



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 11<sup>th</sup> December 2007 at the Parish Office**

**Present:** Councillors S. Berlyn, F. Hawkins, J. Langley, D. Powell, and M. Telling

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

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

#### **126 Apologies for absence**

Apologies were received and accepted from Cllrs A. Allen, H. Clacy, Mrs J Wells and M. Wood (ex officio)

#### **127 Declarations of Interest**

Cllr Powell declared a prejudicial interest in Agenda Item 7.6 by virtue of being a member of Danbury Mission and took no part in the discussion.

#### **128 Minutes of the Facilities Committee held on 7<sup>th</sup> & 14<sup>th</sup> November 2007.**

RESOLVED: that subject to amendment, noting that Cllr M. Telling had sent his apologies to the meeting on the 7<sup>th</sup> November, the Minutes of the meetings held on 7<sup>th</sup> and 14<sup>th</sup> November, be approved and signed as a correct record.

#### **129 War Memorial**

Monies had now been proposed in the 2008/2009 budget for renovations.

RESOLVED: that the information be noted.

#### **130 Christmas Tree Lighting**

Clerk verbally reported that the Christmas tree lights had been tested and condemned, and new sets of low energy lights had been purchased, after seeking Chairman's approval. It was noted that we may need to purchase further sets next year.

Clerk advised tree and fencing was being put up on the Thursday and lights being installed on the Friday of that week.

There had been a kind offer from a local resident to donate a Christmas tree that had to be removed from her garden, but had had to be declined as one had already been ordered. It was agreed that Clerk should send her a thank you letter suggesting that perhaps we could have the tree for next year.

RESOLVED: a) that the information be noted, b) members all approved the expenditure and c) Clerk would write to resident and thank her for her kind offer and suggest that we contact her next year.

### **131 Drainage & Car Parking Project**

The report from TTS was still awaited. Members agreed that the information would be needed early in the New Year, particularly for the drainage so that the tender processing could be commenced.

RESOLVED: that the information be noted.

### **132 Danbury Parish Council Owned Premises**

#### **132.1 Danbury Community Association**

##### **132.1.1 External Inspection of the Sports and Social Club**

The regular external inspections would now be carried out and any further items of disrepair reported.

##### **132.1.2 External Damage**

###### **Windows**

The cost of installing permanent external grilles to the front windows had yet to be established.

###### **Fencing**

There was nothing further to report.

###### **Fire Escape**

The area at the foot of the fire escape steps had been inspected and no action was needed at the present time, but the area would be inspected regularly.

The cabling pulled away from the wall, had been identified as cabling to the credit card machine in the reception, and this had now been removed from outside and re-routed internally.

##### **132.1.3. Parish Council Plaque above entrance door**

This had not been able to be removed by a local carpenter to repaint it, as it was found to be split and the fixing screws would have had to be drilled out as they had rusted in. Therefore the plaque could not be refurbished at the present time.

##### **132.1.4 Damaged Flooring in Male Toilets / Changing**

The DCA were still waiting for a visit from the loss adjuster to assess the damage and progress their claim. The invoice to the Parish Council for £1,480 + vat in respect of the Legionella treatment works remained unpaid, and the matter had been followed up with the DCA and also the company involved.

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

DCA sent PC a copy of their Fire Risk Assessment, and it was now understood that the assessment had been done for them - members requested details of who undertook the assessment and their qualifications.

The Assessment highlighted inadequacies in the fire alarm system since internal modifications had been made, and members commented that any internal modifications must be proactively reviewed and must comply.

Members queried whose responsibility the works were, and it was agreed that the emergency lighting and fire alarm would be PC responsibility as the landlord.

Significant hazards in respect of storage of combustible materials in electrical intake cupboards, and suitability of wiring in some areas had been identified – these were matters for the DCA to action, and had been followed up. DCA had confirmed that these were being addressed.

A survey in relation to the fire alarm system, emergency lighting and signage within the premises had therefore been carried out on behalf of the PC, and a detailed report would be brought to the Facilities Committee Meeting in January for discussion.

#### **132.1.6. Alterations by Competition Line to the Front of the Sports Centre**

Awaiting a response from DCA, as a number of comments regarding the proposed alterations had been made.

#### **132.1.7. Annual Clean of Drains**

The main drains would be cleaned again next year to help prevent blockages.

RESOLVED: a) that the information be noted, b) that details of who undertook the Fire Risk Assessment on behalf of the DCA and their qualifications would be obtained c) PC write and confirm to the DCA that any intended modifications are to be notified and agreed before proceeding d) that PC write to Beacon giving a deadline of 14<sup>th</sup> January 2008 for the loss adjuster to visit the DCA, otherwise arrangements would be made to replace the damaged flooring and the cost would be deducted from their outstanding invoice and e) that a detailed report regarding the fire alarm, emergency lighting and signage would be brought to the Facilities Committee Meeting in January in relation to the survey, for discussion.

### **132.2. Bowling Club**

#### **132.2.1. Electrical Installation Certificate**

The Certificate of Electrical Inspection had now been received.

#### **132.2.2 Insurances**

A current insurance certificate had now been received.

#### **132.2.3 Bowling Club 75<sup>th</sup> Anniversary**

A glass bowl had been engraved and presented on behalf of the Danbury Parish Council at the Bowling Club luncheon to commemorate the club's 75<sup>th</sup> Anniversary, and that they were very pleased.

#### **132.2.4 Use of Clubhouse on 18<sup>th</sup> February**

The Bowling Club had had a request from Danbury Country markets to use the Clubhouse on 18<sup>th</sup> February 2008 for their AGM as they had done last year, from 9am – 2pm. Bowling Club were seeking Parish Council sanction before they discuss officially at their next meeting in January.

Members agreed that in future these type of enquiries do not need to be brought to Committee, as the Clerk could agree.

RESOLVED: a) that the information be noted and b) future requests of this type from the Bowling Club could be agreed by the Clerk.

### **132.3 Royal British Legion**

A letter had been sent to the Royal British Legion at Rayleigh regarding the various matters that had been raised in their letter of 29<sup>th</sup> September and confirming the discussions at Resources and Facilities Committees, and their response was still awaited.

#### **132.3.1. External Light**

The RBL had agreed to adjust the timer so that the light is on between 4.30pm and 11pm during the winter months, with the exception of the third Tuesday in the month when they had their committee meetings. They had been asked to confirm the amount of electricity used by the light so that the RBL could be reimbursed for the amount used. They had also been asked to let us know if the light had a fault so that this could be rectified, and to thank Mr Donovan for his help in this matter. However, Clerk reported that the DCA were still having problems with the lighting not always being on. Clerk had contacted their Rayleigh Office who had agreed to approach Mr Donovan again about the matter.

#### **132.3.2. Key**

The RBL had been advised that the PC would still like keys to both the security grille and the entrance door for access into the building in an emergency situation only, for fire appliances to be checked and tested, as we do with all other PC owned premises. The keys would be held in a locked key safe within the PC. It had been confirmed that the PC had now identified an alternative venue to use in case of an emergency, and would therefore not be requesting the premises to be used in the contingency plan at the present time.

#### **132.3.3. Certificate of Electrical Inspection**

A current Electrical Installation Certificate had been requested again, as the one held on file was dated 18<sup>th</sup> February 1999 and had been carried out by Elnaugh & Sons Limited, with the next inspection due in February 2004.

#### **132.3.4 Insurances**

A current insurance certificate for the RBL had also been requested, as the one held on file covering Public and Products Liability and issued by HSBC had been due for renewal 1<sup>st</sup> September 2007.

#### **132.3.5 Internal Premises Inspection**

The RBL had been asked to contact the PC office so that a mutually agreeable time could be arranged to internally inspect the premises.

RESOLVED: a) that the information be noted, b) that Clerk would write again to the RBL requesting i) keys, ii) current Electrical Inspection Certificate, iii) current insurance certificate, and iv) mutually agreeable time be arranged to internally inspect the premises, and c) Assistant Clerk would do a sketch plan of the premises when carrying out the internal inspection.

### **132.4 Tennis Club**

#### **132.4.1. Fire Risk Assessments and Electrical Installation Inspection Certificate**

A letter had been sent to the Chairman of the Danbury Tennis Club reminding the club that it was a legal requirement to undertake fire risk assessments and to hold

current electrical installation inspection certificates for their premises, and in the absence of any acknowledgement or response to previous correspondence from the PC to the club, the PC were now requesting an urgent meeting with the Club, with 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.

#### **132.4.2 Insurance**

A current insurance certificate for the Tennis Club had also been requested, as the one held on file covering Liability Insurance and issued by Royal and Sun Alliance had been due for renewal on 30<sup>th</sup> September 2007.

Clerk verbally reported on the meeting that had taken place with the Chairman of the Tennis Club the same day. It was an encouraging meeting and the Chairman confirmed that the Tennis Club were taking their responsibilities seriously. A buildings and contents insurance certificate was produced, which was being reviewed, and a current Public Liability Insurance Certificate had yet to be received from the LTA. The Fire Risk Assessment was currently being worked on, and a current Electrical Inspection Certificate was being progressed with another company. Various other matters were discussed at the meeting –

- i) Review of Rents – Trustees wanted to be sure they were not going to incur huge bills
- ii) Refurbishment Costs – Application for a grant from the LTA
- iii) Maintenance of Courts – TTA report had highlighted lack of maintenance , however Tennis Club were aware
- iv) Lease – expires 2009

It had been agreed that the Tennis Club would meet with the PC again late January 2008.

RESOLVED: a) that Clerk would write to the Tennis Club to arrange a date late January for a further meeting, and b) that PC would consider the way forward regarding the Tennis Club Lease at the next Parish Council Meeting.

#### **132.5 Cricket Club**

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 sat to watch and score matches. PC had now written to the Cricket Club and confirmed their agreement to this.

RESOLVED: that the information be noted.

#### **132.6 Football Clubs**

##### **132.6.1. Danbury Mission FC – Storage Facility**

Danbury Mission FC had requested storage facilities and had sent details of proposed storage containers. It had been agreed that these would not be acceptable in a Conservation Area. A letter had been sent to Danbury Mission FC confirming this decision and suggesting that the FC may wish to contact the Sports and Social Centre Manager requesting permission to be allocated some space in the void for storage.

Danbury Mission FC had responded that until now they had used the void, but the centre manager was coming under pressure to clear this out. As many others used the void it was not advisable to leave valuables there – there had been the case of the missing footballs recently.

Members had therefore been asked that if this was not acceptable was there anything that could be suggested that would meet the requirements of the conservation area.

Members agreed that there was no space in other PC premises, and there were discussions around a) a portable building near the snooker room or on the west wall of the sports hall, also what the cost would be and whether planning permission would be granted and b) options around isolating the electrical intake area of the void to retain a storage facility within the void.

RESOLVED: that Chairman would take suggestions to the next DCA Board meeting.

### **132.6.2 Banner**

Danbury Mission FC had also made a request to put a banner on the green wooden wall of the snooker club while they play on a Saturday morning, to be removed immediately afterwards, and Members were asked to approve this request.

Members requested the following information be clarified before they could approve this request:-

- i) What wording would be on the banner?
- ii) How would the banner be fixed, and where (if fixed on the wooden panelling it would have to be without damage), or would it be on poles?
- iii) What size would the banner be?
- iv) Had the Danbury Mission FC obtained the permission of the DCA if the banner was to be fixed to the rear of the centre:

RESOLVED: that Clerk would obtain further details before the PC could approve this request.

### **132.7. Danbury Parish Office**

#### **132.7.1. Annual Portable Appliance Testing**

This had been booked to be carried out on Friday 14<sup>th</sup> December, but had been re-arranged to the 18<sup>th</sup>.

#### **132.7.2 Parish Office Lighting**

The lighting in the Parish Office had been upgraded to meet health and safety requirements on the 28<sup>th</sup> November, however the installation had been far from satisfactory and the matter had therefore been taken up with the contractor.

They had apologised for the condition the office had been left in and had agreed to return, at a time convenient to the staff, to a) install the diffuser that had been broken when installing b) move the light fitting above the two workstations to give an even spread of light and c) tidy up the cabling.

Groundsman had agreed to paint above the new light fittings once the work was completed.

RESOLVED: that the information be noted.

### **132.8 Managing Asbestos in Premises**

A copy of the Asbestos Report was now held in each Parish Council owned premises, including the Lawn Tennis Club, who had now received and acknowledged their folder.

RESOLVED: that the information be noted.

### **132.9 Premises Inspections**

A report in relation to the monthly premises inspections would be brought to future Facilities Committee meetings, and copies of the premises inspections would be held in a folder at the Parish Office.

RESOLVED: that the information be noted.

### **133 Play Area**

There was nothing further to report.

RESOLVED: that the information be noted.

### **134 Youth Shelter**

There was nothing further to report.

RESOLVED: that the information be noted.

### **135 Vandalism**

A member of the public had complained about the condition of the public toilets and the matter had been referred to Chelmsford Borough Council, who had confirmed that repairs were now in hand.

RESOLVED: that the information be noted.

### **136 Trees**

#### **136.1 Eves Corner**

PC were still awaiting a date for the work to be completed, as traffic light system and partial closure of the road would be required and we had not wanted to delay the installation of power and erection of the Christmas tree.

RESOLVED: that the information be noted.

#### **136.2 Dial Common**

##### **136.2.1. Survey**

An order had now been raised to survey Dial Common, and that we awaited a report regarding any works that were needed.

RESOLVED: that the information be noted.

#### **136.3 Annual Survey of Trees**

The annual tree survey had now taken place, and the tree surgery schedule for trees at various sites in Danbury was circulated to members. A quotation for the medium

risk remedial works recommended had been requested, and it had been hoped to have this available at the meeting.

It was unanimously agreed that only the medium risk remedial works should be addressed in the next financial year i.e. T10, T30 and T31 (for which a separate quotation had been requested and was still awaited), and low risk remedial works in the following financial year. Also as Good Practice and as High Priority at The Chantry – it had been recommended that 1m diameter of grass around each tree be removed, and mulch with 75mm deep bark chippings be applied, and it was agreed that the Groundsman could undertake this.

RESOLVED: a) that the information be noted , b) Cllr S Berlyn proposed and Cllr M Telling seconded that T10, T30 and T31 identified in the report as medium risk were maintained within the next 12 months, subject to quotation for the works being within the £3,000 that was in the 2008/09 budget c) as Good Practice and as High Priority at The Chantry as recommended 1m diameter of grass around each tree be removed, and mulch with 75mm deep bark chippings be applied and it was agreed that the Groundsman could do this.

#### **136.4 Oak Tree on Elm Green**

A further letter had been received by hand from the resident on the 19<sup>th</sup> November and they had been given a copy of Minute 102.4 in which it was resolved it was suggested to the resident that in order to bring the matter to a conclusion that they accept equal responsibility for the tree. A letter had now been sent to the resident to confirm this decision and also CBC recommendations regarding the specification in relation to reduction of the tree.

It was reported that following receipt of our letter, the resident had visited the Parish Office wanting the tree to be felled to the ground, and the resident had been referred to the BC.

A written response had not been received from the resident.

RESOLVED: that the information be noted.

#### **136.5 Beech Tree at Runsell Green**

It was noted that this was to be replaced and planted in a different spot with a new Hornbeam that was being purchased with the ECC grant that had been approved. The Clerk reported that the Hornbeam was on site awaiting planting. The location was yet to be determined as there were parts of the old road underneath the grass in some areas – it was hoped to plant in a central location.

The cost to move the seat to a new location had been prohibitive, but it was agreed that we would check whether the seat could be moved with the concrete intact.

RESOLVED: that the information be noted.

#### **137 Danbury Times**

Members had nothing to report.

RESOLVED: that the information be noted.

#### **138 Danbury Footpaths Map Posters**

The printers were awaiting the advertisement details from two of the sponsors to enable a draft proof to be produced. These would be followed up again to enable this project to be taken forward.

RESOLVED: that the information be noted.

### **139 Replacement Tractor**

The replacement had been delivered and had been working satisfactorily, apart from a couple of niggles with solenoid problems that had been temporarily repaired, and would be changed on the first service which was due shortly.

RESOLVED: that the information be noted.

### **140 Essex Playing Fields Association Award**

It had been agreed that the £500 Ground Control monies were to be put towards maintenance costs for the playing fields, and the £350 from Wicksteed, together with the remainder of the monies in the budget (£75.50) were to be used for a new piece of play equipment.

We had received a quotation for a Turnstile designed for toddlers between the ages of 2 & 5, which would cost £719, also grass safety matting that would cost £330 to replace the matting in various places within the play area.

RESOLVED: that the voucher (which was valid for 1 year) was to be used towards play equipment (or could be used towards a youth shelter if we go ahead with this and an appropriate shelter was identified from Wicksteed).

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

Hedge cutting on Dawson Memorial Field had now been booked.

RESOLVED: that the information be noted.

### **142 Elm Green Notice Board**

There was nothing further to report, and it was agreed that this item would be taken off the agenda until it became an issue.

RESOLVED: that Elm Green Notice Board be taken off the agenda until it became an issue.

### **143 Ponds**

There was nothing further to report, as the ponds were scheduled to be cleaned, but as yet we did not have a date.

RESOLVED: that the information be noted.

### **144 Parish Sports Programme**

It was noted that Chelmsford Borough Council were already looking ahead to 2008, and had requested a meeting to discuss the Parish Sports Programme and ways they could move forward with the programme to make it even more successful next year.

Members recommended PC support the Parish Sports Programme again in 2008.

RESOLVED: that PC meet with CBC to discuss a Parish Sports Programme for 2008.

**145 Matters to Report**

Cllr D Powell commented that the issue re the public toilets should be discussed at Parish Council with a view to considering closing them.

Clerk confirmed that the matter was discussed by Parish Council in September, when Members did not agree a course of action (Min 73 refers).

Cllr J Langley raised the issue of the Best Kept Village Sign that needed repair. Clerk confirmed that this had been discussed at Environment Committee, and RCC had agreed to pay for the repair and an order had been raised for Bakers of Danbury to do this.

The Clerk would contact Bakers to ascertain the situation..

**146 Dates of Meetings in 2008**

16<sup>th</sup> January, 20<sup>th</sup> February, 9<sup>th</sup> April, 14<sup>th</sup> May, 11<sup>th</sup> June, 16<sup>th</sup> July, 10<sup>th</sup> September, 5<sup>th</sup> November (Budget) , 12<sup>th</sup> November (Budget), 9<sup>th</sup> December

There being no further matters to report the meeting closed at 9.50pm.

Cllr D Hawkins  
Chairman

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