

## DANBURY PARISH COUNCIL

*A Quality Council*

### Minutes of the meeting of the FACILITIES COMMITTEE held on 14 March 2007 at the Parish Office

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Present: Councillors      A. Allen, S. Berlyn (ex officio), J. Brooks,  
D. Hawkins, J. Langley, D. Powell,  
Mrs J. Wells, M. Wood (ex officio)

In attendance:            Assistant Clerk to Facilities

**Public Question time**      No members of the public were present.

#### **103 Apologies for Absence**

Apologies for absence were accepted from Cllr M. Telling and the Clerk as she was on holiday.

#### **104 Declarations of Interest**

Cllrs Hawkins, Powell and Mrs J Wells declared an interest in Item 5b).

#### **105 Minutes of the Meeting Held on 7 February 2007**

RESOLVED that the minutes of the meeting held on 7 February 2007 were approved and duly signed as a correct record.

#### **106 Danbury Scouts**

Paul Walker, Friends of Danbury Scouts attended the meeting and confirmed that this is the centenary year for scouts. Mr Walker had no firm proposals to make to Committee but said that the scouts would like to raise their awareness in the village and provide some kind of legacy for Danbury. He suggested a number of activities and said that they would rather take on a project than do a monument-style event. There may be some funds available but he did not have the authority to offer anything without referral back to his Members. It was suggested that the scouts could apply to Danbury Parish Council for grant aid for the year 2008-2009. Cllr Mrs Wells asked if Mr Walker knew what it is the youths themselves want. He said that part of their contribution could be to research what they want.

RESOLVED that this matter be left as a standard item on the agenda.

#### **107 Football**

**107.1** The request from Wickham Royals regarding a compensation strategy for when they were unable to play due to reasons outside of their control was considered. It was proposed by Cllr Powell that the Parish Council does not adopt a compensation strategy. This was seconded by Cllr Berlyn. It was unanimously agreed to accept this proposal.

RESOLVED that a) The football team to be advised that it is not the Parish Council's policy to have a compensation strategy.

b) Part of the response to the football team should include comments that the Parish Council does its best to make the pitches fully available and the Groundsman is not required to work at weekends and the fees charged reflect this.

As Cllr Hawkins had declared an interest in this item he stood down from the Chairmanship and Cllr Wood was elected unanimously as the new Chairman for this item. *Cllr Wood took the Chair.*

**107.2** Two emails from Danbury Mission Community Football Club regarding the cancellations of games due to pitch conditions and the drainage problems were discussed. It was proposed by Cllr Berlyn that he and the Clerk write a full response to Mr Ireland and express concern in the way in which his communication was written, this was to be copied to Simon Medcroft. Cllr Allen seconded the proposal Voting on the proposal was as follows:

In favour 6 Against 0 Abstentions 2

The proposal was carried.

RESOLVED that a) A response composed by Cllr Berlyn and the Clerk to be sent as proposed.

b) A copy of the response to be circulated to Members.

*Cllr Hawkins returned to the Chair for the rest of the meeting.*

## **108 Sports and Social Centre**

**108.1** Members considered the quotations for the external lighting. Cllr Hawkins asked for a show of hands to accept the quotation from elitenet.electrical, the show was 1. He then asked for a show of hands to accept the quotation from Danbury Electrical Services Ltd, the show was 4.

RESOLVED that the item was referred to Resources Committee for approval to appoint Danbury Electrical Services Ltd to do the lighting at a cost of £1827.00.

**108.2** The bulkhead light that illuminates the steps leading from the basketball court to the reception had been broken and now been repaired.

RESOLVED that the information be noted.

## **109 CCTV for Parish Council Properties**

A quotation was obtained from Wysetech for CCTV for the Groundsman Compound, the Bowling Club and the Parish Office. To fit five vandal proof day/night dome cameras, one control unit and one monitor would cost £4960. In addition to this the Parish Council would need to carryout the provision of cable trenches and supply/fitting of poles where required plus all electrical supplies. The cameras could be mounted on the buildings but Wysetech advised that more cameras would be required to achieve full cover. Wysetech is happy to meet with Members to discuss the Council's requirements.

RESOLVED that the item be deferred to the next meeting.

## **110 Ponds**

A quotation had been received to clean the ponds at Eves Corner and Runsell Green at a total cost of £900.00, which was £150 more than was in the budget. The Assistant Clerk advised Members that she was unsure whether a fee for hiring a boat had been included in the quotation for the cleaning of Runsell Green. Members agreed that how the pond was cleaned was the responsibility of the contractor and they should have allowed for equipment in the quotation.

RESOLVED that a) The cleaning of the ponds should be undertaken and the difference of £150 should be brought from elsewhere in the Facilities Budget.

b) No additional cost should be incurred for the hire of equipment for the cleaning of the ponds

## **111 Notice Boards / Maps**

**111.1 The Elm Green** notice board had been damaged. This was the fourth time in the past 20 months. The cost of repair is £75.00.

RESOLVED that a) The board be repaired at a cost of £75.00.

b) The matter to be left on the agenda so that future consideration could be given to the design of a vandal-proof board.

**111.2 Map on the Groundsman's Shed.** It was reported that the map had been removed from its case and found on Dawson Memorial Field on two occasions. The map has a hole where the index is.

RESOLVED that a) Both maps in the car parks be replaced and the new ones reflect the details of the footpaths map.

b) Sponsorship to be sought for the maps from companies invited to advertise on them.

c) A new location to be found for the undamaged map currently in the top car park.

