

## DANBURY PARISH COUNCIL

*A Quality Council*



### FACILITIES COMMITTEE

#### Minutes of the meeting held on 12 September 2007 at the Parish Office

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

**In Attendance:** Clerk to the Parish Council / Assistant Clerk, Facilities

**Public Question Time:** No members of the Public were present

#### **58 Apologies for absence**

Apologies were received and accepted Cllr M Telling.

#### **59 Declarations of Interest**

None declared.

#### **60 Minutes of the Facilities Committee held on 11<sup>th</sup> July 2007.**

RESOLVED: that the Minutes of the Facilities Committee held on 11<sup>th</sup> July, 2007, be approved and signed.

#### **61 War Memorial Grant**

Quotations had been received for a condition survey, together with cleaning and repair of the War Memorial at Elm Green, costs were in the region of £3,000. However, there were conflicting recommendations from the stonemasons who had responded. Advice was therefore being sought from the War Memorials Heritage Conservation Officer before applying for a grant in 2008 which would be up to 50% of the eligible costs from the Heritage Trust.

RESOLVED: that cleaning, survey and restoration costs be included in 2008/09 budget setting.

#### **62 Christmas Tree Lighting**

Danbury Society had agreed to pay the extra monies required to install the power cable, and to fund the erection of the tree next year – Parish Council to bear the cost this year. It was noted that their donation was gratefully accepted.

RESOLVED: that a) PC place order with EDF Energy to install the power cable, b) obtain cost from D F Clark to erect the tree this year, c) legal detail re variation in the Lease to be confirmed at Full Parish Council.

#### **63 Drainage & Car Parking Project**

The Chairman gave a brief report on the working group meeting held on 6<sup>th</sup> September – for information.

TTS presented their proposals and would be preparing a plan for presentation to next Parish Council to be held on 26<sup>th</sup> September, 2007.

#### **64 Sports and Social Club**

##### **64.1 External Painting and Repairs to DCA**

Following a request from the DCA to 'smarten up' the front of the centre, and to also repair / replace the winders on the high level sports hall windows so that they

could be opened, a local builder inspected the building and provided a proposal and costs for the work. It was discussed that some of the paintwork was 'beyond economic repair' and other paintwork at high level would require the hire of scaffold to access, it would therefore be more cost effective to replace with UPVC. Quotations were sought from other firms to compare, and two have submitted their costs.

It has not been possible to present comparative quotations or a proposed programme of works in time for the Facilities Meeting.  
A further Company was not able to submit a quotation at this time, and others were not interested in completing both painting and UPVC replacement works.

A suggested proposal was therefore prepared that addressed the urgent issues that had been identified, that could possibly be funded within this year's budget. This was circulated at the meeting.

All works were to include the price of the appropriate scaffolding. Details of all guarantees on works i.e. FENSA guarantee on UPVC windows, and a recommended time span before repainting.

A timescale was set for the quotations to be made available.

Vice Chairman proposed that the urgent works be prioritised up to £8,500, and Chairman of Council seconded the proposal.  
6 voted in favour, 3 against, motion was carried.

RESOLVED: that the urgent works be priorities up to £8,500.

A further proposal was put by the Chairman of Facilities that 3 out of the following: Chairman and Vice Chairman of Council, Chairman and Vice Chairman of Facilities, be delegated to review the quotations and make a decision as to which Company to use up to a capped spending figure of £10,000.  
6 voted in favour and 3 against, the motion was carried.

RESOLVED: that a) 3 out of 4 of the Chairman and Vice Chairman of the Council and the Chairman and Vice Chairman of Facilities review the quotations and were delegated to choose the "Best Value" Quotation

b) the Clerk to inform the DCA of decisions agreed by Committee as soon as possible.

### **64.2 Condition Survey**

Quotations were presented to the Committee regarding a visual condition survey. It was agreed that this was not going to be pursued at this stage.

RESOLVED: that a visual survey by a surveyor was not to be completed at this stage.

### **63.3 Broken Windows**

It was reported that there had been two broken windows and both had now been repaired. The Cricket Club had accepted responsibility for the kitchen window and would bear the cost of repair

RESOLVED: that this information be noted.

#### **64.4 Flooring Damage**

It was noted that the flooring in the male toilet and changing rooms had been damaged by chemicals when water tanks were being chlorinated - the matter was in the hands of the company responsible and their insurers.

