

Minutes of the SERVICES COMMITTEE Meeting

Held on Monday 3 October 2016 in the Council Office at 8.00pm

Cllrs	Mrs M Heath (MH) - Chairman	Dr J Newby (JN)
	Mrs S Williams (SW) - Vice-Chairman	Mrs T Riley (TR)
	Mr W Davey (WD)	Mrs M Skelton (MS)
	Mr G Hollis (GH) #	Mr S Sproul (SS)

Co Clerk Mr Roy Hill (RH)

Item Number	Minutes of the Meeting	Actions to be taken
1610/00	<u>Aims and Objectives of the Committee</u> It was AGREED to revise the Aims and Objectives of the Committee	
1610/01	<u>Apologies for Absence</u> As denoted by # above No apologies received ##	
1610/02	<u>Notification of any urgent matters to be taken under item No 1610/18</u> TR requested that the following be taken under 1610/18. • Parking Letter And MH requested that the following be added also • HS2	
1610/03	<u>Matters dealt with under urgent action since the last meeting on Monday 5 September 2016</u> None	
1610/04	<u>Matters arising from the distributed minutes of the Services Committee held on Monday 5 September 2016 not dealt with in the agenda</u> None	
1610/05	<u>Correspondence List.</u> 1166 S from Blue Sky Development re Weed Spraying – SW asked whether Oxford Road and Newtown Road Areas in New Denham had been sprayed as they were not included in the list. The clerk said he would confirm with Blue Sky. 1610/05/1 – The committee discussed why it was necessary to distribute a printed Correspondence List, at committee, as members had received a copy by email and should request information from the Clerk before the meeting. Following a discussion it was AGREED that a list of Correspondence received ‘relevant’ to the Committee only should be provided for each Committee Meeting with a full copy of Correspondence received prepared for Full Council.	

1610/06	<u>Financial Report.</u> The latest Services Income and Expenditure report was distributed at the meeting and it was noted by members. The Chairman asked members to bear in mind that it wasn't a full picture of expenditure to date.	
1610/07	<u>Artemis Tree Survey Report</u> The co clerk reported that he had confirmed with Artemis that they should complete the works scheduled on the Tree of Heaven on the Village Green. Artemis has been asked to look again at whether they should lower the height of the tree, at this time, as the works scheduled will reduce the overall width of the tree. We are expecting a further report from them. Artemis have looked again at the boundary trees on the allotments as we do not want any of the trees on the Oxford Road boundary removed. They will provide a clear map of tree location.	
1610/08	<u>Devolution of Services Update</u> The Co Clerk reported that the 4 th cut of Grass Verges was about to start which leaves one more possible cut for this calendar year. This was deliberately planned as a result of the experience of 2015. The Co Clerk confirmed that the Invitation to Tenders for Grass Cutting and ROW clearance had been distributed.	
1610/09	<u>New Denham Allotments</u> 1 The Co Clerk presented a report on the Annual Presentation along with some recommendations for future years. It was AGREED that • Following consultation with users in future years we plan for a later start for the event • We consult with users to see whether presentation event be held earlier in the year with a second event held in September to award prizes for best produce etc with additional awards.. • We purchase a suitable 'trestle table' to enable refreshment to be properly presented. To ensure that in future we provide some soft drinks as well as wine. 2 MS informed the committee that some plot holders had requested that we have more inspections across the year. It was AGREED that this be discussed with the User Group following its establishment. 3 TR offered to draft a Code of Governance for the proposed User Group and the Co Clerk was asked to draft a letter to be circulated to TR and MH before general release.	Purchase suitable table. TR to draft Code of Governance. RH to draft letter

