

Minutes of the SERVICES COMMITTEE meeting
Held on Monday 2 November 2020 at 7.30pm via Zoom Video Conference

Councillors Cllr M Heath (MH) - Chairman Cllr S Williams (SW)– Vice-Chairman
 Cllr J Walsh (JW) Cllr M Skelton (MS)
 Cllr W Davey (WD) Cllr S Sproul (SS)
 # Cllr E Austin (EA) Cllr M E Hagon (MEH)
Attending Cllr S Bhinder-Dhonis (SBD) **Deputy Clerk – Jeremy Day (DC)**
 S Luckhurst–Administrator (part) # = Apologies Received

Minute Number	Meeting Minute	Action
20201102		
01	Acceptance of apologies for absence Apologies were received from Cllr EA	
02	Public Session No members of the public were present	
03	Notification of URGENT matters arising agreed to be taken under AOB - Tarmacking of driveway at Way & Tillard - Trees – Cheapside Road - Denham Green gates on A412 pathway - MVAS - Boundary Gates - DC Reports and Agenda alignment	
04	Deputy Clerks Report - The Deputy Clerk's report as presented was accepted - DC to arrange plaques on each new bench with the DPC logo and contact details and additionally the Denham Green one to state funding support from the Co-op. - DC to monitor the continued household refuse problem at 32a, b, c Oxford Road, New Denham - DC to progress notices at the experimental wildflower so residents were aware of the experimental project underway - Roots will be undertaking their fifth grass cut week commencing 2 November and daffodil bulb planting will follow the grass cutting sequence. DC stated that the review meeting with Roots will happen after this cut and notes of the meeting will be shared with the Services Committee	DC DC DC DC
05	Woodland Trees – Denham Green Screening - DC confirmed the trees were due for delivery between 2 & 20 November to the office but this would have to be monitored by DC as the office team will be working from home from Thursday 4 November. DC to contact Woodland Trees concerning this. - It was agreed that no planting ceremony would be able to take place this year during November with current restrictions - It was agreed that the trees would be eventually planted by council resource as opposed to using the services of Blue Sky - It was agreed that the saplings could be planted at the Allotment Site on a temporary basis until such time as they can be planted out in the right location	DC / SL

06	Tatling End Outdoor Gym - The proposal as presented was reviewed following Cllr WD liaising with local users of the area for group exercise and confirmed the equipment proposed was a good range of exercise regime. - It was noted that the Supplier, Proludic, had installed the other two gyms in the Parish previously and therefore it was appropriate to use this supplier again for consistence and that use of the Mobile App by people training on the equipment can be used effectively. This is repeat business so we would be able to negotiate on price. - It was proposed by Cllr JW, seconded by Cllr SW and agreed to progress with purchasing and installing the equipment outlined at a cost of £20,165 ex VAT - DC to arrange a site visit and to invite Cllr WD to join that meeting to agree a location - DC to progress the idea of future Open Day's at each site hosted by Proludic within the guidelines in force at that time	DC DC DC
07	Denham Litter Campaign - DC reported that a successful meeting with Cllr SBD has resulted in a proposal for litter posters to be purchased and used across the Parish. Other ideas had come out of this meeting and would be progressed in the future including the provision of bins, recycling bins and cigarette stubbers. - It was noted that enforcement of fines for dog fouling was the responsible of Enforcement Officers from Bucks Council and that in the recent pass no such officers had been in our area to enforce this. - It was proposed by Cllr SBD, seconded by Cllr MH and agreed to purchase 10 glow in the dark posters, design 3, '9 out of 10 dog owners clean up after their dog. Are you the one who doesn't?' and 40 'Don't Feed The Animal' posters from the Keep Britain Tidy campaign at a total cost of £602.50 ex VAT, two for each area - DC to work with local councillors to identify appropriate locations. Litter posters to be laminated and 'holed' so they can be attached to lamp posts with cable ties and moved around as necessary - It was agreed to ask SL to produce some in-house posters for use - It was agreed to monitor the situation and consider, in the future, purchasing more posters - It was discussed that residents could be offered posters to display within the boundaries of their property and involve the local schools in some activities relating to litter including the possibility of a poster competition through Communities	DC DC SL DC
08	Noticeboard Development - DC confirmed the agreed proposal from last meeting to purchased 3 new noticeboards for Denham Green, Higher Denham and on the wall of the Garage on the village green. - After reviewing the state of the Noticeboards at Willowbank and Tatling End by local councillors DC had bought a proposal to purchase 2 new noticeboards for these areas (£4,236.00 ex VAT) and renovate 4 further noticeboards at cost of £1,000.00 by our Handyman totalling £5,236.00 ex VAT. This was agreed. - It was agreed a better quality noticeboard from a location where a new notice board was being placed should be renovated and used at the Allotment site.	DC DC
09	Village Green Railings - DC presented two of the three quotes requested stating the third hadn't been received to date - It was suggested that the DC could review the damage with Cllr MH ahead of the lockdown, although not experts, so a joint appraisal of the damage and extent of repair could be established	DC / MH

	DC to progress and bring a new proposal to a future meeting to include some pictures of options including the sustainable options	DC
10	Allotment Update - SL presented her update report for the Allotments - First draft of the Service Level Agreement has been reviewed by Cllr MH & Cllr JW and comments noted. No further comments received at the meeting. The constitution was <u>agreed</u> - SL presented the Plot number sample. It was proposed by MH and seconded by SS to purchase the plot numbers and pegs at a cost of £632.00 ex VAT - It was noted that purchasing water butts was a good idea. It was agreed that SL would progress with Jim Clements. It was suggested that a borehole was an option – this would need discussing with the water company. - SL was thanked by the committee for her report	SL
11	Martin Baker Update This activity is progressing and there is no substantial update at present	
12	Correspondence Noted	
13	Financial Report - Noted - DC to ascertain that all invoices were included in this report	DC
14	HS2 Update - DC reported that E-mails from HS2 Commonplace were being sent out by the office on receipt. DC will bring those that are relevant to our local vicinity of committee members through this agenda item - Cllr SW reported that she had made her HS2 contacts aware of the mud situation on the A412 as well as the poor mobile dot matrix signage to inform motorists of the road closures. Yellow signs were being used for the future. Cllr SW highlighted that she had requested again the slides from a recent meeting / presentation, Cllr SW agreed to monitor the mud situation and chase for resolution.	SW
15	Any Other Business Tarmacking of driveway at Way & Tillard – DC to progress now we have the contractor detail Trees – Cheapside Lane – confirmed this was part of the TfB discussion A412 Flooding – DC to progress Denham Place Gates on A412 – DC to confirm what is being done at that location MVAS – Post being researched and quote for installation sought for Cheapside Road. Data to be harvested. DC confirmed we have clips to be permanently at the school locations and a spare set so we can move it to other hotspot locations. Boundary Gates – DC progressing this matter and will be bringing a proposal to the next meeting. - DC to ensure the DC report and agenda are aligned and consistent to ensure following through of progress is possible.	DC DC DC DC DC DC
16	Date of Next SERVICES meeting – Monday 7th December at 7.30pm via Zoom	

Meeting closed at 9.46pm

Jeremy Day - Deputy Clerk
02 November 2020