



FACILITIES COMMITTEE

Minutes of the meeting held on 20th February, 2008 at 8pm at the Parish Office

Present: Councillors A. Allen, S. Berlyn (ex officio) , H. Clacy, F. 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.

172 Apologies for absence

Apologies were received and accepted from Cllr M. Telling.

173 Declarations of Interest

174 Minutes of the Facilities Committees held on 16th January, 2008.

Members wished included in the Resolution to Minute 151.1.7

“e) The Clerk to write to DCA asking them to accept responsibility for these costs.”

Members wished included in the Resolution to Minute 158

“3) Cost to erect on grass 4) Subsequent cost to add concrete base 5) Maintenance and insurance costs be identified”.

RESOLVED: that with above inclusions to Minute 151.1.7 and 158 the Minutes of the meetings held on 16th January, 2008 be approved and signed as a correct record.

175 Vice Chairman of Facilities

Cllr M. Wood proposed and Cllr A. Allen seconded that a decision made at Resources Committee that the appointment of a Vice Chairman of Facilities be deferred until after the Annual Parish Meeting be accepted.

RESOLVED: that the appointment of a Vice Chairman of Facilities be deferred until after the Annual Parish Meeting.

176 Danbury Parish Council Premises / Clubs

176.1 Danbury Sports and Social Club

176.1.1. New Sports Hall Windows

DCA confirmed that the window cleaner was now aware that the new sports hall windows were self-clean and no longer needed cleaning, and contractors who installed the new windows confirmed that no damage would have been caused to the coating on the windows when they had inadvertently been cleaned.

The brickwork underneath the new windows had now been repaired by the contractor who installed the new windows, however it was not known whether the brickwork was already broken before the new windows had been installed.

RESOLVED: that the information be noted.

176.1.2 Gulley at Front Entrance

The gulley at the front entrance had been repaired but the repairs had not been successful as the gulley grille had become loose and distorted and there were no fixings to secure it to. The paving slabs at either side had moved and sunk and the gulley grille had become a trip hazard as it was now higher than the paving.

It was recommended that a) the gulley be dug out and made deeper, therefore making the drain more efficient, particularly when there was heavy rainfall, b) to cut away the dislodged and broken slabs on either side c) to concrete either side of the gulley and install a new heavy duty grille with heavy duty fixings and d) to connect up to the soak away outlet.

However, whilst three comparable quotations were being obtained, DCA again reported that a member of staff and a club member had tripped on the grille and now requested urgent action. This health and safety issue had therefore been referred to the Chairman who inspected the broken grille and agreed that the approval of two other Chairmen would be obtained to get the work done urgently.

The work was carried out two days later by the same contractor who had temporarily repaired the old grille and who had made the long term recommendations detailed above.

Groundsman to pressure jet gulley periodically to clear mud and silt washed down from the playing field.

RESOLVED: that the information be noted.

176.1.3 Planned Maintenance Programme

Quotations for the planned maintenance works Phase 2 were being obtained.

RESOLVED: that the information be noted.

176.1.4 Window Grilles

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

RESOLVED: that the information be noted.

176.1.5 Damaged Flooring

DCA had been sent the settlement cheque for the damaged flooring and had been asked to acknowledge by producing an invoice for the replacement flooring as soon as it had been done.

Parish Council's invoice in respect of the water treatment works had now been paid.

RESOLVED: that the information be noted.

176.1.6 Fire Risk Assessment

The Risk Assessor who carried out the fire risk assessment on behalf of the DCA, confirmed he had qualifications in occupational health and safety (NEBOSH).

Three comparable quotations were currently being obtained for the additional fire precautions recommended, including the cage to isolate the electrical switch gear, and white lining to clearly define the fire exit route through the void.

A letter was being sent to the DCA asking them to accept responsibility for the costs.

In addition three comparable quotations were currently being obtained to create a secure area, if possible, within the void for football storage. Dimensions of the structure were to be determined to ensure it did not affect the fire exit route.

176.1.7 Inspection of the Void

Assistant Clerk Facilities and Cllr A. Allen had inspected the void and notes of the inspection, and a relevant section copy of the building plans showing the void were circulated to members for information.

The void contains the main electrical switchgear for the building, and is the designated fire exit from the bar and cellar. Although signposted from the cellar, it was noted that the door between the cellar and the void was locked at the time of the inspection. This was discussed with the Centre Manager as the door should be unlocked at all times whilst the Centre is occupied, or a key to the door should be held in a break glass on the cellar side of the fire exit door. There was a key in a break glass beside the final exit door from the void.

A copy of the building Fire Certificate was requested, but the Centre Manager was unaware of one being held on the premises.

There was considerable discussion regarding the use of the void for storage by the DCA, the Play Group, various football clubs and the cricket club. Recommendations were made to enable the continued use of the void for storage. This included isolating the electrical switch gear (which was situated at high level above concrete pillars that were part of the structure of the building) within a cage, and 'Keep Clear for Access' signs displayed on the doors of the cage. Also marking the fire exit route with white lines and ensuring that this route was not obstructed by items stored. Also possibly constructing a storage cage within the void where one of the football clubs could be given a secure storage space.

The Fire Risk Assessment that had been carried out in October 2007 had made various recommendations in relation to storage of combustible materials away from electrical risk, and although it was noted that the void was considerably clearer than it had been when last visited there were still combustible materials (paper and files stacked on top of a metal cabinet) opposite the electrical switch gear and adjacent to two electrical units that were believed to be connected to equipment in the cellar and appeared to be running 24/7. Also to install emergency lighting, a break glass and a fire alarm bell within the void, if the fire alarm could not be heard whilst in there. It was also recommended that the beam from the sports hall that was kept in there and which was obstructing the escape route be moved, and to assess nets from the goal posts that were trailing on the escape route.

PC were currently obtaining three quotations for the fire precautions works recommended, one from the company who maintained the fire alarm system and emergency lighting.

Keeping the fire exit clear needed managing and regular checks made, particularly after a weekend when football and cricket clubs had been entering the void to remove and replace their equipment. This was discussed with the Centre Manager who agreed that this would not always be possible, especially on days when he would not be on duty. The Centre Manager was also not sure that the void was a fire exit route (although it was sign posted from the cellar), and that the door had to be unlocked at all times whilst the Centre was occupied (or a key in a break glass provided). He was also unable to confirm where the Fire Certificate for the building was held (as it should be held on the premises). The Fire Certificate would contain a floor plan of the building showing the location of all fire exits, fire detectors, emergency lighting units which should be on all exit routes.

Appropriate safety signage also needed to be displayed throughout the Centre.

Cllr S. Berlyn proposed and Cllr M. Woods seconded that Assistant Clerk Facilities was sufficiently qualified to comment on the fire risk assessment and to make recommendations regarding isolating the electrical switchgear in the void, actions that could be taken to ensure the fire exit from the bar and cellar was kept clear and accessible at all times whilst the building was occupied, and to also discuss and agree creating a secure storage area for a football club.

Members unanimously agreed that the Assistant Clerk Facilities should liaise with the DCA manager to discuss the fire risk assessment and recommendations in relation to the fire precautions and also the use of the void for storage, and to discuss and agree creating a secure storage area for a football club.

Cllr D. Powell requested that Actions / Recommendations under all headings of the report be highlighted.

RESOLVED: that the Assistant Clerk Facilities liaise with the DCA manager to a) discuss the fire risk assessment and recommendations b) to make recommendations regarding isolating the electrical switchgear in the void c) to agree actions that could be taken to ensure the fire exit from the bar and cellar was kept clear and accessible at all times whilst the building was occupied d) to discuss and agree creating a secure storage area for a football club and e) that Actions / Recommendations under all headings of report be highlighted.

176.1.8 Alterations to the Front of the Sports Centre

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

RESOLVED: that the information be noted.

176.1.9 Women's Institute Thursday Market

It had been reported that some members were still parking and turning their vehicles at the rear of the sports centre when using the sports hall for their Thursday market. The turning was causing considerable damage to the football pitch, and vehicles parked for the morning at the rear of the sports centre were not displaying blue disabled badges.

A letter was therefore sent to the member who books the hall, reminding the WI that access through the barrier had been agreed by the Parish Council for loading and unloading only. WI had confirmed that a meeting would be arranged with members asking them not to park unless displaying blue disabled badges, and to leave access clear for the maintenance vehicle that comes to the Bowling Green on a Thursday when loading and unloading. A copy of PC letter had been forwarded to the DCA for their attention and the situation would be monitored.

RESOLVED: that the information be noted.

177 Bowling Club

177.1 Electrical Installation Certificate / Insurance Certificate

A current Periodic Inspection Report on the Electrical Installation issued to the Bowling Club, and also a current Certificate of Insurance were both held in the Risk Register.

RESOLVED: that the information be noted.

178 Royal British Legion

Notes of a meeting with the Royal British Legion on the 24th January were circulated, together with a sketched floor plan of their building. The following matters were discussed at the meeting :-

Keys

It had been agreed that the contact details of the three Royal British Legion members who held keys to the building would be notified to the Parish Council , and that they would only be contacted in an emergency or to request access to maintain services.

Outside Light

It had been agreed that Parish Council would, as a matter of urgency, contact a qualified electrician to a) calculate the cost of running the existing light, b) advise on whether the most economical fitting that gives maximum light to the car park and c) whether it is recommended we change it. At the same time looking at the light that is on the Sports and Social Centre as this light is not high enough to illuminate the car park sufficiently as it had had to be tilted down to stop the glare from drivers as they enter the car park.

Electricity

It had been agreed that the Parish Council would take the calculations of the electricity used to Facilities Committee who would look at reimbursing the electricity costs for the light.

Car Park

Inconsiderate parking was discussed, and Parish Council explained the longer term solution to the car parking issues within the proposed Drainage and Car Parking Project.

Use of the Building

Members all agreed that a decision regarding the future use of the building should be notified to the Royal British Legion as soon as possible. This item has been referred

to Resources so that it can be discussed further, and consideration should be given to a ramped access to the building within the proposed Car Parking project.

Minute 120 Parish Council 30th January refers.

RESOLVED: that

- a) PC would obtain contact details of three local RBL members who held keys, to be contacted in an emergency or to gain access for maintenance,
- b) Contact a qualified electrician to i) calculate the cost of running the existing light, ii) advise on whether the most economical fitting that gives maximum light to the car park and iii) whether it is recommended we change it,
- c) At the same time looking at the light that is on the Sports and Social Centre as this light is not high enough to illuminate the car park sufficiently as it had had to be tilted down to stop the glare from drivers as they enter the car park,
- d) Take the calculations of the electricity used to Facilities Committee who would look at reimbursing the electricity costs for the light,
- e) Make a decision regarding the future use of the building and notify the Royal British Legion as soon as possible. This item had been referred to Resources so that it can be discussed further, and consideration should be given to a ramped access to the building within the proposed Car Parking project.

Minute 120 Parish Council 30th January refers,

- f) RBL to remain on the Facilities Agenda.

179 Tennis Club

Tennis Club had advised they had a meeting on 1st February and their AGM on 8th February when there would be a re-election of committee members at that time.

Cllr A. Wells attended the AGM and was aware of all the outstanding issues.

The Clerk had put all outstanding items in writing to the Tennis Club, and also had given a deadline of the 29th February for their decision regarding remedial works to the Tennis Club / Parish Office.

Tennis Club had responded, confirming a) that Electrical test had been done b) Fire Risk Assessment was being done c) Public Liability Insurance now included in the insurance certificate that we had seen. PC now awaited copies for their Risk Register.

PC had been advised that work on the tennis courts to start on 25th March and would take about three weeks, with more time for them to settle down later. Contractors visiting the site on the day of the meeting had advised they were proposing to resurface the 3 tennis courts and also to replace and upgrade the lighting. PC had reminded the contractors that both would require planning permission as the tennis courts were in a conservation area, and that the Tennis Club needed to talk to PC before proceeding.

RESOLVED: that Clerk write to the Tennis Club again for a decision regarding repairs, and also to query whether proposed works have been agreed with the CBC Planning / Conservation Officer.

180 Football Clubs

180.1 Danbury Mission FC – Storage Facility

Nothing further to report.

180.2 Banner

Further details about the size, wording and fixing of the banner had yet to be received.

RESOLVED: that the information be noted.

181 Cricket Club

181.1 Broken Sight Screen

A further letter had been sent to the Cricket Club as the broken sight screen had blown over in high winds and was now broken and in pieces.

The Cricket Club visited the playing field and tidied up the damage and left the screen lying flat with the top separate from the base so that it could not blow over again, and chained and padlocked the wheels etc together so they could not be stolen. A new base would be made, the top then raised and then the screen would be painted.

The Cricket Club had ordered materials to repair the screen, however, before commencing they had asked whether PC would allow them to carry out the repairs in situ.

Members unanimously agreed to the repairs being carried out in situ (screen currently below the bank in the lower car park) provided it was done at one time and the work area was cleared.

RESOLVED: that PC confirm to the Cricket Club that the repairs could be carried out in situ (screen currently below the bank in the lower car park) provided repairs were done at one time and the work area was cleared.

182 Parish office / Robins Nest

182.1 Maintenance Works

The urgent maintenance works to the Parish Office had been agreed on 23rd January at Resources Minute 141.

Contractor had been appointed, however awaiting Tennis Club decision regarding contribution to the costs in relation to their part of the building before works are commenced, as it would be more cost effective to carry out the maintenance works to the roof and gable ends at the same time.

It was unanimously agreed that the urgent maintenance to the Parish Council office should go ahead anyway, and a final reminder sent to the Tennis Club for a reply.

RESOLVED: The Clerk to a) send final reminder to the Tennis Club giving a short deadline for a reply and decision regarding whether the maintenance works are to include the Tennis Club roof and gable end and that they accept their contribution to the cost and b) to instruct the contractor to proceed with the maintenance works to the Parish Office only, or to include the Tennis Club (depending on their response) as a matter of urgency.

182.2 Infestation of Flies

There had been an infestation of flies in the Parish Office over the last week and it appeared they had been dormant in the cavity between the windows which is where they were now coming in. Fly stickers had been put around the office and it was hoped that the maintenance works in relation to the missing fascia may resolve the problem, if this is how they were getting in the cavity.

RESOLVED: that this information be noted.

183 Premises Inspections

The report on the premises inspections carried out in December 2007 now had additional columns identifying 1) Priority 2) Responsibility and 3) Proposed Date, as requested, and copy was circulated for information.

Three comparable quotations were being obtained for the maintenance works identified, and when these were received they would be referred to the Royal British Legion, Bowling and Tennis Clubs as they had full repairing leases and were responsible for the maintenance of their premises.

RESOLVED: that this information be noted.

184 Youth 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.

CBC had offered a youth shelter free of charge, and it had been confirmed that it had been reserved for Danbury Parish Council and will be stored temporarily until DPC can confirm whether it was going to be acceptable in a conservation area.

DPC had enquired about the size, colour, condition, manufacturer / supplier of the shelter that was being offered and CBC had suggested a meeting with Parish Council and local Police and youth representatives to present further information, and members were asked to agree to a meeting.

It was suggested that possibly a notice to the Youth Club and NAP and a paragraph in the Danbury Times would be appropriate – Cllr S. Berlyn agreed to do this.

The Conservation Officer for CBC had confirmed that Planning Permission / Conservation Area Consent would be required for the proposed structure. They had commented that both examples that PC had sent to them for comment (the actual shelter being offered by CBC and also another of similar design) were fairly stark and did not really relate to the materials or building forms in the conservation area. However, CBC had stated that such a unit may be possible if it were divorced from the urban fabric (which it would be in the playing fields) and it was not in a prominent position. CBC Conservation Officer had requested a plan showing the proposed position so that he could advise if this was likely to be acceptable, but had confirmed that a position adjacent to the basketball court was likely to be acceptable.

CBC had confirmed that a planning application would take about 8 weeks to approve and that a Parish Council would get a 50% reduction in the fee, which was usually £135.

PC insurers had confirmed that there would be an additional annual premium of £81 to cover a shelter valued at £10,000.

As previously reported PC had been given a verbal quotation of £450 to erect the shelter. However, the cost to subsequently install a concrete base could not be advised until the dimensions of the shelter were known.

A meeting had taken place with a PCSO and Cllr. D Whiting representing NAP, and the Police had confirmed they were making their own investigations in relation to the youth shelter that CBC were offering, and also youth shelters that were in place in other parishes. The Police were also liaising with the youth regarding the type of shelter they wanted and also ideas for fundraising. It had been suggested that the Police come back to PC with suggestions for consideration, and the Police would update the PC following the next NAP meeting.

Discussions took place regarding holding a meeting with CBC, planning permission/conservation area consent and requesting the youth to fund raise for a permanent base for the shelter.

