

Minutes of the SERVICES COMMITTEE Meeting

Held on Monday 3 July 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)
Clerk Designate	Mrs Jane Lawrence (JL)

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>Notification of any urgent matters to be taken under item No 1706/18</u> SW requested that Bus Stops be taken as an urgent item and the Chairman asked for Cricketfield Bungalow to be discussed.	
1706/03	<u>Matters dealt with under urgent action since the last meeting on Monday 5 June 2017.</u> None	
1706/04	<u>Correspondence List.</u> None	
1706/05	<u>Financial Report.</u> Noted. The chairman said that the financial statement was not available due to some difficulties with the changeover to the new financial year but that the budget report, for the Services Committee, was provided in error.	
	<u>Devolution of Services Update</u> 1. Grass Cutting The Co Clerk reported that we were still experiencing some difficulties with the new contractor but were continuing to work hard to get them satisfactorily resolved. The Chairman stressed that whilst she shared the concern in her opinion the difficulties being experienced were much the same problems faced when our last contractor was engaged. The Chairman was extremely concerned that the contract hasn't been signed and returned – this needs to be a priority for the Co	Grass Cutting Contracts Co Clerk

Clerk.

Many members questioned whether we should investigate the appointment of a new contractor but the Chairman thought it was too early to think about taking such a step but that the Co Clerk needed to keep the situation under close scrutiny.

The Co Clerk said that the second cut was due to start during the coming week and that it would be closely monitored. He also informed the Committee that the provider had been made well aware that we were far from satisfied with their performance to date and had accompanied the Co Clerk on a drive around the area and been clearly shown the areas that had been missed and those where the quality of service was unsatisfactory.

The Co Clerk assured the committee that he would keep them fully informed of developments.

AP suggested that members of the Committee should monitor the standard of Grass Verges in the area around and near to where they live similar to the way in which they monitor play areas. This suggestion was AGREED with the following responsibilities

Name	Area	Contractor
MS	Denham Village	`First Service
SW	Denham Green	First Service
JW	Higher Denham	Higher Denham Community Assoc
AP	New Denham	First Service
JN	Tatling End	First Service
SS	Willowbank	Willowbank Residents Assoc

The Co Clerk is to issue all Councillors with a copy of the Service Level Agreement and relevant maps and where appropriate maps of the relevant Rights of Way together with the dates when cuts were scheduled for.

Co Clerk to
action

2. Rights of Way

The Chairman said that work on the Rights of Way had not yet taken place except for one Right of Way where we had taken the decision to employ an external contractor, at the expense of First Services, due to exceptional circumstances. Work on the remainder of the Rights of Way will be completed within the next couple of weeks.

The Chairman and Committee expressed concern and asked to be kept Fully informed.

3. Weed Spraying

The Co Clerk was asked to follow up the estimates for the Weed Spraying on the A412 Grass Verges and also to seek quotes for the Spraying of all Residential Roads along gutters and pavement edges.

Co Clerk to
obtain quotes

1706/07	<u>New Denham Allotments</u> 1. The Committee were informed of a request for an Allotment Plot, from a residential home for adults with learning difficulties and autism. The Co Clerk informed the committee that we had a couple of plots, adjacent to each other, that because of their location, had proved difficult to let and that these could be made available. Following a brief discussion it was AGREED to make the plots available to them, at no cost, and to hold discussions to ensure that they wished to continue once they had seen them. 2. Allotment Users Association AP reported that he had attended the allotments s requested to sound opinion as to when it would be best to set up a meeting to invite plot holders to meet the Committee to try and establish an Allotment Users Association. His view was that late afternoon/early evening on a Sunday was favourite and it was AGREED to arrange a meeting on the last Sunday in September, 24 September, at 4pm. The meeting to be combined with the Annual Best Kept Allotment Event. 3. Best Kept Allotment Judging JW informed the meeting that both her and MS would be perform the Annual Inspection of the Allotments and deciding the 2017 prize winners. The Co Clerk was requested to provide Maps, judging criteria and a clip board.	
1706/08	<u>Play Areas and Open Spaces</u> 1. Play Area Inspection Reports The Co Clerk informed the Committee that no Councillor had returned a monthly Inspection Report of their allocated Play Area. The Chairman reminded the Committee that it was important that monthly inspections take place and that they are regularly sent to the Co Clerk. 2. Actions Following RoSPA Inspection The Co Clerk informed the Committee that some of the actions required following the Annual RoSPA inspection were already being attended to as part of the monthly checks of Play Areas and that a full report on outstanding matters will be reported to the September Meeting. It was also reported that new Litter Bins had been purchased but they wee not yet installed because of the number of arson ‘attacks’ on litter bins and the cost of constant replacement. It was asked if we had crime report numbers and if not we wanted them in the future as this arson had been going on for over a year.	Co Clerk to prepare Report

