

# HUGHENDEN PARISH COUNCIL – SERVICES COMMITTEE

Minutes of the meeting of the **SERVICES COMMITTEE** held in the Council Offices  
on Tuesday 25th March commencing at 8pm

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## 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	Cllr O'Malley
Cllr A M Konieczny	Clerical Assistant – Emma Marsden

There were no members of the public present.

1. **Apologies for Absence.** Clerk due to illness.
2. **Declarations of Interest in Items on the Agenda.** Cllr Rogers declared an interest in possible discussions on Contractors which could include SR Farm Services.
3. **Minutes of the previous meeting held on Tuesday 18th December 2007**  
**08S76**– These minutes were **RESOLVED** as a true record of that meeting and duly signed by the Chairman.
4. **Matters Arising.**  
**08S77** – 07S72 – Locking Car Park at night. – Cllr Davies advised that there had been a request from the police to lock the car park at night. He then read a letter from GKVH which explained the problems that would bring for late functions at the hall and cause further traffic congestion around the hall. Cllr Guy reminded the Councillors that misuse of the car park was a police matter and Cllr McCarthy emphasising the problem with relying on volunteers to lock and unlock can cause problems. Further discussion took place and it was **RESOLVED** to **RECOMMEND** to Full Council that the barrier be refurbished or replaced at the same height and be lockable.  
**08S78** – 07S74 – FWAG Meeting – Cllr Davies met with Tracy Adams a Field Officer and following a site visit, she wrote a full list of recommendations. They included the use of Coppice Maples in hedgerows and how to manage this effectively. It also included ways to effectively graze the land to maximum benefit. Cllr Ewart and Cllr McCarthy commented on problem hedges within Vincents Meadows and Four Ashes Field which also needed addressing. After further discussion it was **RESOLVED** to **RECOMMEND** to Full Council that Tracy's recommendations be adopted.  
**08S78** – 07S73 – Jobs outstanding – A report was distributed which detailed the jobs remaining to do around the Parish. It was noted by Councillors on much had been achieved and Cllr Rogers commended Cllr Davies on his efforts in managing the process.  
Cllr McCarthy reported that Cllr Morris had noticed the new hedge planting at Primrose Hill Allotments had been destroyed by horses this was **NOTED**.  
**08S79** – 07S71 – Notice Board at Bryants Bottom – nothing to report as still awaiting a response.
5. **Items regarding Garden of Rest.**  
**08S80**– 07S62 – Update on toilet and Storage facility – Nothing to report as still ongoing. Cllr McCarthy recommended a builder who had done work for Widmer End Village Hall, this was **NOTED**.  
**08S81** – Jobs outstanding – Seats in Burial Ground – nothing to report as still ongoing.  
**08S82**– Burial Ground Assistant resignation – Despite a meeting with Cllr Rogers and Cllr Jarman the Burial Assistant has resigned with her last day 31st March. A letter had been sent from Cllr Rogers to The Burial Ground Assistant accepting her resignation.

**08S83** – Direction of maintenance of Burial Ground - Cllr Guy and Cllr McCarthy commended the Burial Ground Assistant for the work she had done and the positive feedback they had had from parishioners. A long discussion then took place deciding on the best way to find a replacement. It was felt by many Councillors that the Burial Ground was a sensitive place and great care should be taken to find the right person(s). The merits of a job share or half self employed, half contractor were also considered and as part of the discussion, Cllr Whitehouse cautioned the Council on ensuring self-employment law was adhered to. Cllr Jarman asked for clarification on job specification and Cllr Davies advised that the Burial Ground Assistant's hours would be 30 hours per week in the Summer months and this would reduce over the winter. After further discussion it was **RESOLVED** to place an advertisement in the Ward Newsletters, Village Hall notice boards and local shops.

**08S84** – Placement of shrub and appropriate planting – Following a report from Cllr Whitehouse it was discussed on the best place to relocate a bench which had been displaced following the tarmac improvements at the burial ground. After discussion it was **RESOLVED** for Cllr Davies to take Cllr Whitehouse's recommendations into consideration and then decide the most appropriate place / action.

6. **Items regarding Playgrounds.**

**08S85** – 07S64 – The Clerical Assistant advised the Committee that Playground Facilities had a new type of surface which could be a solution with the problematic rubber tiles. It involved a rubberised bark like material which can be put on top of existing tiles. This is a very new surface and Ellesborough Parish were having it installed as they have a similar problem. The Clerical Assistant recommended to the Committee to visit these sites and get feedback from Ellesborough Parish once it had been installed. This was **AGREED**.

**08S86** – New Playground surface at Great Kingshill – this has been installed and has been successful and cost effective solution and when the playground is refurbished the surface can be reused. This was **NOTED**

**08S87** – Update on Playful Ideas Funding – Cllr Ewart explained that this was 100% funding not match funding and having got through the initial application stage further discussion was needed. Playful Ideas only provide funding for new initiative schemes not for replacement equipment and therefore more discussion was required. Cllr Ewart will be meeting with the Sarah Bacon and Naphill Village Hall Council to discuss the development of the right hand side of the playground and incorporating more 'natural elements' to the playground. Cllr Ewart would report back to Full Council once the meeting had taken place. This was **AGREED**.

