

HUGHENDEN PARISH COUNCIL
Meeting of the Services Committee
Tuesday 15th May 2018 at 8.00 pm
At Council Offices, The Common, Great Kingshill, HP15 6EN

Presentation by Nick Marriner at 7.30 pm – Rough Around the Edges

The committee meeting was preceded by a presentation given by Nick Marriner, Landscape Partnership Development Officer, Chilterns Conservation Board about the Rough Around the Edges project developed by the Chilterns Conservation Board in partnership with Berkshire and Oxfordshire Wildlife Trust as part of its Chalk, Cherries and Chairs Landscape Partnership Scheme. The project aims to make more spaces for wildlife, to increase the wildlife value of small, often overlooked community sites and to encourage local people to come together and enjoy looking after the sites. The presentation gave details of possible opportunities for Hughenden Parish Council to engage with the scheme focusing initially on Hughenden Valley Allotment and adjacent sites bordering land owned by the National Trust. Rough Around the Edges is a 5-year project starting in April 2019. Options include agreement in principle to being part of the project by the end of May 2018 and have a site-specific plan signed off by the end of June 2018 or an in-principle agreement to an outline plan by the end of June 2018 enabling more detailed project development work to be carried out in year 1 for delivery from year 2 onwards (Appendix 11&12). One member of the public attended the presentation then left the meeting.

Confirmed Minutes

Present:

Cllr P Gieler, Cllr P Nicholls, Cllr H Stearn, Cllr C Waterton

Officers:

Shona Hadwen (Clerk), Jill Armshaw (Deputy Clerk)

1. Election of Chairman

18S146 Cllr Gieler, retiring Chairman of the Services Committee, welcomed everyone to the meeting and stated that an audio record of the meeting was being made to verify the minutes. Cllr Gieler then called for nominations to the office of Chairman of the Services Committee and nominated himself.

There being no other nominations, it was

RESOLVED

18S147 That Cllr Gieler be elected Chairman of Hughenden Parish Council Services Committee for the ensuing local government year.

2.

Election of Vice Chairman

18S148 The Chairman called for nominations to the office of Vice Chairman of the Services Committee. Cllr Gieler proposed that Cllr Kilmour be elected Vice Chairman of the Services Committee. Cllr Gilmour was not present at the meeting but had informed Officers in advance that if nominated for the post of Vice Chairman she would accept.

RESOLVED

18S149 That Cllr Gilmour be elected Vice Chairman of Hughenden Parish Council Services Committee for the ensuing local government year.

18S150 Cllr Stearn requested that the minutes record that she abstained from the vote for Vice Chairman.

3. Public participation

18S151 There were two members of the public present who addressed the committee with respect to agenda item 12 (Request by Widmer End Residents Association that trees be planted in grass verges). Both members of the public spoke requesting support in principal and financial support to purchase and plant trees (10-20) in public areas in Widmer End. The aim is to replace diseased/damaged trees, reduce parking on grass verges and improve air quality. The project is a community project in partnership with other organisations.

4. Apologies for absence

18S152 Apologies for absence were received and accepted from Cllr Gilmour and Cllr Kearey.

5. Declarations of interest

18S153 There were no declarations of interest.

6. Previous minutes

RESOLVED

18S154 That the minutes of the meeting of the Services Committee held on 27th February 2018 be approved as a true record and signed by the Chairman.

18S155 It was Agreed that agenda item 12 be brought forward.

- 12. To consider request by Widmer End Residents Association that trees be planted in grass verges**

RESOLVED to RECOMMEND to Full Council on 12th June 2018

18S156 That in principal, subject to receipt of a formal grant application, support be given to the project proposed by Widmer End Residents Association to plant trees in verges and public places.

7. Resolutions/actions from previous meetings (Appendix 1)

18S157/17S039 *Multiplay at Hughenden Valley Village Hall Playground*

The Clerk informed Members that two modifications remain outstanding, re-attachment of the climbing rope and installation of a barrier above the ladder. No date was given for completion of modifications and full H&S compliance.

18S158/18S109/17S079 *To create risk assessment/health & safety documentation covering all service areas with respect to end users, service providers, officers and members.* Following debate as to how to undertake this important and urgent task it was

RESOLVED

18S159 That the Clerk submit to Full Council for consideration on 10th July 2018 a detailed written proposal including scope, indicative costs and timescale to procure external consultants to a) scope and b) execute a comprehensive programme to create risk assessment/health & safety

documentation covering all service areas with respect to end users, service providers, officers and members.

It was noted that 18S143/17S078 *That the Clerk write a fully costed project proposal to appoint an indirectly employed part time Parish Warden and that the proposal be considered by Full Council on 13th March 2018* was outstanding.

18S160/18S140/17S092 *That the willow tunnel at Great Kingshill Playground reported as high risk be removed under H&S Powers.* There was discussion as to why council resolutions determined on H&S considerations had not been implemented by the Clerk.

