



Services Committee Meeting held on Tuesday 22 June 2021 at Great Kingshill Village Hall

Draft Minutes

Present:

CLlr J Air, CLlr P Gieler, CLlr P Hardinge, CLlr M Hilder, CLlr P Nicholls

Officers:

H Hogan (Deputy Clerk)

Public Participation and Reports from Buckinghamshire Councillors

2130001 None present.

Election of Chairman to the Services Committee

2130002 It was unanimously **resolved** that Councillor P Gieler be Chairman of this committee.

To Accept Terms of Reference Appendix 1

2130003 It was unanimously **resolved** to adopt the Services Committee Terms of Reference.

To Receive Apologies for Absence

2130004 There were no apologies.

To receive Declarations of Interest

2130005 Councillors Air and Hardinge declared a non-pecuniary interest and sought dispensation with respect to item 12 Allotment Management. Both Councillors are allotment tenants. The Deputy Clerk granted dispensation to participate in the discussion and to vote if required.

To resolve the Minutes of the Meeting held on 23 February 2021 – Appendix 2

2130006 It was **resolved** that the minutes of Services Committee Meeting held on 23 February 2021 be approved as a true and accurate record.

To receive and note the former Services Chairman's report – Appendix 3

2130007 The report was discussed and noted.



Update regarding Thames Valley Community Payback Scheme and Suggested Projects – Appendix 4

2130008 The proposed resolution was discussed.

It was **resolved** that The Committee continue to investigate (delayed due to Covid 19 restrictions) as to how HPC could work with the Community Payback Scheme through short projects. Councillor Hardinge will liaise with the Friends of Naphill Common regarding use of toilet facilities which must be provided to those on the scheme. Councillor Gieler reported that a manager for each project will need to be organised by HPC for each proposed project and that consideration will need to be given to current use / users of sites when selecting projects.

To consider if this Council should work with the Duke of Edinburgh Award Scheme from September 2021 Appendix 9

2130009 It was **resolved** that The Committee agree, in principle, to look to work with the Duke of Edinburgh (D of E) Award Scheme providers from September 2021 and to submit a more detailed report at the next Services Committee meeting in July. A resolution will then be made to seek approval from Full Council. Councillor Gieler to liaise with the D of E Co-Ordinator and report outcomes at the next meeting.

Playground Update Appendix 5

2130010 The playground report was discussed and noted.

It was **resolved** to investigate the inspection regime of all play areas within the parish for clarity for all stakeholders. Deputy Clerk to action.

2130011 The Committee **resolved** to recommend to Full Council that a single donation of £7,000.00 be made towards the cost of replacing and installing play equipment at the Hughenden Village Hall play area as a final resolution to the discussions that have previously been held.

2130012 It was **resolved** to review proposals for the area described as *A Community Area with Play Facilities* at Templewood.

It was **resolved** that the working group be re-formed with agreed terms of reference to bring to Full Council meeting in September a minimum of two project proposals.



Tree Management Draft Plan – Appendix 6

2130013 It was **resolved** to take the draft Tree Management Policy to Full Council in July for approval with one minor change at point 5.4 as noted by the Deputy Clerk.

It was **resolved** that this Committee would undertake to write a hedge and verges (including trees in verges) addition to this policy, in line with that of Buckinghamshire Unitary Council, for continuity, once their policy becomes available. Services Committee to action when policy is received.

Allotment Management – Appendix 7

2130014 Committee **Resolved** to take to Full Council for approval an increase in the Allotment rents from September 2022 to £60.00 for a full plot and £30.00 for a half plot and notified to tenants in September 2021 in accordance with the Allotment Tenancy Agreement point 2.3.

2130015 It was further **resolved** to recommend to Full Council for approval that a deposit, to equal the amount of one year's payment, be taken from each new tenant and ring-fenced. The monies would be returned on relinquishing the tenancy agreement subject to approval from the Clerk that the allotment does not require works prior to being re-let. Should work be required prior to re-letting the deposit would be used to pay for said works.

2130016 Proposed Resolution – That changes made to Section 8 of the Allotment Schedule are recommended to Full Council for adoption. This Committee discussed the need for additional proposed changes to be made to other sections of the Tenancy Agreement and Schedule prior to communicating to HCST and being recommended to Full Council for adoption. Councillor Hardinge and Deputy Clerk to action.

Proposed Resolution – to receive suggestions for and nominate judges for the allotment competition in July 2021.

2130017 It was proposed and **resolved** that the Deputy Clerk will undertake the judging of the allotment competition.



Buckinghamshire Council Devolved Services – Appendix 8

2130018 To receive an update regarding the Devolved Services Agreement with Buckinghamshire Council. Councillor Nicholls reported that a meeting with Buckinghamshire Council had not yet been confirmed and that an update will be given at the next meeting.

Cockshoot Wood

2130019 Services Committee **resolved** to appoint Councillor Air, Councillor Gieler; Councillor Hardinge, Councillor Hilder and Councillor Nicholls to a working group to consider the future development and management of Cockshoot Wood through the appointment of a Working Group and outlining of next steps to include fencing, biodiversity, regeneration of saplings and introduction of a possible path.

It was proposed that a site visit be undertaken by the Working Group in August to observe potential needs such as fencing, paths and spraying. Working Group to seek advice and guidance from Mr J Morris regarding tree management at this site.

Future Agenda Items

2130020 The following items were noted for addition to the agenda for the next meeting.

- Review trees – planting of and ash die back survey (if available).
- Garden of Rest
- Request from a Resident Association re wilding of a verge area within the parish.
- Old allotment gardens in Great Kingshill
- Rough around the edges.
- Reform the Land Management Group – invite Marian Tyler
- Streetlighting survey – Deputy Clerk to research survey costs
- Leases
- Any further items and / or motions to inclusion on the next agenda to be made to the Deputy Clerk by Monday 19th July at the latest.



Agree Date for next meeting

2130021 The date of Tuesday 27th July 2021 at 7:30 pm was agreed.

Meeting to Close

2130022 There being no further business the Chairman thanked Members and the Officer for their input and closed the meeting at 9:25pm.

DRAFT