



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on 1st April 2019 in Great Denham Community Hall, 86-88 Saxon Way, Great Denham, MK40 4GP

Present: Parish Councillors

Donna Parsons (DP) - Chair; Steve Gallagher (SG); Michael Cuthbertson (MC); Jo Ruskin (JR); Chris Slinn (CS)

Borough Councillor

Mark Smith (MWS)

Parish Clerk

Anna O'Meara (AOM)

Members of Public

4 in attendance

		<u>Action</u>
	The meeting was adjourned for public questions as follows: <u>Is there any update available on Neighbourhood Watch in Great Denham?</u> DP advised a NHW meeting in Great Denham took place on 20th February 2019. The NHW event was open to both members and non-members; however, unfortunately only 5 people attended. The PC has been liaising with Bedford NHW over recent months, with the PC attending their quarterly meeting end of last year and NHW attending a recent PC meeting. During this time, NHW had advised that the role of Area Co-ordinator was vacant, but ideally given the size of Great Denham, this could be shared between two or three people. Since the February meeting, 6 Street Co-ordinators have been re-established (Woden Gardens, Edith Avenue, Cantley Road, Gleneagles Close, Pennard Close and Broadmead Avenue). It is hopeful this will encourage others to re-establish NHW on other roads in Great Denham and that people willing to act as Area Co-ordinators can be identified. <u>Road Signs on Anglia Way</u> The recent resurfacing work does look good, but there is still no road signage at the entrance to Anglia Way (from Saxon Way) and at the transition from Anglia Way into King Alfred Way. Action: Clerk to write to DWH to request road signage. <u>Is there an opening date for the Pavilion?</u> DP reported that the Council is still awaiting confirmation of this from both DWH and Bedford Borough Council (BBC). We have been told it is imminent but no date yet; the Country Park and the Pavilion will both be transferred to BBC from DWH together. Once this has happened, a tender process will take place for the Café at the Pavilion – this is likely to be a 3-month process. <u>What prevention can be put in place regarding travellers occupying the Country Park?</u> Once transfer has been completed, we will discuss this with BBC; BBC have indicated that they are looking at installing bollards. It was noted that on all previous occasions of travellers, BBC have been very responsive in getting them removed and cleaning up afterwards. <u>Is there any update on the adoption of roads?</u> DP advised that a lot of roads have been re-inspected and BBC had been unhappy with the state of some of them – this had led to DWH doing remedial work (e.g. Cantley Road). We believe that Greenkeepers Road is being made ready for adoption; the process normally takes 12 months before final adoption is confirmed. <u>The drains on Wayland Road are still blocked with builder's rubble(this is likely to be repeated across the development).</u> Action: Clerk to report to DWH to get them cleared. <u>When can we expect to see signage to the Community Hall and District Retail centre in place?</u> DP advised that we have asked for this previously, but there had been no recent update.	Clerk Clerk Clerk