RESOLVED: that the information be noted.

#### **64.5 Bin store**

It was noted that the DCA were arranging for their bin store to be repaired and repainted at their own expense.

RESOLVED: that the information be noted.

#### **64.6 Risk Assessments and Certificates of Inspection**

It was noted that the DCA had provided the PC with copies of Fire Risk Assessments, Certificates of Inspection in relation to electrical wiring installations and portable appliance testing for their premises. Also documentation that the fire alarm and emergency lighting was checked regularly by DCA staff.

However, it was reported that gas cylinders were stored in the DCA. Investigation was to be completed to confirm the correct storage and safety signage was displayed in the premises, as required under Fire Precautions Regulations.

RESOLVED: that the Assistant Clerk Facilities check with the Sports and Social Centre that the correct storage and safety signage is displayed in the premises.

#### **64.7 Wedding Fair on the 4<sup>th</sup> November**

At the present time one of the applicants had decided not to attend and to date no wedding cars were to be represented.

RESOLVED: that the information be noted.

### **65 Bowling Club**

#### **65.1 DDA Act**

Nothing further to report re wheelchair-bound bowler. DDA report had still to be considered.

#### **65.2 Request for Christening Party**

A request had been received from a Bowling Club member to hold a Christening Party on either 7<sup>th</sup> October or 23<sup>rd</sup> March from 2 – 4.30pm, with access in the morning to prepare the tables and deliver food and drink. The Bowling Club Executive Committee were in agreement and were now seeking Parish Council's approval.

RESOLVED: that permission be given and that the Clerk to write to Bowling Club to remind them of their responsibility regarding the usual standards in relation to access.

#### **65.3 Risk Assessments**

It was noted that fire risk assessments and certificates of electrical Inspection had been requested. Parish Council had been advised that a smoke alarm has now been installed, but an electrician had to be called back to attend to some wiring matters before the Certificate of Inspection could be issued.

RESOLVED: that Assistant Clerk Facilities follow this up.

## **66 Royal British Legion**

### **66.1 Security Grille**

Parish Council was advised by the Royal British Legion that a security grille was being fitted over the entrance doors to their premises.

A question regarding access to the building was again raised by the Committee as the Parish Council still does not hold a key, although they had requested one.

RESOLVED: that the Parish Council write to Strutt and Parker formally requesting a key both to the entrance door of the premises, and also for the security grille. Also under the terms of the lease to remind the Royal British Legion that we have a right to use the premises, as required.

### **66.2 Risk Assessments**

It was noted that copies of fire risk assessments and electrical certificates of inspection had been requested – to date we await copy of electrical inspection certificate.

RESOLVED: that this would be followed up by Assistant Clerk Facilities

## **67 Tennis Club**

### **Risk Assessments**

It was noted that copies of fire risk assessments and electrical installations inspection certificates had been requested – to date copies were awaited of both.

RESOLVED: that Assistant Clerk Facilities would follow this up.

## **68 Cricket Club and Bookings**

The Clerk notified the Committee that Paul Bowman has recently died, and his funeral was taking place at 1.15pm the following day.

RESOLVED: A donation of £25 be sent on behalf of the Parish Council from the Chairman's Fund to be donated to the Motor Neurone Society and the Samaritans.

### **68.1 Bookings**

It was noted that public liability insurance and risk assessment had now been received for last season, and the Agreement duly signed.

### **68.2 Safety**

It was noted that the cricket club were being asked to liaise with the Sports and Social Club regarding the safety grilles that were stored at the rear of the DCA, as these do not now fit since the new UPVC doors were installed.

RESOLVED: that the Clerk writes to the DCA for an update on timescales for the alterations to the front of the building, as there was an agreement within the lease to upgrade the entrance, and particularly as the Parish Council are proposing putting in up to £10,000 to make improvements to the Sports Centre.

### **68.3 Side Screens for Cricket**

It was noted that the side screen stored in the lower car park had been reported as broken, and unsafe in high winds as it was not secured. The cricket club had been asked to move it.

RESOLVED: that Clerk would send further letter to Cricket Club asking them to remove it from the site.

### **69 Football Clubs**

It was noted that all football clubs were returning again next Season, with the exception of Carmichael Browns. Danbury Juniors Football Club had been offered a place as they were on the waiting list.

