



FACILITIES COMMITTEE

Minutes of the meeting of the held on 11 July 2007 at the Parish Office

Present: Councillors A. Allen, J. Brooks, H. Clacy, D. Hawkins (Chairman)
D. Powell, M. Telling, Mrs J Wells

In Attendance: Assistant Clerk to Facilities

Public Question Time

Steve Allen, Youth Offending Reparation Officer

30 Steve Allen , Youth Offending Reparation Officer

Mr Allen was welcomed by the Committee. He gave a presentation on the scheme in the area that the Mid Essex Team covers (Chelmsford, Maldon, Braintree), working with 11-18 year olds undertaking community service. The scheme provides limited free labour enabling young people to work within their own community, if appropriate.

It was emphasised that the youngsters were always supervised. The scheme provides the labour and hand tools, the organisation provides the materials i.e. paint and paint brushes, and ECC carry out risk assessments.

£1 million Public Liability (minimum) is required. ECC provides cover for personal injury.

It was suggested that young offenders could be asked to paint railings around the pond, also benches, clear weeds from edges of fields and paths etc.

It was reported that the Groundsman was positive and had had previous experience working with youth offenders in previous employment.

Steve Allen's attendance at the committee meeting was acknowledged and appreciated by the committee.

RESOLVED: that Steve Allen would liaise with the Clerk and agree a programme of work and start date

31 Apologies for absence

Cllrs S. Berlyn J. Langley, M. Wood (ex officio), Margaret Saunders, Clerk to the Parish Council.

32 Declarations of Interest

Cllr J. Wells declared she had a personal interest in a part of Agenda Item 7.

33 Minutes of the Facilities Committee held on 13th June 2007.

RESOLVED: that the minutes of the meeting held on 13th June 2007 be approved and signed as a correct record.

Report on Beech Tree / Seat to be item on next Agenda.

34 Replacement Tractor

RESOLVED: that we raise order for the Massey Ferguson tractor on a 3 year finance agreement, to be invoiced monthly – delivery end October. As final payment on existing tractor was made in June the increase in payments would be covered for the

remainder of this financial year. Additional sum to be put into next years budget to cover increased payments.

35 Managing Asbestos

RESOLVED: To accept cheapest quotation and obtain certificate - Laskey & Leighton to be appointed. Balance of monies in budget to be set aside for any remedial works that may be identified in the survey.

36 Trees

Cllr J. Wells declared an interest in tree at Elm Green.

- a) Dawson Field – noted
- b) Eves Corner - noted
- c) Annual Monitoring – noted
- d) Dial Common

RESOLVED: that we establish whether this area is common land and our responsibility and cost to survey.

- e) Essex Playing Fields Competition- trees planted

Cllr complained that a Hawthorn had been planted on Elm Green near to the War Memorial without consultation and was now restricting the interrupted view they have from their property. Requested that it was removed before it became established.

RESOLVED: that tree would be moved and replanted elsewhere – alternative location to be identified.

- f) Borough Council Grant

There were no suggestions where other trees can be planted in Danbury.

- g) Oak Tree on Elm Green Lane

Chairman clarified situation.

RESOLVED: that we should establish ownership by contacting Land Registry / owner of property before we can accept that the tree works are PC responsibility.

37 Drainage & Car Parking Project

Chairman gave report on working group meeting held on 5th July at Parish Council Office.

Drainage

Members felt that

1. Pitches, 1, 3, 4 - as per Feasibility Study.
2. Sanding to be done by Contractor
3. Vertidrain to be purchased £18,000 + Overseeder
4. Groundsman's additional time to be taken into consideration
5. Additional storage area for equipment to be considered
6. Pitch 2 – levelling and surface maintenance only
7. £20,000 could be saved

Questions to TTS

- a) Could levelling be done in one go
- b) Would pitch 2 work as well completing surface and levelling at £8,000 and the main drain £1,000
- c) If this approach was to be used would this effect the drainage of the whole site.
- d) Would an additional cut off drain from the top car park be required?

RESOLVED: that these details go back to Alan Lewis TTS so that answers are available for the next Working Party Meeting on Thursday 4th September, 2007 at 10.00 a.m

Car Parks

Members felt that TTS needed to put together a scheme before being able to comment.

1. Members agreed that the surface should be Resin Addaset Bond Autumn
2. Rolled gravel would not stay in place so not a good idea
3. Members requested clarification on whether it would be OK on scuffing if Coaches and Lorries went over surface.
4. The surface should be resin bonded
5. Lighting should be low level and sensitive to the Conservation Area and may well require planning [permission as signage might
6. The Footpath adjacent to Pitch 1 should be included and some sort of defined line should be made with the cricket pitch and also something should be installed to prevent cars riding over the pitch
7. The footpath to the Parish Office Bowling Club and Tennis Club should be included so that it also complied with DDA . Again a defined line should be included
8. Photocopy details given by Conservation Officer to TTS.
9. Once the scheme agreed it would have to be given to CBC Planning to decide whether Planning Permission required.