18S161 **It was restated that as a matter of urgency and importance that the Clerk ensure that the willow tunnel at Great Kingshill Playground be removed.**

18S162 **It was AGREED that the Clerk provide detailed written guidance to Council concerning joint and several liability/personal and insurance risks.**

18S163/18S123 *It was AGREED that working groups meet to create a list of projects and tasks with assigned priorities. For key principles & priorities 2018/19 to be developed further at the next meeting of the Services Committee on 15th May 2018, feedback from working groups to be received by the Clerk by 17th April 2018.* No feedback has been received. Given recent changes to Council, it was agreed to re-assign Services Committee Members to working groups as follows:

Devolved Services Working Group (priority 1)
Cllr Nicholls, Cllr Stearn, Clerk, Deputy Clerk

Playground Working Group (priority 2)
Cllr Gieler, Cllr Gould, Cllr Williams, Clerk

Allotment Working Group: (priority 3)
Cllr Waterton, Deputy Clerk (Cllr Gilmour? Working group not quorate)

Garden of Rest Working Group (priority 5)
Cllr Gieler, Cllr Nicholls, Cllr Stearn, Deputy Clerk

It was agreed that to focus available resources on priority areas there be will be no working group for street furniture (priority 4), open spaces (priority 6) and woodland (priority 7). These areas will remain under the operation responsibility of Officers.

18S164 **It was AGREED that all Services Committee Working Groups meet to create a list of projects and tasks with assigned priorities, feedback from working groups to be submitted to the next meeting of the Services Committee on 4th September 2018.**

8. Officer reports (Appendices 2–10)

18S165 The Officer reports were received.

18S166 The Deputy Clerk drew attention to Appendix 10 Services Opportunities & Challenges and requested that consideration be given to this document and feedback provided to assist with improvement of service delivery.

18S167 The Clerk stated that resolution *18S120/17S020 that protective netting at Great Kingshill Playground be erected as a matter of urgency and funds allocated from the 2017/18 budget* was outstanding. Concern was expressed that the cricket season has started and therefore possible risk increased. The Clerk suggested that notices be placed at the playground warning of risk. Concern was expressed that notices may not reduce liability and do not protect children from injury. Quotes have been received to replace the protective nets and supporting poles, but no action taken. It was AGREED

18S168 That the Clerk submit to Full Council for consideration on 12th June 2018 a detailed written proposal including scope, indicative costs and timescale to protect users of Great Kingshill Playgrounds from possible injury resulting from impact with cricket balls. Proposal to include evaluation of option to relocate the playgrounds.

18S169 The Clerk proposed the following motions in her Playground Report:

18S170 That the Services Committee consider the proposal to put out to tender the repairs in all playgrounds, high-risk items only in village hall playgrounds.

It was AGREED

18S171 That the Playground Working Group assisted by Cllr Stearn scope work and undertake a procurement tendering process to supply playground maintenance services commencing 1st April 2019.

18S172 That the Services Committee support the proposal to offer each of the village halls a sum of £5,000 as a one-off grant with any further grant funding offered on a fund-matching basis.

Members considered the proposal and debated the impact on standing Council resolutions and policies. Following debate, it was unanimously agreed to amend the proposal and recommend to Full Council as follows:

RESOLVED to RECOMMEND to Full Council on 12th June 2018

18S173 That £20,000 be made available during the financial year 2018/19 such that if required via the Council's grant policy process up to a maximum of £5,000 may be made available on a match fund basis to each of the four parish village halls to be used for playground refurbishment.

18S174 The Clerk stated that controversy and engaged debate are part of the decision-making process. Members and Officers have a duty to ensure that conduct is consistent with Standing Orders and Codes of Conduct.

18S175 At 10.00pm, the meeting was suspended as required by Standing Orders. It was Agreed to continue the meeting no later than 10.30 pm.

9. Resolutions/actions from Officer reports

18S176 It was AGREED that given the suspension of Standing Orders and lateness of hour that the meeting move on to the next agenda item.

- 10. To agree in principle working in partnership with Chilterns Conservation Board** (presentation by Nick Marriner preceding committee meeting)

RESOLVED to RECOMMEND to Full Council on 12th June 2018

18S177 That Council agree in principle to work with the Rough Around the Edges project developed by the Chilterns Conservation Board in partnership with Berkshire and Oxfordshire Wildlife Trust as part of its Chalk, Cherries and Chairs Landscape Partnership Scheme. Delivery options and relationship management to be led by Cllr Stearn and supported by the Deputy Clerk.

- 11. To agree in principle working in partnership with National Trust**

18S178 Motion withdrawn.

- 12. To consider request by Widmer End Residents Association that trees be planted in grass verges**

(Brought forward – see 18S155)

- 13. Date of the next meeting**

18S179 It was AGREED to cancel the next meeting scheduled for 14th August 2018 and hold the next Services Committee Meeting on Tuesday 4th September 2018.

18S180 There being no further business, the meeting closed at 10.15pm.

The Chairman thanked Members and Officers for their contribution to the meeting.

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Appendix 6	Street Furniture Report (JA)
Appendix 7	Garden of Rest Report (JA)
Appendix 8	Open Spaces Report (JA)
Appendix 9	Woodland Report (JA)
Appendix 10	Opportunities & Challenges (JA)
Appendix 11	Chalk Cherries & Chairs (CCB/HS)
Appendix 12	Hughenden Valley Projects (CCB/HS)

Chairman's Signature:

Date: