

**HIGHER DENHAM COMMUNITY CIO**  
**(Charitable Incorporated Organisation)**

**Registered Charity No. 1163577**

Minutes of the Committee Meeting held on

Thursday 17<sup>th</sup> January 2019 at 7.30pm

In the Community Hall

---

**Present:**

Mrs Jacqui McGowan – Chair

Dr Ron James – Treasurer

Mrs Jane Blyth

Mrs Sonia Harris

Mrs Patricia Davidson

**1. Apologies for absence**

Mr Ed Nash-Steer and Mr Peter Bryant

**2. Public Session**

Parish Cllr Julia Walsh attended the Public Session to discuss the Local Neighbourhood Plan and its potential impact on Denham as a whole.

She explained that the Neighbourhood Plan will help influence the use of land within Denham for housing and employment. A Steering Group has been set up including Parish Councillors and a cross section of residents from various areas of the Parish to ensure that all the Denham Parish is fairly represented.

A series of meetings with residents have been held across the Parish to raise awareness of the Plan and to explain how they can become involved and have their say on what is happening in the area they live in. A meeting was organised in late 2018 for Higher Denham but was done so at such short notice that promoting the event to residents was not possible and only a handful of people turned up.

Cllr Walsh came to the HDCIO meeting to ask the committee if they felt another meeting would be of benefit. She emphasised the importance that residents engage with the Plan as it could have a huge effect on Higher Denham. The committee agreed another meeting should be held in the Hall and requested that it should be done so with plenty of time to advertise the date to residents to maximise attendance.

It was agreed that:

- Jane would work with the Parish Council to identify a suitable date for the meeting with residents in the Hall
- the PC will provide leaflets to be delivered to all households and a banner to advertise on the field fence
- an item will be placed in the resident Newsletter advising the meeting will be taking place and on the HDCIO website

**Action: JB, Parish Council, JM**

### 3. Minutes of November 2018 meeting

It was agreed these were a true record and were signed by the Chair, Jacqui McGowan

### 4. Matters arising.

- a) **Problem with puddling by the bund.** The Committee discussed again the issue of flooding on Lower Road by the bund. The option of diverting the water away from the road to a soakaway or similar would be the best course of action but at considerable expense. It was agreed to monitor the situation over the coming months.
- b) **Christmas Light Switch on.** The event took place on 30<sup>th</sup> November 2018 with a small number of residents coming along. It was felt that holding the event in November was too early, so it will be held this year on Friday 6<sup>th</sup> December 2019. Planning for the event should start earlier, probably July, to secure choirs if needed.
- c) **Horses on the Glebe Field.** The committee discussed the problem with horses getting on to the community field and agreed a gate at the car park entrance would be of benefit. JM will ask Dave Ward if he is able to provide a quote. **Action: JM**

### 5. Chairman's Report

Prior to the meeting JM had sent an email advising that Patricia would like to take a break from the role of "Minute Secretary" but would remain on the committee. It was agreed that an item would be placed in the Newsletter highlighting the role of Secretary is vacant and that anyone interested should contact JM. **Action: JM**

### 6. Treasurer's Report

RJ had pre-circulated the accounts for November and December.

Items to note. November's income includes the £1293 profit from Fireworks while December includes £1125 from Denham Rangers Youth Football team for use of the field.

Expenditure on sundries in November included new Christmas lights. In December the expenses on "Garden Club" is payment for replacement shrubs lost during the dry summer. Other payments include renewal of the CCTV maintenance contract and a half yearly gas bill and a water bill in December.

RJ sought permission from the committee for reimbursement via BACS payment for the shrubs mentioned above and this was agreed.

### 7. Policies for Adoption

RJ had pre-circulated 3 draft policies for review for adoption by the HDCIO

- Safeguarding Policy
- Health and Safety Policy
- Equality and Diversity

The committee agreed the documents should be adopted and copies were signed by the Chair, Jacqui McGowan.

The committee discussed a draft General Data Protection Regulation policy (GDPR) that was being proposed as a joint initiative between the Social Club and the HDCIO. Ron felt

there was little to be gained from having a joint policy, and it may in fact complicate matters, as the objectives of each organisation are very different. Ron offered to re-draft a separate policy for the Social Club and the HDCIO and will them forward when they are done.

**Action. RJ**

## 8. Hall Bookings

A new **yoga class** will be starting on Tuesday evenings. An advert promoting the class is on the CIO website.

A new mum/baby class called **Sling & Swing** will be starting in the Hall on Tuesday mornings.

The inside of the hall needs painting again, with one of the walls being particularly scuffed. Sonia to obtain a quote from a painter she has used before. **Action. SH**

**Defibrillator** - a request for funding to go towards paying for a 2<sup>nd</sup> defibrillator has been made. It was felt the equipment should be placed a suitable distance from the one already at the Hall, to give maximum coverage within Higher Denham. Ideally it would be located either at the far end of Middle Road or on Upper Road. An electrical supply is needed to operate the equipment.

It was agreed to place an item in the Newsletter asking if any resident would be willing to have it located near their property, perhaps on an outside garden wall or garage. The HDCIO would commit to paying a resident the annual cost of approx £30 for supplying the electricity.

**Action: JM**

## 9. New Hall Update

Ron is waiting for notification from the Diocese for the cost to take the covenants off the field. He will be meeting with the Valuer to review the Hall and Field within the next week.

## 10. Any Other Business

**Keys found** - a set of keys have been found on one of the car park entrance posts. Item to be placed in the Newsletter to find their owner.

**Action: JM**

**Dogs on the field** continue to be an issue. An item to be placed in the Newsletter reminding residents that dogs are not allowed on the field and the CCTV will be checked to identify dog owners as incidents occur.

**Action: JM**

**Bill Evans Cup** – nominations for the cup were discussed, with one resident being put forward. Any other nominations will be discussed at the February meeting.

**Action. All**

## Monthly Draw January 2018:

1 <sup>st</sup> prize £25.00	Mr & Mrs Pollard, Lower Road (ticket no. 153)
2 <sup>nd</sup> prize £10.00	Mrs C Harrigan, Lower Road (ticket no. 45)

**Meeting ended at 9.35pm**