



Remote Services Committee Meeting
To be held on Tuesday 23 February 2021 at 7.30pm
via Zoom Video Communications

<https://us02web.zoom.us/j/88465384717?pwd=UHR2bIVTUFZjZm94b1BvNXo1VUkvdz09>

To All Services Committee Members,

You are hereby summoned to remotely attend the above-mentioned meeting, when it is proposed that the business to be transacted shall be as follows:

Melinda Woof
Clerk to the Council
17 February 2021

Notice is hereby given that the meeting of Hughenden Parish Council Services Committee will be held remotely at 7:30pm on the above link in accordance with The Local Authorities and Police and Crime Panel Meetings (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulation 2020 no. 392.

Members of the public are welcome to join the remote meeting but may only participate during Public Participation (see below).

Meeting ID: 884 6538 4717

Passcode: 931595

Dial by your location

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Meeting agenda & supporting documents may be viewed on the parish council website (see link below)

<http://www.hughendenparishcouncil.org.uk/council-meetings/services-committee/>

Should you require further information or assistance in joining this meeting, please call 01494 715296 or email the clerk at Clerk@hughendenpc.org.uk

Agenda

1 Public Participation and Reports from District and County Councillors

Members of the public are permitted by the Chairman to speak once in respect of business itemised on the agenda for no more than 2 minutes. The period for public participation shall not exceed 15 minutes.

2 To Receive Apologies for Absence

3 To receive Declarations of Interest

In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011 and Hughenden Parish Council Code of Conduct, Councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

4 To resolve the Minutes of the Meeting held on 24 November 2020 – Appendix 1

Proposed Resolution – To confirm that the minutes of Services Committee Meeting held on 24 November are a true and accurate record.

5 To receive and note the Services Chairman’s report – Appendix 2

Previously circulated and taken as read

6 To receive and note the Tree Survey 2020 Update – Appendix 3

Previously circulated and taken as read

7 Officer Delegated Authority for Grass Cutting of Urban Verges

Proposed Resolution - That until Council develop and adopt an Environmental Policy that grass cutting of urban verges (as devolved to Hughenden Parish Council from Buckinghamshire Council) be undertaken under Officer delegated authority within the remit of the 2021-2022 resolved budget and service supplier contract provision.

8 Land Management – Appendix 4

To consider the development of policies to achieve compliance, maintenance and regeneration of land assets owned or managed by Hughenden Parish Council.

- 8.1 A short presentation will follow outlining what HPC do now.**
- 8.2 Resolve to establish a working group described as Land Management**
Proposed Resolution - That a working group of councillors and non- councillors be established to develop a Land Management Strategy For Hughenden Parish Council remit of the proposed Terms of Reference attached herewith
- 8.3 Resolve to recommend the Terms of Reference for the Land Management Working Group to Full Council**
Proposed Resolution – That Committee recommend the adoption of the Land Management Working Group Terms of Reference attached herewith
- 8.4 Resolve to appoint Cllr Gieler as Chairman, Cllr M Tyler and Cllr M Hilder as councillor members and Officer J Armshaw and Officer M Woof.**
Proposed Resolution – To appoint Cllr Gieler as Chairman, Cllr M Tyler Cllr D Main and Cllr M Hilder as councillor members and Officer J Armshaw and Officer M Woof as the initial members of the Working Group
- 8.5 To receive Meeting notes from Land Management WG members and agree next actions.**

9 Allotment Working Group Report – Appendix 5

Resolve for the Clerk to send a letter of thanks to those who contributed in supplying information for the Allotment Working Group and to explain how the work would be taken forward.

10 Damage to Parish Assets

- 10.1 In December the Bus Shelter at the bottom of Cryers Hill was demolished in a car incident. The matter was reported to and will be managed as an insurance claim on a like for like basis. As a temporary structure, planning permission is not required.**

Proposed Resolution - That replacement and installation of the bus shelter on a like for like basis in accordance with our insurance cover be completed under Officer Delegated Authority.

- 10.2 In January a report was received of damage to the Notice Board at Hughenden Valley Village hall. A visual report was undertaken and opinion is that it can be repaired.**

Proposed Resolution - That a contractor be commissioned to undertake the repair and make good under Officer Delegated Authority.

11 Winter Maintenance Programme - Appendix 6

To note the attached list of Winter Maintenance Activities which have been circulated to a contractor for action.

12 Consider an invitation from the Thames Valley Community Rehabilitation Company – Appendix 7

We have been contacted by a representative to consider if we could find a suitable area where young offenders might undertake some manual work on behalf of the parish. In the past there have been issues regarding access to facilities but the Company now bring their own portable facilities.

Committee to consider next steps and make recommendation to Full Council

13 Playground Update

- 1 To receive a report on progress for the replacement mulitplay unit at Hughenden Valley Village Hall and agree next steps.
- 2 To receive a report on progress for the regeneration of the community area at Templewood and agree next steps.

14 Tree Management Draft Plan – Appendix 8

To receive a draft plan and agree next steps

15 Cockshoot Wood

To publicly acknowledge the actions of the Chiltern Rangers and anonymous volunteer who collected rubbish from the Woods.

Proposed Resolution – The Chairman of Services to write a letter of thanks to our anonymous benefactor and ask the Chiltern Rangers to forward it on.

16 Signage – Appendix 9

To review a list of signage requirements, update and agree next steps

17 Health and Safety on Allotments and within the Garden of Rest – Appendix 10 & 11

To review and consider draft Risk Assessments and consider next steps

- 17.1 Proposed Resolution – To recommend to F & P committee the adoption of the draft Risk Assessment form for ongoing Risk Assessments at the Garden of Rest
- 17.2 Proposed Resolution – To recommend to Full Council that enquiries be made to see if the existing GoR Contractor would be willing to undertake this Risk Assessment on a quarterly basis until a more permanent solution might be identified.
- 17.3 Proposed Resolution – To recommend to F & P committee the adoption of the draft Risk Assessment form for ongoing Risk Assessments within Allotments
- 17.4 Proposed Resolution – To recommend to Full Council that enquiries be made to see if the existing Contractor would be willing to undertake this Risk Assessment on a quarterly basis until a more permanent solution might be identified.

18 Future Agenda Items

To receive suggestions from councillors for future agenda items inc.

19 Agree Date for next meeting

23 March 2021 to be confirmed in consideration delay of this meeting

20 Meeting to Close