



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 16 January 2008 at 8pm at the Parish Office**

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

**In Attendance:** Assistant Clerk, Facilities

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

#### **147 Apologies for absence**

Apologies were received and accepted from Cllrs S. Berlyn, J. Langley, M. Wood (ex officio) and Clerk to the Parish Council as she was attending another meeting on behalf of the Council.

#### **148 Declarations of Interest**

Cllr J. Wells declared a prejudicial interest in Agenda Item 9 by virtue of being a business sponsor for the Danbury Parish Footpaths Poster and took no part in the discussion.

#### **149 Minutes of the Facilities Committees held on 11<sup>th</sup> December, 2007**

RESOLVED: that the Minutes of the meeting held on 11<sup>th</sup> December 2007 be approved and signed as a correct record.

#### **150 Vice Chairman of Facilities**

No nominations were received.

RESOLVED: that the appointment of a Vice Chairman of Facilities be deferred until the next meeting.

#### **151 Danbury Parish Council Premises / Clubs**

##### **151.1 Danbury Sports and Social Club**

##### **151.1.1. External Inspection and Ongoing Maintenance**

This item was discussed under Minute 151.1.4.

##### **151.1.2. New Sports Hall Windows**

It had been reported that the row of bricks underneath the new sports hall windows at the back were loose and dangerous. The matter had been referred to contractor who installed the windows, for their urgent attention.

A request was sent to the DCA to ascertain if the self clean sports hall windows had been cleaned. Concerns were raised regarding cleaning of the high level windows from a ladder. A response was awaited.

It was also being checked whether cleaning self clean windows would incur damage. A response was still awaited.

RESOLVED: that the information regarding cleaning of the self clean sports hall windows, and any possible damage that might have been caused be confirmed at the next meeting.

#### **151.1.3. Planned Maintenance Programme**

Costs submitted in 2007 were being confirmed to enable Phase 2 of the planned maintenance programme to be progressed in the new financial year.

Discussions regarding Fire Risk Assessments and responsibilities for works arising took place.

#### **151.1.4. External Inspections**

Regular external Inspections were now being carried out, and any further items of disrepair that were notified by the DCA would be reported to Facilities, and quotations would be obtained for minor works.

Major works were already identified and formed part of Stage 2 of the planned maintenance programme.

#### **151.1.5. Window Grilles**

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

RESOLVED: that the information regarding the regular external inspections and window grilles be noted.

#### **151.1.6. Damaged Flooring in Male Toilets / Changing**

Contractors who had completed water treatments works at the DCA had made an offer of settlement to replace the damaged flooring. DCA had declined this offer. The contractor had now forwarded a cheque in full settlement of the DCA claim. The invoice in respect of the water treatment works had remained unpaid until settlement had been agreed, and this would now be paid.

RESOLVED: that the settlement cheque in respect of the damaged flooring be forwarded to the DCA, requesting an acknowledgement and confirmation by producing an invoice that the monies were being spent on new flooring for the areas in question.

#### **151.1.7. Fire Risk Assessment**

A copy of a Fire Risk Assessment dated 23/10/07 from the DCA had identified additional control measures that were required.

A qualified building engineer had carried out a survey on behalf of the Parish Council, and further additional control measures were recommended that would resolve the storage issues in the void. By isolating the electrical intake area and installing additional fire precautions the void could continue to be used for storage.

DCA provided details of their fire alarm and emergency lighting service provider. Costs were being obtained for the additional installations. Discussions regarding responsibilities for these costs took place.

A member questioned whether isolating the electrical intake area was a legal requirement, and the Assistant Clerk clarified that recommendations by qualified

health and safety professionals in respect of fire precautions within a premises were to ensure the safety of both the premises and the occupiers, to help prevent fire and to avoid litigation. The void was a fire exit, it was where the main building electrical switch gear and other electrical equipment was located, and at the present time it was also being used as a store room by both the DCA and also by outside organisations who had access to the void.

It had also been suggested that a secure area could possibly be created within the void to enable one of the football clubs to store their kit separately, and it was agreed that some costs would be obtained.

Cllr H. Clacy proposed and Cllr M. Telling seconded that PC obtain three comparable quotations for all the fire precautions works at the DCA, including the cage to isolate the electrical intake area in the void.

Cllr D. Powell made an amendment that quotations would include facility for football club storage in a secure area.

Cllrs A. Allen and H. Clacy also requested access to inspect the void, and Assistant Clerk Facilities would arrange this with the DCA.

It was agreed that any decisions regarding this matter would be deferred until all the relevant information had been received.

RESOLVED: that a) further details regarding the qualifications of the DCA risk assessor were clarified b) three comparable quotations were obtained for the fire precautions works in the void c) three comparable quotations were obtained to create a secure area within the void for football storage and d) access for Councillors and Assistant Clerk Facilities to inspect the void would be arranged with the DCA.

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

A response to our comments was still awaited from the DCA.

RESOLVED: that further information was still awaited from the DCA regarding proposed alterations by Competition Line.

### **152 Bowling Club**

#### **152.1 Electrical Installation Certificate**

A current electrical installation certificate was still to be issued to the Bowling Club, and a copy for our file was awaited.

RESOLVED: that information regarding a current Certificate of Electrical Installation having yet to be issued to the Bowling Club be noted.

#### **152.2 Insurance Certificate**

A current insurance certificate was still to be issued to the Bowling Club, and a copy for our file was awaited.

RESOLVED: that information regarding a current Certificate of Insurance having yet to be received be noted.

### **153 Royal British Legion**

A meeting had been arranged for the Assistant Clerk Facilities and Chairman of Facilities to meet with representatives from the Royal British Legion on the 9<sup>th</sup> January to internally inspect the premises, and to discuss the various matters that had been raised.

The meeting was cancelled and had now been re-arranged for 24<sup>th</sup> January.

RESOLVED: that the information be noted.

### **154 Tennis Club**

A letter had been sent to the Tennis Club requesting a diary date for a further meeting towards the end of January to discuss the various outstanding issues. Members commented that as the landlord Parish Council should propose a date to the Tennis Club.

RESOLVED: that Clerk write to the Tennis Club proposing a date for a further meeting.

### **155 Football Clubs**

#### **155.1 Danbury Mission FC – Storage Facility**

Chairman's comments relating to alternative storage facilities were taken to the DCA Board Meeting on 13<sup>th</sup> December and were noted in their Minutes that were circulated for information under Agenda Item 23.

Danbury Mission FC had been advised of the possible continued use of the void if the electrical switchgear was isolated and fire precautions were installed.

RESOLVED: that the information be noted.

#### **155.2 Banner**

Further details about the size, wording and fixing of the banner had been requested.

RESOLVED: that the information be noted.

### **156 Parish Office / Robins Nest**

#### **156. 1 Annual Portable Appliance Testing**

This had now been carried out.

#### **156.2. Parish Office Lighting**

The missing diffuser had now been fitted, and the glare had been overcome by installing softer lighting tubes to the new fittings.

RESOLVED: that the information regarding the Parish Office and Robins Nest be noted.

### **157 Premises Inspections**

A report on the premises inspections carried out in December 2007 was circulated for information.

Quotations would be obtained for the maintenance works identified.

A member queried the presentation of the inspection report and requested extra columns identifying 1) Priority (i.e. whether Immediate, Urgent or Medium) 2) Responsibility and 3) Proposed Date (i.e. 1<sup>st</sup> / 2<sup>nd</sup> quarter).

RESOLVED: that the presentation of the inspection report would incorporate extra columns identifying 1) Priority (i.e. whether Immediate, Urgent or Medium) 2) Responsibility and 3) Proposed Date (i.e. 1<sup>st</sup> / 2<sup>nd</sup> quarter).

### **158 Teen Shelter**

The Parish Council had agreed in principle to provide a youth shelter in the village, subject to a Grant being obtained and the equipment and its location being acceptable to the Council.

It was reported at the meeting that the Parish Council had just received details of an offer of a youth shelter from Chelmsford Borough Council free of charge. It had been purchased through the Crime and Disorder Partnership and was available on a first come first served basis. The Parish Council would only have to pay for installation, verbally estimated as £450. CBC advised that shelters were normally only put in without a base in the first instance and straight onto grass to see if there were any complaints from local residents. The details had been forwarded to the CBC Conservation Officer to see if the shelter would be acceptable in the conservation area.

Members were advised that if they wished to see the shelter in situ there was one at Paradise Road in Writtle and a second one was installed at Andrews Park in Patchinghall Lane.

Members agreed that clarification was needed regarding 1) Location 2) Planning Permission / Conservation Area approval 3) Payment of costs to erect and 4) Maintenance and insurance costs be identified.

Assistant Clerk Facilities reported that information had already been received from two other local Parish Councils who had installed a youth shelter in their Parish with costs up to £10,000 for purchase and installation.

RESOLVED: that clarification be ascertained regarding 1) Location 2) Planning Permission / Conservation Area approval 3) Payment of costs to erect and 4) Maintenance and insurance costs be identified.

### **159 Trees**

#### **159.1 Eves Corner**

A date for the works to trees at Eves Corner has yet to be confirmed, as a traffic light system had to be arranged by the contractor. It was reported that the contractor had incurred additional costs as ECC Highways had agreed to works only being carried out at a weekend (two dates in February had been reserved). Members were asked to agree the additional labour cost of £240 + vat, the contractors were bearing all other additional costs incurred.

Cllr M. Telling proposed and Cllr A. Allen seconded that the parish council accept the additional cost of £240 + vat. 4 members were in favour, 1 against.

RESOLVED: that the Parish Council would accept the additional labour cost of £240 + vat

#### **159.2 Dial Common**

A report following the survey at Dial Common had yet to be received.

RESOLVED: that this information be noted.

### **159.3 Annual Survey of Trees**

A quotation had been requested for the medium risk items that had been identified in the annual tree survey.

The Groundsman, as good practice, was to undertake as high priority the recommendations in relation to mulching around the trees at The Chantry.

RESOLVED: that this information be noted.

### **159.4 Oak Tree at Elm Green**

To date there was no response from the letter to the resident suggesting taking shared responsibility for the tree.

RESOLVED: that this information be noted.

### **159.5 Beech Tree at Runsell Green**

The replacement Hornbeam had now been planted in a central location on Runsell Green, and refurbishment of the metal seat that had originally been installed for the Centenary of the Parish Council was being investigated.

RESOLVED: that this information be noted.

### **159.6 Land Adjacent to 1 Little Fields, Danbury**

Correspondence had been received from a Subsidence Mitigation Department appointed by the insurers of the above property to implement vegetation management of land adjacent to the property. Initially it had been ascertained that the land was owned by Essex County Council Highways and maintained by Chelmsford Borough Council. A letter had been sent in November confirming this. However, it had now been discovered that the land was registered in 1973 under the Commons Registration Act, 1965, and was therefore the responsibility of the Parish Council. A copy of the correspondence was circulated to members for information. Members were asked to agree that we accept responsibility and refer the matter to our insurers.

It was agreed that this land was Parish Council responsibility and Cllr H. Clacy proposed and Cllr Mrs J. Wells seconded that we refer the matter to our insurers.

RESOLVED: that the Parish Council accept responsibility and refer the matter to their insurers.

### **160 Danbury Times**

There was nothing to report.

### **161 Danbury Footpaths Map Posters**

The printers had now received all the advertisements from sponsors and were in the process of proofing – copies of the proof were circulated to members for approval. Members were satisfied with the proof.

Cllr H. Clacy proposed and Cllr M. Telling seconded that the proof be passed to sponsors to approve.

RESOLVED: that the proof be passed to sponsors to approve.

### **162 Ponds**

The pond at Eves Corner had been scheduled to be cleaned, and date had yet to be agreed for Runsell Green Pond as a boat was being sought to enable the deeper pond to be cleaned.

RESOLVED: that this information be noted.

### **163 Parish Sports Programme - 2008**

The Parish Council had agreed to support a Sports Programme again in 2008 – details had yet to be agreed with Chelmsford Borough Council. Parish Council had written to the Sports and Social Club requesting dates of any events they had already booked so that events did not clash.

RESOLVED: that this information be noted.

### **164 Bench at Eves Corner**

Cllr D Whiteing reported that at the last NAP Meeting, a request had been received to place a memorial bench near the pond at Eves Corner. Cllr Whiteing agreed to research the feasibility and cost, and Members were asked to agree to the memorial seat. However, it was agreed that there were probably sufficient seats at Eves Corner, and members therefore agreed in principal to a plaque being placed on one of the seats, subject to agreement by the National Trust.

Cllr Mrs J. Wells proposed and Cllr D. Powell seconded that we agree in principal to a plaque being placed on one of the seats, subject to agreement by the National Trust.

RESOLVED: that Parish Council contact the National Trust to seek their approval and confirm in principal their agreement to the request for friends to place a plaque in memory of a school friend on one of the seats at Eves Corner.

### **165 War Memorial**

The War Memorial was to be refurbished subject to a Grant towards the costs being obtained. However, because of conflicting recommendations received from two stonemasons these recommendations had been referred to the Conservation Officer of the War Memorials Trust for comment.

RESOLVED: that this information be noted.

### **166 Christmas Tree at Eves Corner - Lighting**

A letter had been written to the Danbury Society asking if they were prepared to provide further financial assistance with the project, and this was to be discussed at their January meeting. £2,000 had been earmarked by the Parish Council to help pay for the project.

A letter had been written to the company who were to provide the black lighting bollard requesting when it was to be delivered. Also explaining that additional costs had been incurred by another contractor who had been required to install a temporary metal pillar, and that these additional costs would be passed to them when the invoice was received.

A request had been made to remind St John's Church to ascertain if the Salvation Army would be able to provide music for Christmas 2008, lighting of the Christmas tree event.

A local resident had offered to supply a Christmas tree from her woodland, and the Parish Council had written to thank her for the offer of the tree, but it would have to be borne in mind that the company who put up the tree would have to go and cut down the tree in her garden.

Payment for the new lights and the installation and dismantling of the lights had still to be received. Therefore a final costing for the project was not available yet.

RESOLVED: that Parish Council await a response to our request for additional contribution from the Danbury Society.

### **167 Drainage & Car Parking Project**

#### **167.1. Working Group**

A Working Group Meeting had been arranged on 6<sup>th</sup> February at 7.30pm.

#### **167.2 Correspondence**

A letter had been received from a Danbury resident regarding the intentions of the Parish Council re marking out spaces for the proposed car parking project. Members agreed that the letter was acknowledged thanking the resident for their comments that had been noted.

RESOLVED: that a) the information regarding the working group meeting be noted and b) that the resident's letter be acknowledged and the comments noted.

### **168 Matters to Report**

Member reported that some of the posts demarking the car parking area at Eves Corner were out, and it was agreed that these would be looked at.

This would be reported to the Groundsman.

### **169 Exclusions 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 was in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

### **170 DCA Board Minutes**

Copies of recent DCA Minutes were circulated for Members information only.

RESOLVED: that the Minutes were noted and then destroyed.

### **171 Dates of Meetings in 2008**

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), 10<sup>th</sup> December

There being no further business the meeting closed at 9.45pm.

Cllr F J Hawkins, Chairman Signed ..... Date .....