

HUGHENDEN PARISH COUNCIL – SERVICES COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 23rd March 2010 commencing at 8pm

UNCONFIRMED

Present:

Cllr D L Davies (Chairman)	Cllr H L McCarthy
Cllr P H Crawshaw	Cllr J E Rogers
Cllr M E Ewart	Cllr L J Smith
Cllr I N Guy	Cllr J A Whitehouse
Cllr D G Jarman	Clerk: Mrs L M Turner
Cllr A M Konieczny	Clerical Assistant: Mrs E L Marsden

There were no members of the public present.

- 1. Apologies for Absence.** None.
- 2. Declarations of Members' Interests in Items on the Agenda.**
None.
- 3. Minutes of the previous meeting held on Tuesday 15th December 2009.**
10S01 – These were **RESOLVED** as a true record of that meeting and signed by the Chairman.
- 4. Matters Arising.**
There were no matters arising.
- 5. Items regarding Garden of Rest.**
10S02 – Update on routine maintenance. The Clerk informed members that the hedge on the right hand side has been replanted and is looking good. There are a couple of new beds being planted allocated on each side of the area. These will be left fallow for this season and then planted with low maintenance shrubs to bring colour to the area. There was mention of the new full burial area, which will be required shortly and it was **AGREED** that this, and the next children's row, will be discussed in more detail at the June Services meeting.
10S03 – Consideration of having sheep in the back meadow. Further information was not available so it was **AGREED** to hold this item over to the next meeting.
10S04 – Consideration of refurbishment of seats. Cllr McCarthy spoke about a timber treatment plant that 'dipped' seats but after some discussion it was **AGREED** not to use this process. It was then **AGREED** that the Clerk would get quotes for using sadolin to refurbish the seats and bring this to the next meeting for consideration.
- 6. Items regarding Playgrounds.**
10S05 – Report on maintenance issues and safety inspections. The Clerical Assistant informed members that the quarterly inspections had just been completed and all playgrounds passed the inspection. The new safety surface at North Dean was approved. There are a couple of other issues with signs at North Dean, which will be addressed and there will be some 'bushes' which will need replacing and will be done over the coming months. The equipment at Templewood still causes a comment with regard to movement and it was **AGREED** that Cllr Crawshaw would go along to the area and carry out a further check. Cllr Jarman asked if all the Widmer End issues had been completed and this was confirmed. The Chairman thanked Mrs Marsden for all her hard work in bringing the play areas to a high safety standard and for keeping them there.
10S06 – Update on play areas at Great Kingshill. The Clerk confirmed that the children's play area is due to be handed over on Thursday 25th March 2010 and therefore will all be ready for the opening of both areas on 8th April 2010 at 12noon. She then gave further information about the plans for the opening and the procedure to be followed. Cllr Davies reported that he and Cllr Ewart had met with representatives of the Residents Association and Cricket Club to discuss the changes to the siting of the equipment in the children's play area and the consequent minor alterations to the fencing. It was **NOTED** that the temporary netting fencing has not been scheduled yet, but is intended to be placed before the cricket season begins. It was **FURTHER NOTED** that a full risk assessment of the area will be carried out with the RoSPA inspections at the beginning of May.

10S07 – Update on control tower at Naphill play area. The Clerical Assistant confirmed that this piece of equipment is nearly complete, with just a short delay in the slide being attached and this was **NOTED**.

10S08 – Consideration of agreements with village halls regarding play equipment. The Clerk gave information on the current guidelines and it was **RESOLVED** to **RECOMMEND** to full Council that these be adjusted and re-stated and issued annually to the village hall committees.

The recommendations are as follows:-

The Council will be financially responsible for quarterly and annual safety inspections by recognised, independent, companies.

The Council will be responsible for the maintenance and repairs of the current equipment as required. This includes safety surfaces, fences and gates.

Any safety issues will be dealt with by the Council as soon as practically possible.

The Council will aim to replace broken, unsafe or end of life equipment on a 'like for like' basis. If the village hall committee wish to change the specification of the equipment, they will be responsible for the extra cost of any alteration. The funding of all replacement equipment will be considered within the constraints of the allocated budget.

The village hall will be responsible for the purchase of any new equipment.

The village hall retains responsibility for grass and hedge cutting and for the insurance aspects of the users of the play areas.