RESOLVED: that TTS be requested to produce a one page proposed design specification for the next working party group meeting on 4th September.

38 Essex Playing Fields Training Seminar at Writtle College on 17th September – Protection and Maintenance of Playing Fields

Members felt that the seminar would be useful for our Groundsman to attend. A member also showed interest.

RESOLVED: Groundsman to attend.

39 Christmas Tree Lighting

RESOLVED: that the PC meet the easement costs to enable this to be taken forward. PC responsible for arranging risk assessment and Danbury Society are going to underwrite £1500 towards the costs.

40 Sports and Social Club

- a) Wedding Fair – Clerk awaits a response.
- b) External Painting and Repairs to DCA

An initial investigation has been undertaken by a local builder re the various maintenance issues that have recently been raised by the DCA, also the problems regarding condensation in the sports hall, and some costs have been obtained. A copy of their recommendations and costs were circulated for discussion.

Due to the age of the building and the fact that some of the wooden windows and doors had already been replaced , replacement with UPVC rather than repairing

and painting much of the remaining existing woodwork may now be a more appropriate and cost effective option.

The cost of hiring in a scaffold tower / high rise to carry out urgent repairs to the lead flashing on the cupola on roof , also to clean out the guttering will be in the region of £1600 - it was therefore agreed that monies should be identified so that when the scaffold tower / high rise is hired in the existing woodwork could be replaced with UPVC at the same time – a one off cost and not very much more than the cost to repair and paint .

The DCA have reported problems with condensation in the sports hall, with users slipping on floors, and they have requested that the sports hall windows are able to be opened by September. A quotation for replacement window winders fitted to existing windows is in the region of £900 per window – however these new winders would not be compatible with new UPVC windows.

RESOLVED: that the Clerk and Assistant Clerk would produce a programme of works, maximising the use of the hired scaffold tower / high rise whilst it is on site (cost estimated at £1600 per hire) and obtain 3 quotations for the programme.

Members agreed change of use of the £3,000 in budget for painting, to be utilised to get as much done as possible at this time.

Clerk to ask Resources for up to a limit of £10,000 to enable programme of works to go ahead – to include replacement with UPVC and new window winders.

Clerk to check timescales in Lease for repair, redecoration, fixtures and fittings and flooring.

41 Parish Sports Programme

Sports events booked have been noted.

42 Bowling Club

RESOLVED: that Clerk make comments to the Committee on the DDA Access Report in relation to the wheelchair bound bowler.

43 Car Parking

Improvements to measures introduced to maximise car parking spaces was noted.

44 Cricket Club and Bookings

RESOLVED: that Clerk would send further letter to Cricket Club advising them that if copy of Public Liability Insurance had not been received by a future date then they would not be able to play beyond that date.

45 Inspection of the Play Area

Noted.

46 Vandalism

Noted.

47 Danbury Walks Leaflet

Visitors to the village should be encouraged. No other comments were made regarding use of car parks.

48 Maps

Noted.

49 Ponds

New legislation under the Compensation Act 2006 seeks to play a part in the Government's wider programme to tackle what it believes is a 'disproportionate fear of litigation and risk averse behaviour'. Areas such as a park lake with communal areas, fishing / activity facility, areas of natural beauty, historical features, wildlife, miniature boating, commercial, e.g. café would give local councils the opportunity to formally demonstrate that many facilities and activities provided would constitute "desirable activities" e.g. open space facilities. This would be a deterrent of effect of potential liability and a court considering a claim in negligence or breach of statutory duty may have a regard to whether there was a requirement to take steps.

RESOLVED: that 'deep water' sign was therefore not necessary.

50 Danbury Times

The Car Park and Dawson Field Improvements Project was discussed and it was felt appropriate that the project should appear in the Danbury Times.

51 Scrapings

Referred from Environment. Work already carried out locally – therefore no possibility of scrapings being used in lower car park.

52 Youth

Noted. To be discussed at full Parish Council.

53 CCTV for Parish Council Properties

Noted.

54 Danbury Scouts Centenary Celebration

It was agreed that this can now be dropped from Agenda.

55 Elm Green Notice Board

Noted.

56 War Memorial Grant

Update noted. A Member requested that this item be placed at the beginning of the next agenda to allow more time for discussion. Another Member commented that drawings had already been done and that a second quotation for the cleaning and survey had already been investigated with a firm in Kent?

RESOLVED: that a) item would be placed earlier in next agenda and b) cleaning and survey costs to be included in 2008/09 budget (there being £750 allocated in budget for this year).

57 Matters to Report

1. Seat on Runsell Green – report back to next Facilities Committee as not included on Agenda.
2. Beech Tree – report back to next Facilities Committee as not included on Agenda.

Dates of Meetings in 2007

12th September, 7th November budget

14th November budget, 12th December, 2007

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

Cllr F J Hawkins
Chairman

Signed Date