

Minutes of the SERVICES COMMITTEE Meeting

Held on Monday 5 June 2017 in the Council Office at 8.00pm

Cllrs Mrs M Heath (MH) - Chairman Mrs S Williams (SW) - Vice-Chairman # Mr W Davey (WD) Mr A Pamment (AP)	# Dr J Newby (JN) Mrs M Skelton (MS) Mr S Sproul (SS) Dr J Walsh (JW)
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Co Clerk Mr Roy Hill (RH)

Item Number	Minutes of the Meeting	Actions to be taken
1706/00	<u>Aims and Objectives of the Committee</u> Were endorsed and approved.	
1706/01	<u>Apologies for Absence</u> As denoted by # above No apologies received ##	
1706/02	<u>Election of Chairman</u> SW proposed Cllr M Heath, seconded by MS. AGREED	
1706/03	<u>Election of Vice-Chairman</u> SS Proposed Cllr S Williams, seconded by JW. AGREED	
1706/04	<u>Notification of any urgent matters to be taken under item No 1706/18</u> SW asked that A412 be discussed.	
1706/05	<u>Matters dealt with under urgent action since the last meeting on Monday 24 April 2017.</u> None	
1706/06	<u>Correspondence List.</u> None	
1706/07	<u>Financial Report.</u> There was no report available as we are at the start of the Financial Year and no transactions have been entered.	

1706/08	<u>Devolution of Services Update</u> 1. Willowbank The Willowbank Associated requested a grant of £99.86 to enable it to purchase a new Grass Strimmer as a backup to the equipment they currently provided. The battery will fit other equipment and provide resilience. AGREED. 2. First Services The Co Clerk reported that First Services had been unable to start the grass cutting until late in May due to a machine malfunction. During their first cut there were a few areas missed and he had now had a ‘drive round’ the area identifying the issues to be rectified. The Committee noted that the Contract had not yet been signed and the Co Clerk was instructed to ensure that this was done next week, without fail. The committee noted the report. 3. Rights of Way A resident of Higher Denham who uses a mobility device has written complaining of his difficulty in using the bridleway between Higher Denham and Denham Green due to overgrown vegetation and overhanging trees. The Rights of Way have not yet been cut back, work starts on 7 June. The committee sympathised and will monitor the situation accepting that it is difficult to ensure that a ROW is fully accessible. JW volunteered to walk the Right of Way next week on confirmation, from the Co Clerk, that it had been cut on Wednesday. Despite assurances that the ROW would be cut on Friday, it remained uncut on Saturday. The Co Clerk to chase the contractor.	
1706/09	<u>New Denham Allotments</u> 1. The Co Clerk reported that the Community Payback team were continuing to be still working on the site, and will continue to be for a little while longer. They are beginning to improve the state of paths between plots. 2. Allotment Users Association The Co Clerk said that we were still aiming to start the Association before the next growing season and asked the committee to recommend the preferred time to have the inaugural meeting. AP offered to attend the Allotment site to ‘sound out’ users to enquire whether it would be preferable for them to meet with us on a week day or at a weekend. AP to report back to the July Meeting. It was AGREED that we would use the opportunity of identifying plot holder thoughts on the recent	AP to visit Allotments and meet with polt holders

	work done at the site and also try to gain support for the Association. 3. <u>Best kept Allotment</u> It was AGREED that MS and JW carry out the Annual Inspection of Allotment Plots and to recommend the winners of the Annual Best Kept Allotment Competition.	
1706/10	<u>Play Areas and Open Spaces</u> 1. RoSPA Inspection Reports The reports following the recent inspection were circulated. The Committee were pleased to note that there were only a few things identified as needing remedial action. The Co Clerk was instructed to identify works needed and compile an action plan. 2. Outside Gym Equipment The Co Clerk reported that a telephone conference was due to be held during the coming week to try and progress the possibility of making a worthwhile application for funding which is still very much a serious possibility. 3. Alderbourne and Tilehouse Fields The Co Clerk confirmed that BCC had been informed that DPC wanted to enter into Agreement for a lease of the Alderbourne (25 years rent free) and Tilehouse (99 or 125 years at a peppercorn rent) Fields. Joe Nethercoat, Head of Strategic Assets has authorised the legal team to commence the process. The Committee noted the report.	Co Clerk to prepare a report and necessary actions. RH
1706/11	<u>Denham Cricket Club</u> 1. Indemnity Clause for inclusion in the Lease. The Co Clerk circulated an Indemnity Clause suggested by DCC for inclusion in the lease, as requested by DPC. <i>Denham Cricket Club Ltd shall defend and indemnify and hold harmless Denham Parish Council ("Indemnified Parties") from and against all third party claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgements, costs and expenses ("Claims") which arise out of or, relate to (1) death or bodily injury or (2) loss of or damage to real property resulting from any negligent act or omission or wilful misconduct of the Club's members or guests except to the extent that such Losses result from, in whole or in part, the negligence, unlawful or wrongful acts of the Indemnified Parties or any other person acting in concert with them.</i> <i>Denham Parish Council shall promptly notify Denham Cricket Club Ltd of any Claim for which indemnification is sought.</i> <i>In the event that any third party Claim is made Denham</i>	RH to liaise with DCC