Danbury Mission FC had asked again about having a container installed somewhere for them to access, referring to a container they were permitted to use at the Bicknacre Ground.

RESOLVED: that the PC were sympathetic to their request and we therefore write to them again requesting details of the type of container they were considering installing, perhaps sending a photograph of the one they used Bicknacre so that consideration could be given to a suitable location if the type of container was acceptable to the Conservation Officer at Chelmsford Borough Council. Also to confirm the Mission FC's expectations regarding security of the container and where keys would be held.

### **70 Play Area**

It was noted that the two swing seats had now been replaced.

The Parish Council had been awarded a Grant from the Community Initiatives Fund to replace items in the play area which had previously been agreed (Minute 63 Facilities Committee held on 8<sup>th</sup> November, 2006).

Chairman of the Council proposed and Vice Chairman seconded that the equipment be ordered.

RESOLVED: that an order be placed for the new slide and two new self closing gates and swing barriers from Wicksteed Leisure to the value of £7,306 excluding VAT and to note that the works must be completed in this financial year.

### **71 Teen Shelter**

It was reported that prices had been sought for various teen shelters, and to date one company had sent details of various options and prices. Members were asked to decide what type of shelter they want to provide so that details can be sent to the Conservation Officer – it was also possible that planning permission may be required.

It was also reported that a document had been prepared by one of the councillors in relation to a Youth Council.

RESOLVED: that a report be prepared with pictures, costs of shelter and installation to put forward to the budget planning meeting of Facilities in November.

### **72 Vandalism**

It was noted that there had been a report of metallic paint being poured onto the top of the small slide in the children's play. Also a seat by the pond at Eves Corner had had the back broken and dumped in the pond. Investigation into the cost to repair was taking place.

RESOLVED: that the information be noted.

### **73 Cutting Grass Verges**

Parish Council had received an enquiry from a local resident regarding maintenance of grass verges on the Main Road, particularly opposite 'Classic

Tastes'. It was felt that the verges had never been properly restored after ECC road improvements and that some more finger posts might help. The matter had been forwarded to ECC Highways who were responsible for the verges. It had been confirmed they had only been able to cut the grass once this year due to cars being parked on this area.

RESOLVED: PC write to resident advising that this was a Highways matter.

## **74 Trees**

### **74.1 Eves Corner**

It was reported that a meeting had been held between the NT representative and Parish Council's tree surveyor who had identified further works in relation to a Willow at Eves Corner that required to be felled to ground level, and one Oak to be reduced by 20% on the roadside only. Members were asked to agree to the additional expenditure of £1085 + vat so that work could be carried out at the same time as works at Runsell Green as traffic controls would have to be put in place for both trees.

Chairman of the Council proposed that the works be completed and Vice Chairman seconded.

RESOLVED: that additional expenditure totalling £1,085 + vat be agreed to progress the works, to be carried out at the same time as the works at Runsell Green.

### **74.2 Dial Common**

ECC had confirmed that Dial Common was registered as Common Land CL 132, apart from the public right of passage which is Highway Land. Members agreed, therefore, that this area is also to be surveyed.

RESOLVED: that the Assistant Clerk Facilities obtain a quotation for a tree survey of Dial Common

### **74.3 Annual Survey of Trees**

Nothing further to report.

### **74.4 Essex Playing Fields Competition – Tree Planting**

It was noted that the tree requested to be relocated from Elm Green had now be moved to a location behind the tennis courts.

### **74.5 Borough Council Grant**

Nothing further to report.

### **74.6 Oak tree on Elm Green**

PC had received a request from a resident in Elm Green regarding the further reduction of an Oak tree on the boundary of their property, having been reduced some ten years ago.

It was proposed that advice was sought from BC regarding the reduction of a tree on which there is a TPO.

RESOLVED: that PC write to BC for guidance on a 12' reduction of the Oak on which there is a TPO, and that a copy be sent to the resident.

#### **74.7 Beech Tree at Runsell Green**

Consideration was given to the refurbishment of the iron seat that was in poor state of repair at Runsell Green. However, the cost to hire a digger to take it out (concreted in) so that the iron works could be repaired and repainted was prohibitive. Cllr Mrs J Wells offered the use of a digger and driver to take out the seat and concrete, including removing the stump of the dead tree at the same time.

RESOLVED: that Cllr Mrs J Wells offer be accepted and the Groundsman liaise with the Councillor.

