



Colnbrook with Poyle Parish Council

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Ref: AB/CPPCSC0919

To: Cllrs. Bedi, Bennett, Oakley, Rana, Richardson & Virdi

Dear Councillor,

You are hereby given notice of, and summoned to attend, a meeting of the Services Committee to be held at the Village Hall, Colnbrook on Tuesday 17th September 2019 commencing at 7:30pm.

Yours faithfully

Cllr Anup Babuta

Chair

Colnbrook with Poyle Parish Council

Agenda

1. **Welcome**
2. **Received and Approved Apologies for Absence**
3. **Declaration of Interests**
 - a. To note declarations of members interests in respect of items on the agenda
4. **Minutes**
 - a. To approve the minutes of the Service Committee Meeting of 16th July 2019 as a true record
 - b. Matters Arising
5. **Website & social media**
6. **Heathrow expansion**
7. **Colnbrook Valley Regional Park (CVRP)**
8. **Recreation Ground**
9. **Questions and Correspondence to Chair**



Minutes of the Services Committee held on the 16th July 2019

Minutes of the Services Committee held on the 16th July 2019 at the Colnbrook village hall. The meeting started at 7:30pm.

Councillors present: Cllr Bedi, Bennett, Oakley, Rana, & Richardson

Members of the Public: Miss Jessica, Cllrs Babuta & Escott

Officer Present: Locum Clerk and Responsible Finance Officer: Mr Steven Gillingwater

Agenda Reference	Minute	Action Point
SER/16/001 Welcome	The Chair welcomed all in attendance.	/
SER/16/002 Receive and Accept Apologies of Absence	Cllr Virdee	/
SER/16/003 Declaration of Interest	No declarations of interests	/
SER/16/004 Minutes	Minutes for the meeting of Services held on 25th June were noted as a true record and signed by the Chair of Services.	/
SER/16/005 CwPPC Engagement	<p>a. Website:</p> <p>The group were presented two sets of quotations that were discussed at length. The decision was taken to continue with the current service provider. ICT will be instructed (subject to F&P committee approval) the payment of £1950. This will be to upgrade the current PC website and on going support & maintenance of</p>	NR & AB to report back to next meeting

	<p>the same. Other support products are to be discussed with ICT by Cllr Babuta to support Cllr Rana, who will now head the project.</p> <p>b. Social Media: It was discussed and agreed that there is a requirement to upgrade the website and well as FB with an addition to Twitter for the PC. The current FB will continue as is and Twitter to be added at a later date.</p> <p>c. Noticeboards: It was discussed and agreed that Cllr Babuta will continue to update the Noticeboards until a member takes on the responsibility of updating.</p> <p>d. Re-scheduling: It was discussed and agreed that going forward all communication channels must be utilised to ensure maximisation of cascading messages to the community. All agreed</p>	<p>//</p> <p>//</p> <p>//</p>
SER/16/006 Colnbrook Open Spaces & Recreation Ground	<p>Open Spaces: Cllr Oakley proposed that going forward that the updated website has a page for open spaces, giving details of open spaces in our village and surrounding areas, all agreed this would be a good area for the community to gain access to details of open recreational areas to visit.</p> <p>Recreation Ground: It was discussed and agreed that the modernisation of the Recreation ground is now overdue and work should start on gaining quotations for all aspects of the recreation areas. Cllr Bedi to head the project with Cllr Bennett to support</p> <p>Benches & Memorial Garden at Dickens Place: Cllrs Babuta & Bedi to arrange quotes for bench fittings to both Dickens place and the Recreation Ground. All agreed</p>	<p>Ongoing SO</p> <p>PB & KB to report back to next meeting</p> <p>AB & PB to report back to next meeting</p>

SER/16/007 Christmas	<p>Meetings are to take place in September with the festive lighting contractor.</p> <p>The committee discussed lighting and trees, quotes for trees will now be gained.</p> <p>PB to arrange meeting with contractor, KB to attend.</p> <p>All agreed.</p>	PB & KB to report back to next meeting
SER/16/008 Inclusivity	<p>The committee discussed the possibility of having its own cultural forum. Cllr Rana to look into this project and report back to next committee meeting.</p>	NR to report back to next meeting
SER/16/009 Handyman Service	<p>The committee discussed the possibility of hiring a retired member of the community on a zero-hour contract to help support with community concerns such as park warden, fly tipping report to the clerk, maintain the old bus stop et al.</p> <p>Cllr Bedi advised that with the introduction of the Heathrow Ranger there may not be a requirement to fund someone yet. A meeting is to take place with the ranger allocated to CwP provided and funded by Heathrow.</p>	Ongoing
SER/16/010 Services Committee Changes	<p>Cllr Oakley proposed that the Services Committee meeting be moved to a Wednesday as he was struggling to ensure attendance. The committee discussed the proposal and it was agreed that the meeting would remain on a Tuesday as it would impact other meetings of not only the council but also other community groups</p> <p>Cllr Bedi proposed that Services to move to the 2nd Tuesday and Finance & Policy be moved to the 3rd Tuesday thus enabling any decisions that needed to be made by F&P could be made in the same month as discussed opposed to waiting 3 weeks until the next F&P and then Services, this was agreed by the</p>	Decision form F&P pending

	Services committee. F&P to vote on this swap proposal, the committee will be advised at the next meeting.	
SER/16/011 Yearly Plan	Cllrs Bennett & Oakley shared their vision of the year ahead covering the above listed agenda items that were discussed.	/
SER/16/012 Questions and Correspondence to the Chair	No correspondence to share	/

Public Meeting Closed at 9:00pm

Signed: Chair Date:

Signed: Clerk Date:

Signed: Witness Date