Cllr. M. Wood stated that all principals had been agreed. A proposal was put forward by Cllr. S. Berlyn that members of staff meet with CBC to ascertain details of the shelter, submit a Conservation Area / Planning Application and send Notice to the NAP/Youth Club/Police.

7 members agreed and 1 abstained.

Therefore the proposal was accepted.

A member suggested that PC possibly consider building a brick wall into the bank behind the shelter to kick balls against, and it was agreed that this suggestion would be put onto the next Facilities Agenda.

RESOLVED: that PC staff a) meet with CBC, obtain details in relation to size, colour, manufacturer, condition of the shelter on offer b) submit a planning / conservation area application, c) send details within a notice to the Youth Club / NAP / Police d) request youth to pay for permanent concrete base e) place kick ball wall on next Agenda .

185 Trees

185.1 Eves Corner

The works on trees at Eves Corner had been arranged for Sunday 10th February commencing at 7am, and the additional labour cost had been accepted.

Parish Council were reminded that they had a duty, under section 206 of the Town and Country Planning Act 1990 to plant a replacement tree in place of the felled Willow at the same place.

National Trust did not wish the tree to be replaced with a Willow as the willow sucked all the water out of the ground in the summer and made the problem of the pond drying up even worse. CBC had suggested a Hornbeam or a Swamp Cypress and NT had indicated definitely a Hornbeam, and they were going to see if they could organise one.

NT had subsequently confirmed that they had now planted a Hornbeam to replace the felled Willow.

RESOLVED: that this information be noted.

185.2. Dial Common

A survey of Dial Common had been carried out and details were circulated. It had been recommended that dead wood and defective branches on the Oak trees overhanging the public pathway should be removed, and the Dead Elm and Hawthorn should be felled, and a quotation had been requested.

RESOLVED: that this information be noted.

185.3 Annual Survey of Trees

The quotation requested for the medium risk items identified in the annual tree survey had been chased.

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

RESOLVED: that this information be noted.

185.4 Oak Tree at Elm Green

To date PC had not received a response from their letter to the resident suggesting taking equal responsibility for the tree.

RESOLVED: that this information be noted.

185.5 Beech Tree at Runsell Green

The new Hornbeam had now been planted in a central location on Runsell Green, and the Groundsman had agreed to look into moving and refurbishing the metal seat that had originally been installed for the Centenary of the Parish Council.

RESOLVED: that this information be noted.

185.6 Land Adjacent to 1 Little Fields, Danbury

A letter had been sent to the property owner's insurers confirming that the land adjacent to 1 Little Fields was Common Land and therefore the responsibility of the Parish Council. The matter should therefore be referred to Parish Council insurers, whose details they now had been given.

RESOLVED: that this information be noted.

185.7 Pedlars Path

185.7.1. Fire

There had recently been a shed fire in the garden of a property backing onto Pedlars Path and on inspection some of the trees in Pedlars Path had sustained some damage. Tree consultants had been asked to inspect the trees and report their findings and recommendations, and they had reported that there was one fire damaged tree that should be felled and burned ivy to be removed. A quotation for the work was awaited.

Members agreed that the property owners should be able to claim for the damage to the trees on their household insurance, and PC should therefore reclaim their costs. The Clerk to write to the property owners once the quotation is received suggesting that they forward it on to their insurers.

RESOLVED: that the Clerk to write to the property owners once the quotation is received suggesting that they forward it on to their insurers

185.7.2 Fallen Rowan Tree

A Rowan tree had been reported leaning over Pedlars Path and Groundsman had investigated and removed.

RESOLVED: that this information be noted.

186 Drainage and Car Parking Project

186.1 Working Group

A Working Group Meeting was held on Wednesday 7th February at 7.30pm in the Parish Office. The matter was being referred to an Extraordinary Parish Council Meeting on 27th February.

Agenda and Notes had already been circulated.

186.2. Correspondence

The resident's letter had been acknowledged and comments noted. However, further correspondence had been received, had been acknowledged by the Clerk and taken directly to the Working Group meeting. The resident was requesting a meeting with the Chairman of the Council to discuss, and Cllr S. Berlyn confirmed that he was meeting with the resident the following evening.

RESOLVED: that this information be noted.