1706/09	<u>Denham Cricket Club</u> 1. Proposed Lease Indemnity Clause The Co Clerk informed the Committee that Denham Cricket Club had forwarded the proposed Indemnity Clause to a solicitor recommended by the Insurance Company and as soon as reply is received we should be able to proceed with the Lease preparation. The Committee was also informed that the solicitor allocated to us has not left BP Collins and a new one allocated. 2. Map of Area Included in Proposed Lease Following advice from BP Collins, and FIT, it has become apparent that the map of the area included in the old lease has never been registered with Land Registry and it will be necessary to engage with a surveyor to prepare a relevant map of the areas included. It was AGREED that SW would place a request from a qualified local resident and the Co Clerk would distribute an email to residents in an attempt to recruit a local resident to assist us in getting map prepared at the best possible cost. 3. Cricketfield Bungalow The Chairman informed the Committee that it had been reported to us by Gibbs Gillespie that the back door and door frame had ‘come away from its fixings and no explanation had been given. Repairs had been authorised for reasons of security with a request that a detailed report was provided. The Co Clerk was requested to follow this up as soon as possible in order that we could decide what action we should take. There were also questions asked about the role of Gibbs Gillespie and the need to study the contract between the Parish Council and Gibbs Gillespie and a decision taken of future relationships.	Co Clerk to Draft email to residents and SW to place on Facebook
1706/10	<u>Lighting Consideration</u> 1. Fitting of Shields to Lamp heads The Co Clerk reported that a letter had been sent to the resident in Village Road who had requested that we took action on a diffuser being fitted to the Street Light outside her property because of the risk of disturbing the bats who roosted at her property. Previously the Committee had decided that our response would be that shields could be fitted provided the resident was prepared to fund it, currently at a cost of £90. The resident had responded requesting that this price be reduced by 50% stating that the unit would continue to belong to the council and she couldn’t retain ownership. The Committee AGREED that she should be informed that they were not prepared to reduce the cost and that if she went ahead she could have the shield removed, at a later date, and given to her but that as the cost was mainly due to the	Co Clerk to respond to resident

	labour charge and provision of the ‘cherry picker’ the cost, to her, would almost be the same as when it was fitted. 2. Replacement of Streetlight Lampheads SSE have been instructed to commence with the replacement of all streetlight lamp heads to LED. They have confirmed, by phone, that the work will commence in July and all lights upgraded by the third/fourth week in September. The Committee was informed that the work will be phased starting in New Denham and Willowbank then Higher Denham onto Denham Green and then Tatling End. The plan is to upgrade the Denham lights at the end of the process giving time to determine what to do about the replacement of the retro lights which are more than twice the price of the standard fittings. There was a discussion as due to the high expense and the requirement meet conservation area requirements whether we should consider retaining the current lights. The Co Clerk was asked to consult with the SBDC Conservation officer and seek advice. The Chairman requested the Co Clerk to ensure that SSE provide us with a detailed schedule, in writing,	Co Clerk to obtain Schedule from SSE
1706/11	<u>Highway Considerations</u> The Co Clerk reported that the Grass Verge Splay at the junction of Village Road and Denham Ave had been cut on Thursday 22 June 2017. The Committee expressed serious concerns about the general state of the Grass Verge where it is not scheduled for cutting and the scruffy and unkempt appearance it creates for the whole area. The Co Clerk was requested to ensure that we obtain quotes for weed spraying the whole of the grass verge and to get the work done as soon as possible.	
1706/12	<u>Higher Denham Community Association</u> The Committee had received a request from the Higher Denham Community Association for financial assistance in the preparation of the earth bund installed behind their perimeter fence in an attempt to prevent illegal forced entry by travellers. The Chairman reported that, in her view, we should support this application but that it should be discussed by the Finance Committee for consideration of Grant Funding.	
1706/13	<u>Local Area Forum</u> There was nothing further to report at this stage.	
1706/14	<u>Denham Scout Hut, The Pyghtle, Denham</u> Despite two emails having been sent we have not received a reply so no progress to report.	SW to seek permission to share Phone Number

	The Chairman asked SW to follow this up and to request permission to provide his phone number so that we can get a dialogue established. SW was meeting with the Scouts the following evening and would pursue it.	
1706/15	<u>Other Business notified at 1707/02 above</u> 1. Bus Stops SW informed the meeting that she had reported missing bricks from the Bus Shelter outside McDonalds. The Co Clerk said that the Shelter had been vandalised and as well as the missing bricks the Window Frame had been pushed out. He had tried to make contact with QuinBuild, the original supplier, who appeared to be no longer trading. The Co Clerk was asked to contact Dave Quinton for information on QuinBuild. The Co Clerk said that he had approached another builder but had received no reply and would try and make contact with a new builder and get the work done. It had been reported to the police but no crime number had been issue. The Co Clerks was requested to ensure that for any future report to obtain a crime number and to take steps to get a Crime Number for this case as well. 2. Graffiti The Co Clerk reported that recently there was an extraordinary amount of graffiti in the area and whilst the Handyman is trying to remove it as it appears we will need some professionally removed. 3. Motor Cyclists on Public Footpaths and Bridleways The Chairman said that she had met with the Police over their concerns that the Pyghtle and Public Footpaths were being used by youths on Motorcycles. The Co Clerk reported that he had met with a specialist Fencing Company, Farm & Country, who were working on what solutions might be available to restrict access. SW suggested that we ask the police to regularly stop anyone pushing a motor cycle that was not displaying registration number plates. SW reported that Golf Club worker who are erecting the fences alongside the Rights of Way are informing residents that the Golf Club is trying to restrict access to the Club grounds. The Co Clerk promised to follow this up as he had been assured by the Club management that this was not the case. 4. Hedge on Pyghtle between the Bridleway The Co Clerk informed the Committee that when the Golf Club do their maintenance on the verge on the eastern side of the Pyghtle that they might remove the hedgerow between the	Co Clerk to contact Dave Quinton and to obtain alternative if necessary

	Pyghtle and the Bridle way to make it easier for the verge to more regularly maintained by machine. SW expressed some concerns about this and the report was NOTED.	
1707/16	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Monday 4 September 2017 at 8pm in the Council Office.	
	The meeting closed at 9.20pm.	

Roy Hill
Co Clerk