**08S88** – 07S68 - Youth Shelters – Cllr Davies reported that following a meeting with WDC there was a possibility of purchasing a mobile unit which could be moved around. Cllr Davies was waiting to hear from WDC regarding costs. This was **NOTED**.

**08S89** – Update on Safety Inspections – The Clerical Assistant advised the Committee that ARD had changed ownership and was now trading under ABA Construction. The change hadn't seemed to affect the service and content of the reports produced. The Clerical Assistant had a quote from RoSPA to undertake quarterly inspections and to provide a one off survey on equipment lifespan, as alternative. The resulting quote was significantly more expensive so it was **RESOLVED** to continue with ARD.

7. **Items regarding Allotments.**

**08S90** – Jobs outstanding – More posts had arrived so the allotment marking should be completed by the end of the month. Cllr McCarthy thanked the Chairman for the work undertaken in Windmill allotments. Cllr Rogers asked that the last plot at North Dean not be let out in future as it provided access for hedge trimming. It was **AGREED** after the existing tenant gave up it would not be re-let.

**08S91** – Water turning on at allotments. Hughenden Valley Allotment Association had queried the date for turning on the water and it was confirmed that it is always 1st April due to weather conditions. It was **RESOLVED** that this should not be changed. It was further **AGREED** that once the water had been switched on all the allotments, a meter reading should be taken a week later to ensure there are no leaks.

8. **Items for Strategic Plan.**

**08S92** – Formation of a Youth Council – Cllr Davies had nothing to report as the Clerk had found it extremely difficult to contact any Youth Workers. Cllr Davies had been informed by PC Lee Turnham that he had some youth volunteers who could be considered. It was **AGREED** to convene a working party to discuss this further. Cllr's Konieczny, Jarman, Davies, Whitehouse and Morris will be in attendance and the date of the first meeting is 9th April 2008 at 7.30pm at HPC.

9. **Other Matters.**

**08S93** – Service provision – it was felt that this had been covered adequately in previous minuted discussions. This was **NOTED**.

**08S94** – Problems of graffiti in the Parish. Cllr Konieczny advised the Committee that Hughenden Valley Residents Association had volunteers to remove the graffiti. . HVRA required some funding to set up a ‘task force’ which could deal with the problem. Cllr Konieczny highlighted that it had been demonstrated in other parishes that removal quickly means that the problem tends to go away. Cllr Whitehouse and McCarthy commented that BCC had free kits but training was required. Cllr Konieczny volunteered to investigate further and it was **AGREED** that Cllr Konieczny would inform Full Council of the idea subsequent to his findings.

**08S95** – Suggestion of future projects – Cllr McCarthy would like the replanting of a number of trees on the verges in Widmer End – particularly by the school. Trees had been planted there previously but since removed. Tree lined streets were also beneficial as a road claming measure. Cllr McCarthy believed that there maybe some district funding to help with the costs as well as involving residents. Cllr Rogers cautioned any liability issues if services provision were disturbed but felt that if it was a replacement there shouldn't be a problem. After discussion it was **AGREED** for ward Cllrs to look around their respective Wards for suitable tree planting. Cllr Davies then showed the Committee the new plaque for the trees at Four Ashes and advised on where it was to be placed. This was **NOTED**.

**08S96** – Cockpit Hole – A letter has been received from CHEP detailing the funding which they have raised from Biffa and other funding avenues. Work will commence shortly with completion in July. CHEP has asked if HPC would lend them some tools for volunteers so they can help maintain it once completed. They also requested that when CHWP is disbanded would the HPC take on the responsibility of maintaining and running of it. After discussion it was **RESOLVED** to **RECOMMEND** to Full Council that HPC provide volunteers with tools and undertake the maintenance of Cockpit Hole when CHEP is disbanded. It was **NOTED** to congratulate CHEP on an excellent fundraising and professional project.

**08S97** – Entry gates on A4128 - .Cllr Jarman and Davies met with Ken Moloughney regarding positioning of the gates in Great Kingshill and Cryers Hill. After some discussion it was suggested that the first entry gate for GK (from Prestwood end) will be at the corner of Stag Lane and the second gate outside Apple Tree Cottage (from CH end) will be moved about 10 yards further towards the Village along with the GK sign. The site of the current sign and the one entering the village (from HV) will be placed where the possible new start of the 30mph will be. It was **NOTED** that Prestwood have changed their name signs to white on a green background. After some discussion it was **AGREED** to recommend to BCC and Full Council that HPC has the same.

10. **Urgent Matters by Permission of the Chairman.**

**08S98** - Cllr Rogers advised the Committee that a full inventory had been undertaken on the tools which the Parish own. Discussion took place on what should be kept and sold. It was **RESOLVED** to discuss this at Full Council.

**08S99** – Cllr Davies informed Cllr McCarthy that the tree work at Cockshoot Wood would be completed imminently. This was **NOTED**.

**08S100** – Cllr McCarthy expressed concern that Widmer End Football Club were not looking after Four Ashes Field correctly. There was extensive litter and other rubbish left and it was not acceptable. It was **AGREED** to write to Widmer End Football Club to express HPC concerns and ask for immediate action.

11. **Date of the Next Meeting.**

The next meeting is scheduled for Tuesday 24th June 2008.

There being no further business, the meeting closed at 9.57pm.

Signed .....

Date .....