	Action: Clerk to speak to Highways 8. <u>A vote of thanks</u> was expressed for the work and support given to the Parish by the outgoing Ward Councillor, Mark Smith. Mark is standing down in the May elections after supporting Great Denham since 2007. This vote of thanks was re-iterated by the Parish Council. There were no further questions and the meeting was reopened.	
1.	Apologies - All Councillors were present.	
2.	Declarations of interest SG declared a non-pecuniary interest as a trustee of Great Denham Community Hall (GDCH). JR declared a non-pecuniary interest as a governor of Great Denham Primary School.	
3.	Minutes of the last meeting (4th March 2019) Resolved: The minutes were agreed as an accurate record and signed by DP.	
4.	Safety and Wellbeing a) <u>Highways – Update on Parking at School and road resurfacing works.</u> MC reported back on the meeting on 9/3/19 between the Parish Council, BBC Highways and Great Denham Primary School re road safety concerns around the school. It was a very constructive meeting, and BBC have agreed to install railings outside the Kingswood Way School entrance during the May Half Term holidays. The impact of this will then be reviewed before considering any further measures, including to address parking issues on Muirfield. DP also advised that BBC will be installing enforcement cameras outside the main school gates as part of their Borough-wide scheme; no date for this work has been confirmed. Road Resurfacing of Saxon Way/Anglia Way – the Council escalated the poor delivery of this work, in particular the delays and disruption to residents, to both DWH and BBC. As a result they met with the Contractor and DWH to address these; as a result communications are now being managed directly with the Contractor and had improved significantly. It was noted that the road closed signs are still in place and need to be taken down. The work on Saxon Way/Anglia Way is now completed. The yellow lines have been re-laid; BBC are now in the process of making the order for these lines a permanent order (it was originally an experimental order for 18 months). It was not clear how the bus stop which is marked out will be used and which buses may stop there. In future, meetings will take place before each phase of work begins and the Parish Council will deal directly with the contractor on a day-to-day basis. It was noted that the pavement and road surfacing work on Queen Eleanor Drive is currently in progress and due to be completed this week. Action: Clerk to contact Phoenix re removal of road closed signs. Action: Clerk to establish with BBC how the bus stop on Saxon Way will be used b) <u>Community Speedwatch vehicle</u> The vehicle can be requested and is a form of mobile speed camera. DP explained that anyone caught speeding by this will be sent a letter of notification. Following discussion the Council agreed that following locations and order of priority for the vehicle: 1. Greenkeepers Road (school end, off the roundabout); 2. Kingswood Way; 3. King Alfred Way (Pavilion end, entrance to Great Denham); 4. Greenkeepers (Queen's Park end/Westhill Close). Resolution: it was resolved to request the use of the Community Speedwatch vehicle to tackle concerns over speeding in Great Denham. The locations and priority order were agreed. Clerk to inform BBC to make arrangements.	Clerk Clerk
5.	Pride in Great Denham a) <u>Great British Spring Clean 2019 – update</u> DP advised that the Parish Council will be holding a Litter Pick as part of this event on Sunday 14th April. Meet at the Community Hall at 10am. Equipment and Refreshments will be provided.	

	DP also advised that, similar to last year, the Council is running a poster competition for children of Great Denham Primary School and will be awarding prizes for the best posters, which will be displayed at the Community Hall. Action: DP to confirm posters can be displayed at the Community Hall.	DP
6.	Local services a) <u>Community Defibrillator – provision of CPR awareness/training</u> DP advised that the Council would consider holding a session for the wider community if there was sufficient interest in doing so. She has investigated providers and costs: East of England Air Ambulance provides a session for up to 20 people free, but suggests a donation of £10 per head to cover their costs (total £200); Community Heartbeat Trust will provide a session for up to 50 people for £250. Resolution: Clerk to test community support for such an event via email, website and social media and report back to Council for decision on best approach. b) <u>Open Space Management – update</u> It was noted that the invoices for 2019/20 had now been sent to those residents who are liable for this charge. The Parish Council has asked BBC to clarify the increase in 2 specific areas – Litter Picking and the Play Parks – and has received the following response: - In relation to the litter picking cost and difference between 2018/1/9 and that of the proposed spend in 2019/20, this is due to in the previous year 2018/19 we employed agency resources and initially due to some staff being unreliable we had some periods which were not covered and the level of litter picking across the developments was not sufficient so we moved to a full time resource several months ago and it is this which has been budgeted for the full year cost in 2019/20. - Play Area maintenance and inspections – this has increased and will increase in future years due to the significant cost of maintaining play equipment. We have also discussed recently the replacement of some of the wooden fencing with metal around the play areas as the wooden fencing is already failing and rotting. Play areas are expensive to maintain and to replace.... Whilst a new play area can cost upwards of £70,000 for a medium sized local play facility with five or six pieces of equipment, this does not include the hidden cost of inspecting, managing and maintaining the facility year on year, which pushes the true cost for play facilities much higher. The normal expected lifespan of 10-15 years for play equipment, at which time the Council will need to fund its replacement, hence the contribution to reserves..... The Councils staff undertake daily and weekly inspections of all play areas to ensure there is no obvious damage or vandalism, such as broken glass on the ground or amongst bark chippings, which may represent a serious and immediate risk of injury to anyone in the play area and make arrangements to remove the risk. This may involve replenishing bark chippings or sand, removing broken glass, or repairing or removing unsafe equipment. The cost of employing staff to undertake the inspections is one of largest element of the playgrounds' maintenance budget. It was noted that the schedule of works on the BBC website appears to be out of date, and the map is also as at date of transfer from DWH to BBC and may have been updated. The Clerk has asked for clarity on the location of the play parks, and the Council has further questions regarding the charges which it would like to pursue with BBC. It will continue to push for transparency around costs and services provided. Action: Clerk to arrange further meeting with BBC Environment team to follow up. c) <u>CPRE AGM</u> The Council has received an invitation to this event on 24th April 2019. Resolution: No one will be attending on this occasion.	Clerk Clerk
7.	Planning/Infrastructure a) <u>Local Plan 2030 – Local Plan Examination May-June 2019</u> The Council discussed potential attendance at this examination; a number of sessions are scheduled for each specific section of the submitted Local Plan. Resolution: All to confirm to Clerk which session (if any) they wish to attend; Clerk to	Council