#### **75 Danbury Times**

The Chairman of Facilities would write his article and have it ready for the 30<sup>th</sup> September.

RESOLVED: that the information be noted.

#### **76 Parish Sports Programme**

It was noted that various sports events took place during August, and that attendance was reasonable.

RESOLVED: that the information be noted.

#### **77 Maps**

It was noted that letters had been sent to potential Danbury business sponsors, and that to date 7 positive responses had been received. It was intended to send out a follow up letter to some of the businesses, giving feedback on interest and likely costs to each sponsor – cost of two maps was £260 + vat.

RESOLVED: that a follow up letter be sent to some businesses giving feedback on interest and likely costs if 3 more sponsors could be obtained.

#### **78 Youth Offending Scheme**

It was reported that reparation workers had been set the task of painting the railings at Eves Corner, and this had now been completed. Seats were planned to be painted next.

RESOLVED: that Clerk formally write to Reparation Officer thanking the scheme for arranging for the painting to be done, and acknowledging the community spirit of the youth offenders, who have made a good job of the painting. Their efforts had made a big difference to the appearance of Eves Corner.

#### **79 Replacement Tractor**

It was noted that the order has been replaced for the replacement tractor and that delivery was anticipated end of October.

#### **80 Essex Playing Fields Training Seminar at Writtle College**

It was noted that the Groundsman and a Councillor were attending a training seminar being held at Writtle Agricultural College on 17<sup>th</sup> September – Protection and Maintenance of Playing Fields.

### **81 Training for Groundsman**

It was noted that the Groundsman's Certificate for Chainsaw Competency was now out of date and that refresher training needed to be arranged. Also that under the PUWER Regulations the Groundsman would need to obtain Certificates of Competency for the other items of equipment that he used.

RESOLVED: that this will be forwarded to Resources Committee as a staffing matter.

### **82 Hedge Cutting – Dawson Memorial Field**

It was noted that PC were currently obtaining a quotation for hedge cutting around Dawson Memorial Field.

### **83 Managing Asbestos**

It was noted that all PC owned-premises had now been surveyed (Type 2: standard sampling, identification and assessment survey), and minute samples taken from possibly suspected areas of the buildings. It had been confirmed from the laboratory analysis of the samples taken all had come back negative. A copy of the Report would be held at each premises should they be required by a Health and Safety Officer, contractors working upon the premises, insurance company or another party with an interest in health and safety at the premises. In the report it is recommended that should demolition or major refurbishment of the buildings be undertaken in the future, a Type 3 Full Access sampling and identification survey be undertaken.

RESOLVED: that the Assistant Clerk Facilities arrange for a copy of the Report be held at each premises. Copy to be sent to Danbury Sports and Social Club, Royal British Legion, Bowls Club and Tennis Club and receipt acknowledged.

### **84 Elm Green Notice Board**

It had been requested that this item be left on the Agenda so that Members could give future consideration to the design of a vandal-proof board.

### **85 Car Parking**

Nothing further to report.

### **86 CCTV for Parish Council Properties**

Nothing further to report.

### **87 Ponds**

It was noted that the ponds not been cleared for 2 years now because they were not able to be done at the right time because of the wildlife, and plants have now taken over. They were probably going to be done November time. Risk assessments have been received – it was queried whether they were the same company previously used, and whether they went into the water to clear the vegetation. Clerk confirmed that they did last time.

RESOLVED: that the Clerk contact the contractors to confirm a date for the clearance work to be completed.

### **88 Aggregates Levy Sustainability Fund**

It was reported that the fund was supplied by ECC, and that a Treasury decision

means that there is no longer this fund to distribute.

RESOLVED: that the information be noted.

**89 Matters to Report**

It was reported that the hedge at the top end of Mayes Lane outside PC boundary had overhanging branches that were dangerous. It was agreed that PC would cut the overhanging branches but that the rest of the hedge cutting should be left to ECC Highways, whose responsibility it was. It should be noted that there is a formal SSI on the hedgerow as there are wild orchids growing. This item would be placed on the next Agenda.

There being no further matters to report the meeting closed at 9.55pm.

**90 Dates of Meetings in 2007**

7<sup>th</sup> November budget / 14<sup>th</sup> November budget, 12<sup>th</sup> December, 2007

Cllr F J Hawkins  
Chairman

Signed ..... Date .....