187 War Memorial

The Conservation Officer of the War Memorial's Trust had provided advice on the proposed cleaning and restoration of the War Memorial, and quotations had been sought from three stonemasons on the cleaning and restoration works the Trust had confirmed was acceptable:-

1. Cleaning by hand using steam, doff, water washes with non metallic bristle brushes, and using biocide as necessary to remove algae moss and lichen growth.
2. Deepening the existing inscriptions, as necessary, using hand tools and ensuring the original surface on the monument and format of the inscriptions is retained.

However, two of the three stonemasons contacted had declined to quote on the methodology imposed by the Trust, one stating that despite having spoken to the Conservation Officer of the War Memorials Trust directly regarding the method of restoration, they remained fundamentally opposed to the approach which they believe would give an unsatisfactory result.

A second stonemason had advised against the restoration recommended by the War Memorials Trust, and had declined to quote on Item 2. However, had quoted for the hand cleaning method recommended at a cost of £645 + vat assuming work was completed before June this year, alternatively for the sum of £698 + vat for work being carried out before June 2009.

A response from a third stonemason had yet to be received, however it was understood that the third stonemason had connections with a local stonemason who had declined to quote for the restoration works and would therefore possibly also decline.

The Trust had also recommended that a bronze conservator be consulted regarding the maintenance of the bronze work on the Monument if there were concerns regarding the condition of the bronze element and a bronze conservator was yet to be sought.

However, a member confirmed that the original bronze cross on the memorial had been replaced with a fibre glass cross, and the staining on the memorial was old staining.

Members were asked to confirm whether PC proceed with the hand cleaning recommended, and what action should now be taken regarding the restoration. Members suggested that PC send the stonemason's comments back to the War Memorials Trust for their further comment, also enquiring whether PC would be eligible for a grant towards the cleaning (Grant Applications are considered in April and October), as PC had committed to undertake this by November 2008.

Members queried whether it was a legal requirement to follow the War Memorials Trust recommendations.

RESOLVED: that a) the stonemasons responses declining to quote for recommended refurbishment methods were forwarded to the War Memorials Trust for further comment, b) Trust to confirm whether cleaning by their recommended methods would be eligible for a grant and c) Trust to confirm whether there is a legal requirement for a Parish Council to follow the Trusts recommended maintenance methods.

188 Danbury Times

Cllr M. Woods reported that there were two items yet to be received for the next Danbury Times which is going to print in the next fortnight.

RESOLVED: that this information be noted.

189 Danbury Footpath's Poster

The proof had now been passed to sponsors to approve their advertisement and to also accept the additional cost in relation to artwork and setting up of some of the advertisements. Responses were awaited from two of the sponsors who had been contacted again.

RESOLVED: that this information be noted.

190 Ponds

The pond at Eves Corner had now been cleaned, but the pond at Runsell Green Pond had not yet been cleaned and as it was deeper water a boat was therefore being sought.

RESOLVED: that this information be noted.

191 Parish Sports Programme

The Parish Council had agreed to support a Sports Programme again in 2008 – details had yet to be agreed with Chelmsford Borough Council.

RESOLVED: that this information be noted.

192 Bench at Eves Corner

The National Trust had been contacted seeking their approval and agreement to the request for friends to place a plaque in memory of a school friend on one of the seats at Eves Corner.

NT had responded that it was not normally NT policy to put plaques on benches, however, they had passed the request to the NT Property Manager for a final decision.

RESOLVED: that this information be noted.

193 Christmas Tree Lights at Eves Corner

An additional £250 had been received from the Danbury Society, and this amount was going to be paid each year towards the project.

The permanent bollard was on order, but had still has not been received. Invoice received from contractor in respect of the additional expenses for the temporary bollard that had been installed. A request for this cost had been passed to the contractor who was yet to supply the ordered bollard. Therefore, the final cost could not yet be clarified.

The Churches had arranged the lighting of the tree for Wednesday 10th December, and had booked the Salvation Army for that night.

RESOLVED: that this information be noted.

194 Best Kept Playing Fields Competition

A photograph had appeared in the Playing Field publication showing the Groundsman and Vice Chairman posing with their shield and voucher with a representative from Wicksteed.

195 Matters to Report

There were no matters to report.

196 Dates of Next Meetings

9th April, 14th May, 11th June, 16th July, 10th September, 5th November (Budget) , 12th November (Budget), 10th December

There being no further business the meeting closed at 9.50pm.

Cllr F J Hawkins
Chairman

Signed Date