

HUGHENDEN PARISH COUNCIL
At Council Offices, The Common, Great Kingshill, HP15 6EN

Minutes of the meeting of the Services Committee

Held on Tuesday 26th February 2019 at 7.30 pm

Confirmed Minutes

1. Present:

Cllr P Gieler (Chairman)
Cllr P Nicholls, Cllr H Stearn, Cllr G Wickett
Cllr S Kearey arrived at 8.35 pm during agenda item 9

2. Officers:

Shona Hadwen (Clerk)
Jill Armshaw (Deputy Clerk)

3. Public participation

There were three members of the public present.

Two members of the public spoke in support of the Templewood Open Space Project Brief (appendix 6) to create an inter-generational community area in Naphill Walters Ash Ward. The brief incorporates the results of a survey conducted in 2018 and the views of residents working with the Council's Playground Working Group.

A member of the public spoke to thank Council for the contribution towards the new multi-play apparatus to be installed at Naphill Village Hall Playground. The resident also thanked Council for topping up the safer surface bark at the playground.

4. Apologies for absence

19S204 Apologies for absence were received and accepted from Cllr P Hardinge and Cllr C Waterton.

Cllr S Kearey had given notice that he would arrive after the start of the meeting.

5. Declarations of interest

19S205 There were no declarations of interest.

The Clerk made a statement concerning Standing Orders. She reminded members that after issue of the agenda they must not engage in any communication with other members about items on the agenda as this may result in pre-determination. Members may seek further information or clarification from officers.

6. Previous minutes (appendix 1)

RESOLVED

19S206 That the minutes of the meeting of the Services Committee held on 30th October 2018 be approved as a true record and signed by the Chairman.

5.

Progress report on committee resolutions (appendix 2)

19S207 The report was received.

6.

Progress report on officer tasks first quarter 2019 (appendix 3)

19S208 The report was received.

7. Officer report and recommendations (appendix 4)

19S209 The report was received.

Cllr Nicholls asked what percentage of allotment tenants live out of parish. The Deputy Clerk responded that currently about 30% of tenants live out of parish.

Cllr Wickett enquired about variability of vacancy rates across allotment sites over time. The Deputy Clerk responded that there has been marked variation over the past 5 years and that she was unable to account for the fluctuations. It was suggested that the popularity of television programmes about allotment gardening may have influenced fluctuations in tenancy rates and resulted in an increase in the number of raised beds and built structures on allotments resulting in increased vacant plot clearance costs.

Cllr Nicholls wished to know the percentage of allotment tenants that are long standing plot holders. The Deputy Clerk did not have accurate figures to hand but estimated that approximately 75% of tenants are established plot holders.

The report made recommendations concerning clearance of vacant allotment plots to remove redundant structures, debris and rubbish and to prepare plots for cultivation by new tenants. Members discussed vacant plot clearance with respect to budget and agreed priorities. Work has commenced and is being undertaken under officer delegated health and safety authority until additional budget is agreed.

After discussion it was agreed to:

RESOLVED to RECOMMEND to FULL COUNCIL

19S209 That officers be granted delegated authority to spend the remainder of the 2018/19 allotment budget (£9,755) on vacant allotment plot clearance and maintenance.

19S210 That officers draft an operational allotment management plan to be considered by the Services Committee at the next meeting to be held on 30th May 2019 and adopted by Full Council on 9th July 2019.

19S211 That the Allotment Working Group draft a proposal to create a strategic allotment management plan including project scope and timeline. Proposal to be considered by the Services Committee at the next meeting to be held on 30th May 2019.

8. Financial report and recommendations (appendix 5)

19S212 The report was received.

At the end of month 10, year to date expenditure is in line with services budget.

9. Playground report and recommendations (appendix 6)

19S213 The report was received.

Village Hall Playgrounds

Maintenance of playground equipment became the responsibility of Hughenden Valley, North Dean, Naphill and Widmer End village halls on 4th October 2017. At that time, Council agreed to continue funding quarterly and annual inspection reports and to carry out high-risk repairs until April 2019.

The report recommended that to ensure safety and assist village halls financially that in addition to the agreed repair of high-risk findings that repair of medium-risk findings also be undertaken by Council and completed before April 2019.

To give village halls greater autonomy in the management of their playgrounds and to enable them to undertake an inspection protocol in accordance with their insurance requirements it was suggested that village halls be given financial assistance to fund inspection reports and that a half day RoSPA playground safety course be arranged.

RESOLVED to RECOMMEND to FULL COUNCIL

19S214 That all high and medium risk findings listed in the February 2019 quarterly inspection report be rectified by Council at a cost of £4,423. Work to be completed before the handover of playground maintenance to village halls in April 2019 (17ECM007/8).