	respond accordingly. b) <u>Planning Application 19/00385/FUL – Two storey rear extension, Toybox Nursery, 90 Saxon Way, Great Denham.</u> This was discussed. One member of Council expressed concerns about overdevelopment of this area, especially with the current building of block of flats next to nursery. Resolution: the Council has no objection to this application (voted 4 votes to 1 in favour). c) <u>CCTV – report from meeting with ACE and BBC 1/4/19</u> SG reported on meeting with ACE and BBC re provision of CCTV at Pavilion and CCTV coverage of the large PlayHub. The Parish Council will work with BBC on this together, and discussed camera locations and bandwidth. We are now awaiting costs and options from ACE and will bring these back to Council at a future meeting for discussion.	Clerk
8.	<u>Finance and Clerk's Report</u> a) <u>Finance Report & payments – Initial invoices/approve & initial Bacs payments</u> The Finance Report had been circulated and a copy is attached to these minutes. All receipts were available for inspection Resolution: All payments were approved and all Bacs payments approved by two councillors were initialled together with the invoices. b) <u>Quarterly Financial check – to end March 2019</u> Resolution: SG confirmed completion of the quarterly check with no issues identified. c) <u>Annual Accounts 2018/19 and identification of earmarked reserves.</u> The annual accounts for 2018/19 were circulated to Council for review. It was noted that all figures reconciled. A number of items in 2018/19 budget had not been delivered due to delays; it was agreed to earmark these items in reserves for 2019/20. Resolution: Annual Accounts statement for 2018/19 was agreed and signed by Chair (DP) Resolution: Earmarked reserves from 2018/19 budget were agreed to sum of £14825 for Community Hall expenditure (£1825), Noticeboards (£2000), CCTV extension (£6000) and Parking enforcement measures (£5000). d) <u>GDCH – maintenance of heating, building systems, air conditioning.</u> Following discussion on quotations received and options available the Council agreed to establish these contracts as owners of the building, but to review these arrangements when the proposed lease between the Parish Council and Great Denham Community Hall CIO is drawn up. Resolution: Maintenance and servicing of the air conditioning will be agreed with Spheretech as the provider, in order to protect the 3-year warranty. All other maintenance and servicing will be agreed with Ambivent. Day-to-day management of issues will be managed under these contracts by the Hall trustees, and any significant issues to be reported to Parish Council in timely manner. GDCH CIO to meet all costs of consumables for these items as an operating expense. Clerk to make necessary arrangements to set up and sign these contracts, and arrange payments in line with PC Standing Orders.	Clerk
9.	<u>Correspondence</u> All correspondence was available at the meeting and a list is attached to these minutes. Resolved: No correspondence required discussion.	
10.	<u>Any other business – for exchange of information only</u> - It was noted that cars have been parking on the pavement opposite the Community Hall and further action may need to be considered. - Bulky Waste collection will take place in Great Denham on 19th May 2019 8.30am to 10.30am - The Council will be following up the meeting with BBC regarding funding options to refresh the Great Portway Play park and will report back to future meeting. There was no further business and the meeting closed at 9.20pm.	