	<i>Cricket Club Ltd shall have the right and option to undertake and control such defence of such action with counsel of its choice.</i> <i>Denham Parish Council shall not concede or settle or compromise any Claim without the prior written approval of Denham Cricket Club Ltd.</i> The Committee reservedly AGREED with the Clause and instructed the Co Clerk to request that DCC now discuss it with their underwriters to seek their approval before submitting it to BP Collins for their comments and advice before inclusion in the Lease. 2. Siting of the Mellor Memorial Bench The Co Clerk informed the Committee that DCC had now decided to permanently store the Mellor Memorial Bench in the clubhouse and to make it available for use on Match Days.	
1706/12	<u>Lighting Consideration</u> 1. Streetlight outside 25 Skylark Road The Co Clerk reported that this streetlight had been damaged in a collision by an unknown vehicle and that SSE had quoted a charge of £267.03 (ex VAT) to re-install it. AGREED 2. The Co Clerk reported that we were still waiting for BCC to provide the relevant OS Mapping Tile to enable the design work for the A412 foot way lights to be completed. 3. Replacement of Streetlight Lamp heads The Co Clerk was asked to chase up a detailed report on the 'Program of Works to replace the Lamp Heads' as the committee wanted to ensure this was scheduled for completion before the dark nights. 4. The Co Clerk was asked if the letters to residents about the possible fitting of the Shields had been sent and what was the response. The Co Clerk replied that letters had not yet been sent but that they would be over the following week.	RH RH to investigate and report back
1706/13	<u>Highway Considerations</u> The Co Clerk informed the Committee that TFB have arranged a meeting with HTM (Traffic Management Company) to discuss the complexity of the required works needed to rectify the flooding problems on the pedestrian crossings at the junction with the North Orbital and Moorfield Road. Noted.	
1706/14	<u>Gate Behind Cricketfield Bungalow</u> The Co Clerk reported that the metal gate behind the Bungalow, which provides access to the Councils Garage, had rusted and the hinge requires welding and replacing. A quote for the work required has been received at £115.00 (incl parts). AGREED	

1706/15	<u>Local Area Forum</u> The Co Clerk reported that arrangements are in hand to commence the process to initiate a Local Area Forum (LAF) that we can be actively part of. We have written to Paul Hodgson and asked for this to be enabled and we are being fully supported by Cllr Roger Reed. Noted.	
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1706/16	<u>Denham Scout Hut</u> The Committee Noted the Report of the Co Clerk about the progress in obtaining the long term use of the Scout Hut. It was AGREED that this would be most beneficial for the Parish Council and its residents. Community Payback Scheme have been approached to enlist their services to clear the vegetation etc at the site.	
1706/17	<u>Cricketfield Bungalow</u> The Co Clerk reported that the cupboard under the sink in the Cricketfield Bungalow had collapsed and needed replacing. Gibbs Gillespie had received a quote for £500 to do the necessary works. We had sought another quote and received a quote for £300 (depending on cost of obtaining an oak faced cabinet). It was AGREED that we accept the lower quote and seek to get the work completed as soon as possible.	
1706/18	<u>Other Business notified at 1706/02 above</u> <u>A412</u> SW informed the Committee that she had notified TfB about the length of grass and overgrown vegetation on the A412 grass verge and the difficulty with ensuring a clear sight line at the junction of Village Road and Denham Way. The vegetation along this stretch was ugly weeds, not just long grasses and it was AGREED to weed spray the verge. Costs to be investigated.	RH to investigate and report back
1706/19	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Monday 4 July 2017 at 8pm in the Council Office.	
	The meeting closed at 9.05pm.	

Roy Hill
Co Clerk