19S215 That Hughenden Valley, North Dean, Naphill and Widmer End village hall each be awarded £400 per annum for three years (2019-2021) to assist with the cost of playground inspection reports. The arrangement will be reviewed in 2021.

19S216 That Council arrange a RoSPA playground safety training course as soon as practically possible. Village hall representatives with responsibility for playgrounds will be invited to attend the RoSPA course.

Council Playgrounds (Cllr S Kearey joined the meeting)

19S217 The report recommended that a protective fence be erected to protect Great Kingshill Playground from stray cricket balls. There was discussion as to whether a proper health and safety plan can be implemented before the start of the 2019 cricket season. Pending engagement with stake holders and research of other options, it was agreed to:

RESOLVED to RECOMMEND to FULL COUNCIL

19S218 That during the 2019 cricket season (mid-April to end of September), signs be erected at Great Kingshill Playground stating that the playground is closed while cricket is played on Great Kingshill Common due to possible risk to users of the playground from stray cricket balls. Great Kingshill Cricket Club will be asked to lock the playground entrance gate during play. This message to be shared with residents via ward newsletter.

Templewood Open Space Project

19S219 The Clerk recommended that the committee accept the project brief as detailed in appendix 6 and supported by residents. The next step is to agree a maximum budget for the project. The Clerk suggested that additional funds be allocated from Community Infrastructure Levy (CIL) reserves to give a maximum project budget of £40,000.

RESOLVED to RECOMMEND to FULL COUNCIL

19S220. That the Templewood Open Space Project Brief be adopted and the existing budget of £26,900 be increased to £40,000 with additional funds transferred from Community Infrastructure Levy (CIL) reserves.

10. Grounds person proposal and recommendations (appendix 7)

19S221 The report was received.

The report recommended that a grounds person be recruited and employed 16 hours per week at an hourly rate of £10 - £11 per hour with associated outlay costs to purchase tools and vehicle.

Members expressed concern about the scale of the proposed outlay costs, challenges in employing an individual compared to contracting the service and possible issues with implementation and management.

After discussion, members agreed not to adopt the recommendation in the report and instead to

RESOLVED to RECOMMEND to FULL COUNCIL

19S222 That the General Maintenance Contract be amended to specify that the existing contractor work on behalf of Council for two agreed days per week. Amendment to commence 1st April 2019 and end 31st March 2020.

11. Tree Management report and recommendations (appendix 8)

19S223 The report was received, and recommendation agreed.

AGREED

19S224 That more time is needed to engage with professional advisors, fully research and understand the scope, cost and implications of the project including the option of digital mapping. That the Deputy Clerk continue to research options and report as soon as practically possible to either Full Council or next Services Committee meeting to be held on 28th May 2019.

12. Community notice board report and recommendations (appendix 9)

19S225 The report was received.

The Deputy Clerk reported that feedback had been received from Bryants Bottom Community Trust and Great Kingshill Residents Association with recommendations to install notice boards. Feedback from Hughenden Valley Ward suggested several possible locations for a parish council notice board.

After discussion, involving Hughenden Valley Ward members it was agreed to remove the old notice board near the junction of Valley Road with Coombe Lane and replace it with a new parish council notice board.

RESOLVED to RECOMMEND to FULL COUNCIL

19S226 That up to a maximum of £1,000 be spent on the purchase of a notice board for Bryants Bottom to be installed in the middle of the village on the grass verge near the entrance to the Village Green.

19S227 That up to a maximum of £1,500 be spent on the purchase of a notice board for Great Kingshill to be installed on Missenden Road between the post box and pedestrian crossing.

19S228 That up to a maximum of £1,500 be spent on the purchase of a notice board for Hughenden Valley to be installed on Valley Road replacing the existing TRADA notice board by the post box near the junction with Coombe Lane.

13. Rough Around the Edges report and recommendations (appendix 10)

19S229 The report was received.

14. Rough Around the Edges Working Group Terms of Reference (appendix 11)

19S230 The draft Terms of Reference were received.

19S231 At 9.30 pm, the meeting was suspended as required by Standing Orders. It was agreed to continue the meeting no later than 10.00 pm.

RESOLVED

19S232 That the Rough Around the Edges Working Group Terms of Reference be amended to state that Cllr G Wickett and the Deputy Clerk be included in the working group.

15. Future agenda items

19S233 There were no items.

16.

17. 16.

Date of next meetings

19S234 The next meeting of the Services Committee will be held at 7.30 pm on Tuesday 28th May 2019. Future dates: 27th August 2019 and 29th October 2019.

19S235 There being no further business, the meeting closed at 9.39 pm.

Chairman's Signature:

Date: