



FACILITIES COMMITTEE

Minutes of the meeting held on 7th November 2007 at the Parish Office

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

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

Public Question Time: No members of the Public were present

91 Apologies for absence

Apologies were received and accepted Cllrs S Berlyn and Mrs J Wells.

92 Declarations of Interest

None declared.

93 Minutes of the Facilities Committee held on 12th September 2007.

It was noted that the spelling of 'side screens' should read 'sight screens' throughout the document.

A question was asked regarding minute 74.7. – When was the bench going to be removed? It was explained that due to staff bereavement and holiday this had not happened as yet.

Clarification was sought regarding minute 74.2. It was confirmed that this piece of land was not on the original tree survey list, and a quotation had now been received which would be reported at the appropriate point in the meeting.

RESOLVED: that the Minutes of the Facilities Committee held on 12th September, 2007, be approved and signed with this alteration.

94 War Memorial Grant

It was noted that 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 were included in 2008/09 budget setting.

95 Christmas Tree Lighting

The lighting pillar was being hand made at the current time and there was still a week to delivery, and it would then have to be installed. A new way-leave has been sent to Parish Council for signature as the route of the power supply has had to be altered due to the surveyor from EDF Energy being unable to use the original mains connection point. EDF have completed a traffic light procedure to install the electricity supply. It had been necessary to give a 28 day notice period and the work

was hoped to be completed on 20th November. Due to the fact that EDF would not dig the trench on private land McDonald Highway Services Limited have been employed to complete this work. The total cost of the work is £1350 plus vat and this additional cost had been approved at Resources 24th October, 2007. £1000 had been received from Danbury Society towards the project. The Christmas tree had been ordered and the tree lights used in previous years would be checked to see if they complied with current legislation.

RESOLVED: that the information be noted.

96 Drainage & Car Parking Project

The Working Group meeting arranged for 17th October had been cancelled as information was still awaited from TTS.

RESOLVED: that the information be noted.

97 Danbury Parish Council Premises / Clubs

97.1 Sports and Social Club

97.1.1 Wedding Fair on the 4th November

No response had been received from 'Weddings4ever' regarding the type of cars they wished to park on the basketball court at the rear of the centre for the event on the 4th November.

RESOLVED: that the information be noted.

97.1.2 External Painting and Repairs to DCA

Further to minute 64.1 Facilities Committee 12th September, 2007 the Chairman and Vice Chairman of the Council and the Chairman of Facilities had agreed for J W Steele to undertake the painting at the front of the centre, and to replace the high level sports hall windows and kitchen window with UPVC, also to install new window winders in the sports hall, in the sum of £7,972 + vat, the additional money to be taken from Facilities -Asbestos / Trees / War Memorial Budgets.

The boards at the front of the Sports and Social Centre had now been painted. The replacement UPVC windows and new winders for the sports hall, also a new UPVC kitchen window will be installed during mid November. This will form Phase I of the work identified to date. Other work already identified will form Phase II and money sought in next year's budget.

Inspection of the building would continue in case other work was required.

Additionally as some of the existing windows would appear to have reflective film on them, an additional cost was required to install Cool-lite glass in the Sports Hall windows, which would give anti-glare protection and also had the benefit of being self cleaning. The Clerk used her emergency powers and contacted the Chairman of the Council to agree the expenditure of £316 + vat which would be the cheaper option than trying to apply a film at a later date, due to the fact that the company required an immediate decision so that it would not delay the installation date. This was reported to the meeting and members were in agreement with this course of action.

RESOLVED: a) J W Steele be employed to complete the above works at the Sports and Social Centre for the sum of £7,972 + vat
b) that approval be given for the additional expenditure of £316 + vat for the anti glare glazing
c) a monthly visual external inspection of the Sports and Social Centre to be carried out by the Assistant Clerk, Facilities. Any items of disrepair to be taken to Facilities Committee.

97.1.3 External Damage to DCA

Broken Windows

The kitchen window at the sports centre had been broken for a third time. The DCA were charging the cost of the repair to the person who had broken the window with a football.

The Cricket club had agreed to pay for the cost of the repairs on the occasion they had broken the window. On visiting the centre the Clerk and the Assistant Clerk Facilities had been shown various old wire mesh panels stored in the void underneath the DCA and were advised these were hung on hooks above the kitchen window / doors at the front of the DCA during cricket matches. The Cricket Club had stated that the hooks above the doors had been removed when the doors had been changed, and had not been replaced. The matter was therefore referred to the DCA manager to address.

Members were asked to consider whether more permanent safety grilles should be fitted to the outside to protect the new window, as the kitchen window was in a vulnerable location and was likely to be broken again.

RESOLVED: that a cost is established and put monies into the 2008/09 budget and the matter be brought back to Committee in the next 6 months.

97.1.4 Water Tap

Damage had occurred to the outside tap over a weekend and an emergency plumber was called out to turn off the water and carry out a repair. The water supply was to remain turned off until required by Groundsman for watering pitches or cleaning out gullies etc.

97.1.5 Fencing

The fencing outside the centre had also been damaged a number of times and timber panels thrown onto grass bank at top of steps. The Groundsman had repaired them again.

97.1.6 Fire Escape

The area around the fire escape near the steps was also regularly littered with cans, bottles and broken glass.

The General Manager had also reported that the cabling that ran around the side of the centre had been ripped off the wall by youths standing on the fire escape steps. It was reported that the trailing cable had now been removed.

RESOLVED: a) that the area at the bottom of the fire escape be regularly checked for puddles and ice
b) the matter regarding the removed trailing cable was investigated to ensure that this had been done by the DCA.

97.1.7 Snooker Hall Steps

The timber steps outside the snooker hall had also been reported damaged, side panels had been broken off and the matter had been reported to the centre manager for DCA's attention. DCA advised they have been aware of the vandalism to the steps for some time now, but had decided that it is not worth replacing them as it would only happen again.

RESOLVED: that the information be noted.

97.1.8 Parish Council Plaque above entrance door

It was thought that the plaque had been removed and a local carpenter was going to repaint. However, it was further reported that on investigation the wooden plaque was split, and the original screws holding the plaque would have to be drilled out to remove the plaque. Therefore the plaque could not be refurnished at the present time.

RESOLVED: that the information be noted.

97.1.9 Bin Store

The DCA had replaced the bin store.

RESOLVED: that the information be noted.

97.2.0 Flooring Damage

The matter was now in the hands of a loss adjuster for Beacon Water Treatment Limited, as a claim for £1,062 + vat had been made by the DCA for the damaged flooring.

RESOLVED: that at the present time their invoice to the Parish Council for £1,480 + vat in respect of the Legionella treatment works would remain unpaid.

97.2.1 Risk Assessments and Certificates of Inspection

The Fire Risk Assessment had now been received from the DCA and there were various additional control measures identified that were required :-

- a) Emergency lighting was required in some areas where there were none provided, also additional / replacement units were required in other areas
- b) Various signage in respect of fire extinguishers, fire blanket, break glass points and fire action notices were required
- c) Replacement red foam extinguisher would be required when the current one becomes non-serviceable – it was noted that this would be linked to PC service contract for the fire extinguishers
- d) Possible additional break glass points and fire alarm bells were required

It was noted that a survey and quotation by qualified contractor would therefore be obtained.

The risk assessment had also identified significant hazards in respect of storage of combustible materials in electrical intake cupboards, and suitability of wiring in some areas– these were matters for the DCA to action, and would be followed up.

RESOLVED: that a survey and costs would be taken to the next Committee Meeting to be discussed further.

97.2.2 Alterations by Competition Line

Drawings had been submitted to the Parish Council for the proposed alterations to the front of the Sports Centre, reception area and toilets. Members made the following comments on the drawings :-

1. Office window to the right hand side of the entrance door was not shown on the front elevation drawing
2. Male WC door appeared to open to the outside
3. Office in reception area was still very small and could have been made larger in the scheme to accommodate the office manager. At the present time he was located at lower ground level in the room required for referees.
4. Members expressed concern regarding the glass block wall in the entrance lobby
5. Members would like to see external security shutters installed at front elevation windows and doors to provide protection from balls and vandals
6. Back lit lighting to illuminate the Lifestyle logo would also require planning consent in a conservation area. Acknowledgement of Danbury Parish Council should be made on this sign
7. The Danbury Parish Council plaque was to remain on the fascia acknowledging that the premises are owned by Danbury Parish

Members commented that the proposed alterations would greatly improve the appearance of the building; the responsibility for the work lies with the DCA.

RESOLVED: a) the DCA, as tenant, take full responsibility for the project
b) the DCA obtain planning consent
c) the DCA ensure quality workmanship and seek Parish Council approval throughout the project
d) A PC representative should be nominated to attend all future project meetings
e) Ensure that the Lifestyle signs remain on the fascia, acknowledging ownership of the premises by Danbury Parish
f) The above comments made by Members be forwarded to the DCA for consideration

97.2.3 Annual Clean of Drains

Metro Rod Ltd had pressure jetted the main drains on Wednesday 31st October, 2007, as part of the lease agreement. It was explained that the water from the men's showers had not run away as there was no fall on the drain and water therefore stagnated under the grill. This had previously been acknowledged by the Parish Council. The drain was found to be full of mud and was jetted through. If this area backed up then a blockage would occur. However, this was a preventative annual jet clean to avoid a blockage. The outside drains were found to be clear.

RESOLVED: that the information be noted.

97.3 Bowling Club

97.3.1 Lease

The Lease was with the Bowling Club's Solicitors.

97.3.2 Risk Assessments

The Certificate of Electrical Inspection had yet to be issued.

RESOLVED: that the Assistant Clerk Facilities follow this matter up with the Bowling Club and obtain copy for Parish Council file.

97.3.3 Bowling Club 75th Anniversary

The Chairman of the Council had been invited to the Bowling Club's 75th Anniversary luncheon, and had requested agreement for a glass bowl to be purchased and presented to the Bowling Club from the Parish Council to mark the Anniversary. It was decided that the cost of the bowl and the engraving would be borne by the Chairman Funds.

Members felt it was appropriate to do this.
Cllr H Clacy proposed and Cllr J Brooks seconded.

RESOLVED: that glass bowl would be engraved and presented on behalf of Danbury Parish Council at their forthcoming luncheon to commemorate the Danbury Bowls Club's 75th Anniversary.

97.4 Royal British Legion

Correspondence had been sent to Strutt and Parker regarding the matter of a) the external security light, b) the PC holding a key and c) the PC using of the premises under the terms of their lease and d) current electrical certificate of inspection for the premises. The Royal British Legion at Rayleigh was now dealing with the above points.

97.4.2 External Light

The RBL had responded stating they could find no agreement regarding external lighting overlooking the car park. They were not in favour of an allowance to be made on their rent for electricity used. Due to the cost of maintenance they could not guarantee that the light would continue to be on in the event of a fault arising. However, the RBL advised that if the PC wanted the light on at specific times then this requirement should be in the form of a contract mutually agreed by both parties.

RESOLVED: a) the Royal British Legion confirm what form of contract they would consider mutually agreeable, but in the meantime it would be appreciated if they would continue with custom and practice and to confirm when the light would be on
b) their agreement for the Parish Council to install a sub electricity meter to enable them to pay for electricity used by the outside light

97.4.3 Key

The matter regarding the PC holding a key and having used of the premises had gone to Resources in relation to the Emergency Plan. At the present time the RBL hold an agreement by licence and the Parish Council can only use the rooms for periods on a timetable when the building is not used by the British Legion for planned meetings. It was reported that an alternative venue had now been identified within the Emergency Plan and key would therefore not be required for this purpose.

RESOLVED: a) we confirm to the RBL that their premises is no longer named within the Emergency Plan as an alternative venue had been identified

b) we request keys to both the security grille and the entrance door for access into the premises in an emergency situation only, keys to be held in a locked safe within the PC office and under dual control

c) PC thank the RBL for their invitation to inspect the building and confirm that we would like to do this sometime this month and perhaps they could agree a date and time when this would be possible.

97.4.4 Risk Assessments / Certificate of Electrical Inspection

The risk assessments and electrical inspection certificates had been received and acknowledged.

RESOLVED: that the information be noted.

97.5 Tennis Club

97.5.1 Risk Assessments

Copies of fire risk assessments and electrical installations inspection certificates had been requested, the matter had been followed up and to date a response and copies had not been received.

RESOLVED: that Clerk would write to the Tennis Club reminding the club that it is a legal requirement to undertake risk assessments and hold current electrical inspection certificates for their premises, and in the absence of any acknowledgement or response to previous correspondence from the Parish Council to the club, the Parish Council were now requesting an urgent meeting with the Tennis Club, and an acknowledgement to our letter with a proposal for a date and time of a meeting, to be received by(2 weeks from the date of the letter).

97.5.2 Rubbish

PC had also written to the Tennis Club as they were throwing bags of rubbish into the compound and Groundsman had had to clear up broken glass when he unlocked the compound.

RESOLVED: that this matter would also be discussed at the meeting.

97.5.3 Cricket Club

Fixture Lists for Next Season

The Cricket Club will supply a fixture list for next season – this would be helpful for our programme in relation to works on the football pitches.

RESOLVED: that the information be noted.

97.5.4 Sight Screens for Cricket

The 'Sight Screen' that was stored in the lower car park had been moved to behind the locked barrier. The Cricket Club had been reminded that it was broken and was to be removed.

RESOLVED: that the information be noted.

97.5.5 Seat

It was noted that the Cricket Club had informally asked whether they could put another seat at the DCA end of the pitch, in memory of Paul Bowman, to go

alongside the other seat where they sit to watch and score matches. Members unanimously agreed this request.

RESOLVED: that the Cricket Club be permitted to place another seat alongside the existing one outside the DCA.

97.6 Football Clubs

97.6.1 Danbury Juniors FC

Danbury Juniors Football Club had been offered a place as they had been on the waiting list, and were now playing on Pitch 3 on a Sunday afternoon.

RESOLVED: that the information be noted.

97.6.2 Danbury Mission FC – Storage Facility

Danbury Mission FC had forwarded photographic details of storage facilities they had used at Bicknacre and were requesting to use at Danbury. Members could not grant the request as they would not be acceptable in a Conservation Area.

RESOLVED: that a) the Assistant Clerk Facilities write back to Danbury Mission FC advising that the proposed storage containers would not be acceptable.
b) alternatively perhaps the DCA could help by permitting use of the Void.
Permission would have to be sought from the Sports and Social Centre Manager.

97.7 Danbury Parish Office

97.7.1 Annual Portable Appliance Testing

Portable Appliance Testing on electrical equipment within the Parish Office/Robins Nest was due again in December and had been booked.

RESOLVED: that the information be noted.

97.7.2 Parish Office Lighting

The lighting in the Parish Office was being upgraded to meet health and safety requirements – this had been agreed at Resources Committee on 24th October. Minute 89 refers.

RESOLVED: that the information be noted.

98 Managing Asbestos in Parish Premises

The survey carried out recently in Danbury Parish Council properties ascertained that there was no asbestos present - a copy of the Asbestos Report was to be held in each premises. Some bound reports had yet to be issued and signed for and a reminder had been sent to the clubs involved.

RESOLVED: that the information be noted.

99 Play Area

A new Slide and two new self closing gates had now been installed together with six swing barriers. Photographs had been taken. This had made a huge improvement not only within the play area, but also the two gate entrances from the main road onto Dawson Memorial Field. The Clerk would now pay the invoice and reclaim the grant from the Community Initiatives Fund.

RESOLVED: that the Clerk pay the invoice and reclaim the grant from the Community Initiatives Fund.

100 Teen Shelter

Nothing further to report.

101 Vandalism

Items of vandalism at the DCA had been reported earlier in the meeting, additionally the Public Conveniences at the entrance to the car park had been refurbished and immediately vandalised.

RESOLVED: that the information be noted.

102 Trees

102.1 Eves Corner

A date for the work to be completed was still awaited.

RESOLVED: that the information be noted..

102.2 Dial Common

102.2.1 Survey

The cost to survey Dial Common had been confirmed as £150 + vat, and members were asked to agree the cost of the survey.

RESOLVED: that survey of Dial Common would be carried out at a cost of £150+vat

102.2.2 Rubbish

A report that rubbish had been dumped on Dial Common. The matter had been reported to the Borough Council 'Hit Squad'.

RESOLVED: that the information be noted.

102.3 Annual Tree Survey

It was noted that the annual tree survey had now taken place. A written report had only been received on Agenda dispatch day. A list of works, together with quotations would therefore be taken to the next Facilities Committee meeting in December.

RESOLVED: that the information be noted.

102.4Oak Tree on Elm Green

The Borough Council had confirmed that if an application were to be made to reduce the tree they would suggest the following specification:-

Crown reduction by 25% (3m-3.5m) maximum, cutting to suitable growth points and leaving a natural, balanced profile; trim away from service cables to give a sufficient clearance as required by provider. Clean trunk of ivy and epicormic growth. They consider that anything more than this would be excessive.

The cost of the reduction would be £750.00 + vat.

The charge by the Land Registry to establish boundary ownership would be £10 per document.

As Parish Council had arranged and paid for the work to be carried out previously, members were asked to confirm whether the PC should undertake the work again and to agree the cost of £750 + vat.

Cllr A Allen proposed and Cllr J Langley seconded that as PC had completed works on the tree previously and in order that to bring this matter to a conclusion that a request be made to the resident asking whether they would be prepared to accept equal responsibility and accept the works as previously stated.

RESOLVED: that letter to be sent to the resident suggesting that in order that this matter can be brought to a conclusion would the resident be prepared to accept equal responsibility for the tree and the suggested reduction as detailed above.

102.5 Beech Tree at Runsell Green

It was noted that this is to be replaced and planted in a different spot with a new Hornbeam.

102.6 ECC Grant

It was noted that we had been advised verbally that ECC had approved our grant application for a new Hornbeam for Runsell Green. We had therefore placed the order so that the tree could be planted as soon as possible.

103 Danbury Times

The Danbury Times had now gone to print and the next edition would be in January 2008.

