

Minutes of the MEETING OF THE SERVICES COMMITTEE on Monday 7 April at 7.30 pm at the Parish Council Office, Village Road, Denham UB9 5BN.

Councillors:	Cllr M Heath - Chairman (MH)	Cllr M Goonesekar (MK)
	#Cllr E Austin - Vice Chairman (EA)	Cllr G Hollis (GH)
	Cllr S Williams (SW)	Cllr W Davey (WD)
	#Cllr S Jefferys (SJ)	Cllr N Abadjian (NA)
Public:		# = Apologies Received
Clerk:	Jay Mitchener (DC)	## = Apologies Not Received

The meeting was voice-recorded, agreed upon by the members present.

Agenda No	Agenda Public recording of the meeting to be agreed	ACTION
20250407/01	Welcome & Acceptance of Apologies for Absence, Cllr SJ & Cllr EA	
20250407/02	Declaration of Interests - None	
20250407/03	Public Session - None	
20250407/04	Minutes of the last meeting – 3 February – ALL AGREED.	
20250407/05	Highways Update – To Note • 20210406/10 – A412 Footpath Flooding / HS2 It was mentioned that DPC are still waiting for the build report and certificate for the work completed. 2 lots of soakaways were installed to prevent the flooding on the footpath. The metal barriers were removed to give access to BC waste team to support them when cleaning and clearing the footpath. So far, the work has been successful. The letter of agreement was sent in, and we are waiting for an update from HS2 for payment.	
20250407/06	Denham Green • Verge display – Completed. • Monolith – Completed. • Celebration plaque – Has been added to the monolith – wording added - 2024 at the top then below Celebrating 130 years of Denham Parish Council - Completed. • Drop kerb – E-ACT Primary School. £1,843.00 The Community Board approved the match funding £921.50 for the original area for the drop kerb. This area was deemed unsuitable by the BC Network Safety team. A site visit was completed, and another area was discussed. DPC will need to wait for an update on the design and costs for the work, which are expected to be much higher than originally agreed. Where will funding come from? • Tree issue – James Martin Close – Open space. It was agreed by all Cllrs to send the resident a letter as the tree is located on their land, if they require the tree to be felled, it would be to their cost. ACTION: Send a letter to the resident. • Clear open space area of brambles – James Martin Close. Maintenance work is required due to the growth of brambles. Quote was discussed and agreed by all Cllrs. £650.00 Once cleared, add to our handyman rota to maintain the area.	DC DC

	Action: Request dates when the work can start.	
20250407/07	New Denham • Memorial Bench for Cllr SS. All Cllrs agreed to the quote and to place a memorial bench in the KWL play area. ACTION: Place an order for the bench with the green ends for £631.77 plus £101.39 for a memorial plaque. • KWL unadopted road. To Note. Discussed an email received from KWL Roadfund – This is a private road, and residents are required to pay for upkeep. It was reported that some residents feel it is better to leave the road as it is, as it prevents speeding and people parking there that don't live in the area. ACTION: Do a land registry to confirm responsibility. ACTION: Send an email to Alan (KWL Roadfund) to supply information on DPC minutes and inform him of the mineral & waste application which was withdrawn.	DC DC DC
20250407/08	Martinsfield • Refreshments – Tea/Coffee on Saturdays and Sundays. The coffee shop would like to put out a few foldable chairs and tables when in use – All Cllrs agreed. • Booking system website. To Note Informed the Cllrs that the online booking went live on Thursday, 27.03.25, on our website. We did a test booking and found a few technical issues, which are been worked on by the company. It was noted that all the football clubs need the pitches for 3 hours for set up and set down reasons instead of 2 hours. All Cllrs agreed to keep to same costs for 2 hours. • Floodlights funding. To Note History: Discussed the 2 quotes received for the floodlights. DPC could receive 70% of the funding from the Football Foundation. Informed the Cllrs that QPR football club could be approached for the part funding. Sent an email to MB informing them of our plans. MB don't have any issue, but we must show them plans and keep them updated. • 3G pitch funding – To Note. • Safeguarding at Martinsfield – Completed. The policy has been updated and approved in the P&P committee meeting. Received the DBS certificates from all the managers of all the football clubs. 2 keys have been supplied for access to the toilets. • Renovation of field. 4 contractors were contacted, and only 2 supplied their quotes. Q1 £5,355.00 & Q2 £6753.00. All Cllrs agreed to Q1. This work will include verti-draining, fertilising, overseeding & topdressing all the field. • Paddleboard – To Note. • Summer Camp – Every Tuesday & Thursday – 29 July – August 2025. It was discussed what the charge would be for the use of the field for 5 hours, if it is run as a business, we should consider charging. ACTION: Find out how many children are attending, it is a free event, and, if not, what their charges are. It was agreed by all Cllrs once the information was received that Cllr MH & SW could approve if needed.	DC

[illegible]

	The solar light company completed a site survey and confirmed the equipment was installed correctly. They requested to use a photo of a completed bus shelter and to add a few words on this project. All Cllrs agreed. ACTION: Inform the solar light company that the Cllrs agreed but need to see the final version before publishing their press release.	DC
20250407/ 14	Local biodiversity working party. Ongoing. A second working party was had, and several new ideas were discussed like mapping areas of the Colne Valley, green and dark corridors were mentioned. Will need to have a plan going forward so that in 3 months, what has been put in place is ready to move to 6 months and so on. Discuss areas to place bat and bird boxes. ACTION: Have a timeline and plan for the next meeting.	EA
20250407/ 15	Denham warden • Equipment – Battery-powered hedge trimmer. To support our handyman, we need to purchase a hedge cutter to deal with small jobs around Denham. Image and quote shown to Cllrs, a request to look for another model. ACTION: Find a better product. • Trailer – To Note – Need to fix the Village Green garage doors in the first instance to be able to store the trailer inside.	DC
20250407/ 16	Allotments. • GPS wireless cameras plus memory chip £74.15 The quote was discussed and agreed by all Cllrs. If an issue was reported, monitoring would have to be done through the office. ACTION: Order a GPS wireless camera, one spare battery and a SIM card. ACTION: Find a suitable place to install the camera. • Allotment report – Discussed. ACTION: Allotment rules – Needs amending. 7.1 to 7.2 Indent to the second line so it is consistent. 7.3 Re-word - and then dispose of off-site. 7.7 Indent – completely extinguished (add) and checked before leaving the site. 9.5, 9.7 & 9.9, Indent them. 9.7 9.6 Add police would be called. 10.3 & 11.2 Need indenting.	DC/FC DC/FC FC
20250407/ 17	Bakers Wood • Broken gate lane – Damage to streetlamp - Work completed. To Note There has been no response from the company that damaged the streetlight; they have till 10 April 2025 to acknowledge the claim. ACTION: Keep Cllrs updated.	EC/DC
20250407/ 28	Tennis board – To Note It was asked where this would be placed. ACTION: To get the cost to build this wall with bricks, concrete and painted green.	DC

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