## **112 Annual Play Area and Ponds Inspections**

Quotations had been obtained from RoSPA and Wicksteed as follows:

	<u>Play Area</u>	<u>Pond</u>	<u>Date</u>
RoSPA	£60	£66 x 2	May each year
Wicksteed	£40	n/a	At our convenience

Members

RESOLVED that a) Wicksteed be appointed to do the play area inspection.

b) The Assistant Clerk, who is a qualified Risk Assessor, to undertake the risk assessments on the ponds in the company of the Groundsman.

c) A copy of the Assistant Clerk's Risk Assessor certificate to be attached to the risk assessment when completed.

## **113 Cricket Club**

The cricket club had confirmed that it will be playing for the season 2007-08. It will start training on 22 April and fixture matches on 5 May. It had asked for clarification on Condition 9 and Council Rights 3 and 4 of the Cricket Agreement.

RESOLVED that a) The information on the fixtures was noted.

b) Condition 9 to be re-worded as "The Club must inform the Parish Office in writing of the cancellation of a match. A cancellation fee of £10.00 will be charged if less than 72 hours notice is given. The exception to this would be if weather stopped play.

c) Council Rights 3 to remain the same on the grounds that it is not feasible to define what 'unforeseen circumstances' could be.

d) Council Rights 4 to add 'e.g. due to weather conditions, maintenance and/or acts of vandalism.

## **114 Matters to Note**

### **114.1 Theft of Diesel from the Groundsman's Shed**

The work on the oil storage tank is completed and the tank is working correctly.

RESOLVED that the information be noted.

### **114.2 Chelmsford Borough Council Play Activities**

**114.2 i)** As in previous years, outdoor play activities have been booked with Chelmsford Borough Council.

Easter Holiday Programme:

Mon 2 – Fri 5 April and Tue 10 – Fri 13 April.

Whitsun Holiday Programme: Tue 29 May – Fri 1 June.  
Sessions are 9.30am – 12.00 noon and/or 1.00 – 3.30 pm.  
Our preferred dates for two sessions at Easter and two at Whitsun have been submitted to CBC and confirmation is awaited.

The sports available are: netball, basketball, football, tennis, rugby, hockey, cricket and athletics. Cost per session is £65.00 to cover the cost of the coaches. As this fee will be met by the Parish Council, there will be no need for the local children to book, they can just turn up on the day. CBC will provide publicity leaflets for the Council to distribute locally and CBC will also deliver leaflets to primary schools.  
RESOLVED that the information be noted.

**114.2 ii)** CBC confirmed that it will contribute £40 towards the costs of the Summer Play Activities 2006. The Parish Council had paid £168 for the hire of the S&SC therefore the net cost was £128.00.  
RESOLVED that the information be noted.

**114.3 Eves Corner.** The Groundsman had inspected Eves Corner and replaced five posts that had either gone missing or were broken.  
RESOLVED that the information be noted.

**114.4 Heathcote Parents Association.** The annual Easter Egg Hunt has been booked for Friday 30 March 2007. A bouncy castle would be part of the event. A risk assessment and a copy of Public Liability Insurance had been requested.  
RESOLVED that the information be noted.

#### **114.5 Drainage & Car Park Improvements.**

**114.5 i)** The following is an extract from the Extraordinary Meeting of the Parish Council held on 28 February 2007 Minute 141:

*RESOLVED that Minute 23 of the Drainage & Car Park Improvements Working Group, 21 February 2007 be approved, that being:*

- a) Total Turf Solutions be appointed to complete the Feasibility Study and the Design Specification at a cost of £6300.00.*
- b) Should TTS be appointed for the next stage of Project Management, it be written to and advised that there would be a fixed fee negotiated as agreed at the meeting with TTS representatives, Alan Lewis and David Bates.*

RESOLVED that the information be noted.

**114.5 ii)** Alan Lewis, TTS, has since confirmed that he will begin the Feasibility Study with an on-site inspection on Tuesday 20 March at 9.30 am.  
RESOLVED that the information be noted.

#### **114.6 Danbury Sign**

A cheque for £950 had been received from Zurich Municipal to cover the cost of the sign, less the policy excess.

RESOLVED that the information be noted.

#### **114.7 Vandalism**

**114.7 i)** One of the wheelie bins from the Sports & Social Centre was removed and set on fire on the area between Pitches 3 and 4 over the weekend of 2-4 March.

RESOLVED that the information be noted.

**114.7 ii)** It was reported to Environment on 7 March that a resident had reported that the light in the bus shelter at The Avenue had been damaged. The light has since been replaced.

RESOLVED that the information be noted.

**114.8 Trees**

The tree works for Pedlars Path and an Ash tree at Lingwood Common and one at Runsell Green have been completed.

RESOLVED that the information be noted.

**115 Matters for Report**

**Runsell Green.** It was reported that a resident had complained about more tenants from the local cottages driving cars over the Green. The Groundsman will put in more posts around the area concerned.

RESOLVED that a letter be sent to all residents who lived around the Green which would request them not to drive across the Green. Continued such action could result in the residents being asked for costs towards the reinstatement of the Green.

**116 Dates of Meetings in 2007**

25 April.

There being no further business the meeting closed at 10.10 pm.

Cllr F J Hawkins  
Chairman

Signed .....

Date .....