RESOLVED: that the information be noted.

104 Danbury Footpaths Map Posters

There had now been ten positive responses from local businesses to place an advertisement on the posters, and Parish Council was liaising with businesses and printers to produce a first draft for approval.

RESOLVED: that the information be noted.

105 Youth Offending Scheme

It was noted that the Clerk had written to the Reparation Officer acknowledging the community spirit of the reparation workers and their efforts regarding weed clearing and painting projects they had been undertaken. Their efforts had made a big difference to the appearance of Eves Corner.

RESOLVED: that the information be noted.

106 Replacement Tractor

It was noted that delivery was anticipated within the next couple of weeks.

RESOLVED: that as delivery was originally anticipated end of October that company was chased up.

107 Essex Playing Fields Association

107.1 Training Seminar at Writtle College – Protection and Maintenance of Playing Fields

The Groundsman had been unable to attend the training seminar due to a family bereavement. Cllr Allen had attended and would report at the Facilities Budget Setting meeting next week.

RESOLVED: that the information be noted.

107.2 Essex Playing Fields Annual General Meeting

Danbury Parish Council had won a major award in the Best Kept Playing Fields Competition 2007. Winning Best Kept Playing Field Award with a sponsorship prize of £500.00 and winning the Best Children's Play Area with a sponsorship prize of £350.00. The Essex Chronicle had been informed and a photo shoot was arranged for Tuesday 30th October, 2007.

Members were asked to approve that the £500 from Ground Control could be used towards the costs associated with the maintenance of the playing fields, and the £350 from Wicksteed towards a new piece of play equipment, together with the remainder of the monies in the budget (£75.50) to replace the stepping logs that were becoming a problem in respect of maintenance of the area, and replacement swing seats.

Cllr H Clacy proposed that the grant monies be spent as above; this was seconded by Cllr M Wood.

Members congratulated the Groundsman and all concerned, noting that the two shields were displayed in the Parish Office and the photographs taken had been put into the Danbury Times.

RESOLVED: that a) the £500 Ground Control monies could be put towards maintenance costs for the playing fields.

b) the £350.00 from Wicksteed be used for a new piece of play equipment

108 Hedge Cutting – Dawson Memorial Field

Members were asked to agree to a) approx £360 to cut the hedge around Dawson Memorial Field and b) approx £50 to cut the hedge alongside Penny Royal Road. A total cost of approx £410, there being £500 in the budget to cover these works. It was noted that CBC had agreed to complete the works on the large Ash tree as a matter of safety at Penny Royal Road.

RESOLVED: that the Jonathan Sewell be appointed to complete the above works in the sum of £410 from the additional hedge cutting budget.

109 Elm Green Notice Board

Nothing further to report.

110 Car Parks

A car had been reported as possibly abandoned in the top car park. Matter had been referred to the Borough Council.

RESOLVED: that the information be noted.

111 Ponds Nothing further to report.

112 So Silke Art Show in Aid of Little Havens Hospice

The show was at the Danbury Sports and Social Centre on the 10th & 11th November. Local businesses and individuals had kindly agreed to display a board sponsored by Church and Hawes. DPC had agreed to have a display board near the entrance to the Lower Car Park.

RESOLVED: that the information be noted.

113 LINKS Consultation

Members had no comments to make on the issues raised in the report that had been circulated.

RESOLVED: that no comments be forwarded.

114 Eves Corner

It was noted that the seat at Eves Corner had now been replaced. A resident had complained about the condition of the car park area, and had requested resurfacing with paviers, and had suggested that it could be funded by local businesses.

115 Facilities Budget 2008 /09 – item deferred until 14th November meeting.

116 Matters to Report

Neighbourhood Action Panel

Cllr J Langley reported on the meeting he had attended on behalf of Cllr J Whiting. An agenda was used which had not been forwarded to Parish Council. Danbury Parish Council was item 1 on the Agenda and being asked for an immediate response to actions.

Cllr Langley expressed his concerns at being asked to represent the PC unprepared and not knowing that the meeting would be taking that form.

A Youth Shelter was under investigation.

A full report would be made at the Environment Committee regarding this item.

117 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw.

118 DCA Minutes

Copies of confidential DCA Minutes had been circulated to members, for information only, and were to be destroyed once read. A master copy was held in the Parish Office.

Members were reminded that they could only go to the DCA Board meetings as observers, not as representatives of the Parish Council.

RESOLVED: that the information be noted.

119 Dates of Meetings in 2007

14th November (Budget) and 11th December, 2007

There being no further matters to report the meeting closed at 10.30pm.

Cllr F J Hawkins
Chairman

Signed Date