10S09 – Consideration of future requirements for play areas. The Clerical Assistant reported that the only item needing consideration for replacement is the suspension bridge at North Dean, but this will probably not be required until 2011/12. It was **AGREED** that the village hall committee be approached to notify them of this situation and ask for their comments with regard to its replacement. The response can then be considered by the Parish Council. The Clerk was asked to follow up on the grounds maintenance issue at Templewood play area boundary. Cllr Smith asked that roundabouts for wheelchair users be considered and Cllr Konieczny asked that swings for adults be considered. It was **AGREED** that the Clerical Assistant would obtain information of cost and availability for a future meeting.

7. **Items regarding Allotments.**

10S10 – Update on jobs outstanding and report on availability. The Clerical Assistant informed members that all allotments are tenanted at present, with a small number of people on the waiting list. The previous boundary work at North Dean is now looking very good and should be easily maintained under the new grass cutting contract. She confirmed that all fencing is now completed and all signs have been placed. New notice boards have been provided for all allotment areas, which should help with placing notices in future. It was **NOTED** that the stones from Primrose Hill still need to be removed, as there have been problems with getting the relevant equipment on site during the bad weather.

8. **Other Matters.**

10S11 – Update on registering of land at Cockshoot Wood and Little Burnham Wood. The Clerical Assistant confirmed that the process being followed with the Rural Payments Agency is almost complete and this should mean grants may be available for maintaining these woodland areas.

10S12 – Report on information from Forestry Commission regarding management of woodlands. The Clerical Assistant confirmed that she, the Clerk and Cllr Davies have been working with the Forestry Commission in the requirements for the woodlands. They have confirmed that the work completed thus far, is appropriate and has been completed well. They confirmed that grants may be available for further work, as planned, once the areas are registered with RPA. Cllr Davies confirmed that, in the opinion of the forester, the trees by the Police compound in Cockshoot Wood should be left for the wildlife and these would not be a danger. Cllr Davies also asked Cllr McCarthy to provide a definitive map of the area to be considered for further planting, so that this can be properly considered. Cllr Konieczny asked whether the Probation Service could be used for ground clearance and it was **AGREED** that he would provide the Clerk with contact details so that this can be investigated.

9. **Items for/from Strategic/Action Plan.**

10S13 – Consideration of extension to roadway at Garden of Rest. Cllr Davies and the Clerk gave information on this issue and after a short discussion it was **RESOLVED** to consider this at the June Services Committee meeting, which will start at 7.30pm at the Garden of Rest.

10S14 – Consideration of internal and external decoration of building at Garden of Rest. It was **AGREED** that Cllrs Rogers and Jarman would carry out a site visit with the Clerk to provide information on what is required, so she can proceed and get quotations for the work.

10S15 – Consideration of internal decoration of Council office building. It was **AGREED** that Cllrs Rogers and Jarman would carry out a site visit with the Clerk to provide information on what is required, so she can proceed and get quotations for the work.

10S16 – Consideration of providing further notice boards around Parish. Cllr McCarthy asked if a couple of extra notice boards could be provided in Widmer End, suggesting one on Windmill Estate and one by the Guide Hut on North Road. After some discussion it was **AGREED** that the Maintenance Company would be asked if this is something they would support and ask for suggested locations and further information be brought back to a subsequent Services Committee meeting.

10S17 – Consideration of future projects. Cllr McCarthy asked if trees can be placed in each of the wards and he was asked to suggest locations for consideration. Cllr Davies reminded members that in 2000 the National Trust agreed to place 2 large (disease resistant) elm trees in the field opposite the bottom of Cryers Hill Road, to replace those lost previously. As this had never been done, it was **RESOLVED** to **RECOMMEND** to full Council that they be asked again to carry out this work. The Clerk mentioned woodland burials and it was **AGREED** that this would also be considered in the June Services meeting, starting at the Garden of Rest.

10 **Urgent Items by Permission of the Chairman.**
None.

11. **Date of the Next Meeting.**
The next meeting is scheduled for Tuesday 22nd June 2010, in the Parish office at 8.15pm – to allow for a pre-meeting discussion at the Garden of Rest at 7.30pm.

There being no further business, the meeting closed at 9.37pm.

Signed

Date