendly Communities</u> TR had contacted Mrs Walker and asked if she would be willing to be involved with the Dementia programme. Mrs Walker was unable to commit until she returns from holiday. TR reminded the meeting that some months ago, we agreed to look into Denham becoming a Dementia Friendly Community that would involve someone visiting shops and businesses to inform them how they could help. The Clerk holds the Dementia Friendly pack at present and can send it out to anyone interested in getting involved. It was agreed to wait until Mrs Walker returns from holiday before progressing further. If no one comes forward to take up the initiative, TR will look at the pack again in due course.	TR to contact Mrs Walker on her return from holiday.

1603/07	<u>Denham Green Christmas Fayre 30th November 2016</u> KB advised on behalf of AP that the Air Cadets had not responded. It was agreed to leave this with AP but to discount them from the event for the time being. AP had sent sponsorship letters to Bosch, IHG and Martin Baker but had received no replies to date. SJ had not received a reply from McCarthy Stone to her request for sponsorship. SJ asked if AP was only dealing with large companies; KB affirmed this and added that he was extremely busy at present. SJ distributed a list of pre-event tasks that needed completing; Gain Sponsorship (apart from the above). It was agreed that TM would take the lead in seeking Sponsorship from other organisations that could provide money or goods for the event. These are: Pubs, Restaurants, Shops, The Denham Grove Hotel, the Aerodrome, Garden Centres and any other business deemed to be suitable. However, both The Village event and the Denham Green Event need to be considered and it was agreed that the smaller companies (Village pubs, shops be approached for the Village) The Clerk to draft a generic letter to send out. Stallholders Organise and communicate with agreed stallholders and establish more. The current list of stallholders that have registered interest was discussed and it was agreed that the following should be offered a stall: The Police, Vimmi Miles, Asma Nadeem, Becci (Avon), Grooms, Usborne Books, Windsor Candles, KNP Jewellery, Denham 1st Responders, The Dogs Trust, Marshmallow Stall, DPC stalls x 2, Charlotte Vera, Carole Tomlinson and Rosemary's Florists. Other possible stallholders: Pinner Hill Golf Club, (subject to the Bucks and Denham Golf Clubs not wishing to partake). Sam Ankersen, Caroline Strawson and Sarah Fletcher (both forever living products if Asma Nadeem drops out). It was agreed not to offer stalls to Chris Miller and Demi Norris as they were both catering vans which would conflict with the local Denham Green eating establishments. SJ had obtained quotes for marquees. Two quotes were similar at around £1600.00 plus VAT with one quote substantially more. Of the competitive quotes, one offered lighting but no tables and the other, tables but no lighting. It was agreed that SJ contact the suppliers and get revised costs for the full package to include marquee, tables and lighting. AH proposed that DPC charge stalls at £25.00 for regular stalls and £15.00 for Charity Stalls. Seconded by KB and agreed. It was agreed that Station Parade needs to be closed at 12.00 noon until 11.00pm. SW to organise. The Clerk holds the map of diversions from	AP to progress. AP & SJ to chase. TM to progress SJ progressing Clerk to contact Denham Golf Clubs SJ progressing SJ to inform stallholders SW to progress
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	last years' event. TENS Licence. Clerk to obtain. The School choirs have confirmed their attendance. TR confirmed the dolly mixtures attendance. The Iver Rock Choir have confirmed their attendance. The Fairground Rides have confirmed their attendance. Christmas Lights to be checked out when Spike returns. To consider also that the Tree of Heaven on the Village Green is due to be pruned. Signage for the event. Locate signs from last years' event. No parking notices for windscreens. Office to provide Notices for parking bays. Contact 1st class signs. To be placed at parking bays 1 week before event. SJ to produce and forward to clerk Marketing of event. Leaflets to place in Surgeries, vets, shops, etc. Community Facebook page. In and Around Denham Magazine. Local press. Turning on of Christmas Lights. Attempt to get a celebrity, i.e. Robert Lindsay. WD or SW to approach. Approach Beck Theatre for pantomime star. A Father Christmas. WD to contact Mr Brench for telephone number. Check to be made to make sure that Father Christmas is DRB checked. Tasks for the event day. Decorate Marquee, Car Parking Assistants, Erecting of Signage and Running Stalls.	Clerk to action Complete Complete Complete Complete SJ to progress Clerk to action WD to action Clerk to action Office to produce WD or SW to approach. WD to progress Roles TBA
1603/08	<u>Capability Brown 300th Anniversary Event</u> Due to the accident sustained by the head gardener, this event will now not take place. The gardens may be opened to the public next year subject to agreement from the owners.	Cancelled
1603/09	<u>Shakespeare 400th Anniversary Event</u> It is unlikely that this event will take place on the 4th September. SW to advise on progress.	Clerk to contact SW for update
1603/11	<u>Other Events</u> Armed Forces Day Saturday 24th June 2017 It was agreed to defer this item to the next meeting. KB confirmed that the cost to provide a bugler to play the last post would be in the region of £75.00 Jazz on the Green. Sunday 18th September WD reported that all arrangements are in place for this event. The group, Denham All Stars will perform from 1pm onwards. Cost of the event is £200.00 Leaflets are being widely distributed to advertise the event.	Item deferred to next meeting WD progressing

	Birds of Prey Display This event was to be held in conjunction with the Shakespeare 400th anniversary event. WD will contact the organizer once a firm date has been set. Auction Items MH has advised that Mr. Brench could offer no advice as to auctioning the Bucks Golf Club voucher. Agreement to auction the Eton Venture Photo Shoot Voucher to be deferred to the next meeting.	WD progressing
1603/13	<u>Website Update</u> It was agreed to defer this item to the next meeting	
1606/06	<u>WW1 War Memorial Update</u> AH reported that the required information had been sent to the War Graves Memorial Trust and the full application form is in the process of completion.	AH & Co-Clerk progressing
1606/09	<u>Village Green Christmas Event 9th December 6pm to 7pm</u> Paul Williams has been contacted regarding the lights and baubles for the Christmas tree and SW can obtain. They are currently in Amy's garage SJ has contact details of a brass band which had played at DGV. Mrs Chadha believed they had played FOC for them and so agreed to contact the committee there to see if DPC could also get them FOC Mrs Chadha will advertise the event on the DGV noticeboard.	SW progressing SJ to contact GC to progress
1607/06	<u>Parish Map & Streetguide</u> The Clerk distributed a mock-up of the revised copy for the streetguide. Two small amendments were made by the committee. Cost for re-artworking the front of the streetguide, retouching the map and printing 5K copies will be in the region of £950.00 further quotes are being sought.	Clerk progressing All committee members to review at home and inform clerk of any changes
1608/05	<u>Tea Dance</u> This item was deferred to the next meeting. The next tea dance will be in the spring of next year, probably around Easter.	Deferred to next meeting
1608/06	<u>Correspondence List</u> There had been no requests made to the Clerk for any item on the Correspondence list.	Noted
1608/07	<u>Any Other Business</u> DBS checks: The matter of Councillors being DBS checked to be deferred to the next Full Council meeting on the 12th September. Volunteer Forms: TR reminded the meeting that examples of the volunteer form had been emailed to members and that role descriptions were required for all events and jobs. Thus far hardly any forms had been received back. The Clerk reminded the meeting that a call for volunteers had been included with MH's latest bulletin in 'In and Around Denham'	

	magazine and it was likely that the forms could be required as early as next week.	
	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Tuesday 27th September 2016 at 7pm in the Council Office.	
	The meeting closed at 9.05pm	

John Coleman-Clerk

31/08/2016