1610/10	<u>Play Areas and Open Spaces</u> 1 Play Area Inspection Reports – The Co Clerk reported that he had received Inspection Reports GH (Denham Green BMX), JN (Tatling End), MS (Way & Tillard). The Co Clerk was requested to make additional copies of the Play Area Inspection Reports available for members and also to send a copy by email. TR reported that her husband had offered to repair the Toy Train but the work would be done as time permitted. This was AGREED. 2 The Co Clerk circulated a report on works required with Play Areas and it was AGREED to the following • To cut the hedgerow at the Alderbourne Play Area at a cost of £132.50 (ex VAT). • The Co Clerk to circulate a report of Safety Play Surfaces for next meeting. • The Co Clerk to investigate works required for repair to gates at the Alderbourne Pay Area and Denham Green Open Space.	
1610/11	<u>Denham Cricket Club</u> The Co Clerk had circulated a report that was noted.	
1610/12	<u>Lighting Consideration</u> The Co Clerk reported that we were experiencing some difficulties with SSE and that a number of lights had been reported as not working and no action had been taken by SSE. A meeting had been requested with SSE and we are trying to agree a suitable date.	
1610/13	<u>Highway Considerations</u> The Co Clerk reported that TfB had been requested to clean and repair the central reservation on the A412. An initial response has been received and we are waiting for the work to commence. The Co Clerk reported that a new LAT had now been appointed for the area. The new LAT is Wayne Fabian who has previously been our LAT and the committee looked forward to working with him again. A drive around with Wayne is planned for in the very near future.	
1610/14	<u>Community Pay Back Scheme</u> The report of the Co Clerk was noted.	
1610/15	<u>Rail Commuter Car Parking in Denham Green</u> The Co Clerk had circulated an email received from Denham Green residents complaining about the unsatisfactory car parking in Denham Green since the tunnel collapse at Gerrards Cross. The residents attached a letter which they planned to send to Chiltern Rail. Through an enquiry to the residents we have established that the letter has not yet been sent as they wanted to give the Parish Council the	

	opportunity of adding to the letter. It was AGREED that RH write to the residents informing them that we had considered their email and the letter and had nothing further to add and suggesting that they should proceed to send the letter as proposed and we should advise them to send a copy to Cllr R Reed, Cllr G Hollis, Cllr B Harding, TfB and Ourselves. The Co Clerk had also circulated an email from another resident, Tim Greenfield, informing us of a debate on Streetlife suggesting that commuters could save money by travelling from Denham Railway Station and parking free using on-street in Denham Green – Noted.	RH to reply to residents as agreed.
1610/16	<u>Investigate the Forestry Commission Offer of Free Trees for Schools</u> No further action required.	
1610/17	<u>To consider appointment of a Consultant to formulate our application for funding for work on A412 Footpath from the proposed HS2 Community Fund.</u> The Chairman informed the Committee that she had placed this item on the agenda as a result of the recently held meeting with HS2. HS2 had indicated that in their opinion they had no responsibility of providing the funding for footpath repair/improvements as the requirement for work was clearly not as a consequence of any work performed or proposed by HS2. They did, however, inform us of the proposed HS2 Community Fund which would be an avenue of approach for funding assistance. Whilst not totally accepting that our petition to the Select Committee would be lost the Chairman believed that we should seriously prepare a bid for funding for the Community Fund. She acknowledged that currently we had neither the experience of preparing such a bid or the time involved to do so. She informed the Committee that she and SW had attended a recent Community Impact Bucks meeting where she had met Julian Lomas of Almond Tree Strategic Consulting Ltd who was well experienced in this area and that we should seriously consider appointing his company, at £400 a day, to advise and prepare a submission for us. It was Proposed by SW and Seconded by SS that we arrange to meet with Julian Lomas to discuss a strategy of approach with a view of engaging them to work on our behalf. – AGREED unanimously.	RH to make contact with Julian Lomas/
1610/18	<u>Preparation of 2017/18 Budget</u> Members were asked to consider what items and priorities they would like to include in the preparation of the Budget for 2017/18.	

1610/19	<u>Any other business notified at 1610/02 above</u> Car Parking Letter TR presented to the Committee a draft letter that she suggested should be prepared to be used to affix to any cars illegally parking on roads. She mentioned particularly the inconsiderate parking on Old Mill Road. The Co Clerk informed the meeting that he had recently spoken with PCSO Paul Dobbin who had confirmed that the police were issuing tickets to offending cars on Old Mill Road and in Denham Green. Following a brief discussion a few amendments, to the letter, were suggested and it was AGREED that TR be asked to amend the letter and submit it to the Parish Clerk for reproduction. The letter to be used as an official notification from the Parish Council.	TR to prepare final letter to be handed to Parish Clerk
1610/20	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Monday 7 November 2016 at 8pm in the Council Office.	
	<u>The meeting closed at 9.25pm</u>	

Roy Hill
Co Clerk