



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 11<sup>th</sup> June, 2008 at 8pm at the Parish Office**

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

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

#### **1 Appoint Chairman for 2008/2009**

Cllr M. Wood proposed that Cllr F. Hawkins be appointed as Chairman this was seconded by Cllr J. Langley and unanimously agreed.

RESOLVED: that Cllr F. Hawkins be appointed as Chairman of Facilities Committee for the ensuing Municipal Year.

#### **2 Appoint Vice Chairman for 2008/2009**

Cllr D. Powell proposed that Cllr J. Langley be appointed as Vice Chairman this was seconded by Cllr H. Clacy and unanimously agreed.

RESOLVED: that Cllr J. Langley be appointed as Vice Chairman of Facilities Committee for the ensuing Municipal Year.

#### **3 Apologies for absence**

Apologies were received and accepted from Cllrs M. Telling and Mrs. J. Wells.

#### **4 Declarations of Interest**

Cllr D Powell declared a personal interest in Minute 226.6.2.

#### **5 Public Question Time**

No members of the Public were present.

#### **6 Minutes of the Facilities Committees held on 9<sup>th</sup> April, 2008.**

Amendments:-

Minute 214 should read 'The NT stated that it was not NT Policy'

Minute 217.1 should read ' 5 members agreed and 1 member abstained'

Amendments made and initialled.

RESOLVED: that the Minutes of the Meetings held on 9<sup>th</sup> April, 2008, subject to amendments be approved and duly signed as a correct record.

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

##### **7.1 Premises Inspections**

##### **7.1.1 Snooker Hall Steps**

A large hole had been noted in the top step of the rotten timber steps at the rear of the snooker hall and had been reported to the DCA. It was understood their handyman had now repaired the steps.

RESOLVED: that this information be noted.

### **7.1.2 Fire Extinguishers**

It was noted that the fire extinguishers in Parish owned properties were being serviced on 19<sup>th</sup> June, 2008.

RESOLVED: that this information be noted.

### **7.1.3 Basket Ball Goals**

It was reported that replacement polycarbonates and nets were now required for both the basket ball goals as the originals were broken and now out of OBI warranty – total cost £38.24 including vat.

Cllr H. Clacy proposed that the replacement polycarbonates and nets were ordered, this was seconded by Cllr S. Berlyn and was unanimously agreed.

RESOLVED: that replacement polycarbonates and nets were ordered for the basketball goals, a total cost of £38.24 including vat.

## **7.2 Danbury Sports and Social Club**

### **7.2.1 Water Leak in Rear Lobby**

It was reported that the roof of the rear lobby had now been made water-tight, and that part of the fire escape top platform had been replaced. The cost of the repairs was £2,300 + vat. £2,500 reserve monies had been allocated for this urgent repair, therefore a balance of £200 remained to make good the damage caused to the ceiling inside the lobby. However, due to the construction of the ceiling, ceiling paper onto ply board with a painted artex coating, and due to water damage the ceiling required replacing at a total cost of £500 + vat.

Cllr S. Berlyn proposed that £300 be used from the allocated maintenance budget towards the total cost of the ceiling replacement this was seconded by Cllr M. Wood and was unanimously agreed.

RESOLVED: that £300 be used from the allocated maintenance budget towards the total cost of the replacement ceiling, and instructions be given to J W Steele to complete the necessary works.

### **7.2.2 Maintenance Programme / Fire Risk Assessment / Storage in the Void**

A prioritised list of identified and reported maintenance items, together with additional items identified from the Fire Risk Assessments was presented to the Facilities Committee for members to agree as follows:-

1. Additions to Fire Alarm
2. Additional Lighting / Emergency Lighting
3. Safety Signs
4. Electric shock notice and insulated rubber matting in electrical intake room in void. Also optional hatched walkway to indicate fire escape route in void.
5. Construction of a half hour fire rated cupboard around electrical switch gear in void to enable void to continue to be used for storage (recommended by the Fire Authority)
6. Refurbishment of all external fire doors and door gear (i.e. hinges, locks, panic gear), and fitting panic bar, external security lock cylinder and removing dead lock from door between cellar and void that was on fire escape route.

7. Repair and paint cupola, repair roof tile and clean high level guttering whilst scaffold in place.
  8. Repair to lobby ceiling – completion of work following roof repair.
  9. Refix lead flashing next to side fire escape, if this could be done at same time as other work
- Amended numbering (from report)
10. Replace timber gym door and side panel with UPVC, fitting safety glass, new panic gear and re-fitting extractor.
  11. Replace 6 timber toilet/changing room windows at rear ground level with UPVC, and repair/repaint render / render beads.
  12. Replace with UPVC soffit, fascia and guttering at rear and left hand side elevation.
  13. Survey and refurbish, as required, all internal fire doors and door gear (i.e. hinges and closers).
  14. Replace with UPVC soffit, fascia and guttering at front and right hand side elevation.
  15. Paint all cream rendering
  16. Repaint fire escape from Bar / Dawson Suite
  17. Repaint / replace with UPVC main entrance doors and adjacent office window
  18. Repaint hand rails from centre to car park
  19. Any other items identified to be added to 2009/2010 programme and quotations obtained

#### **Items 1 – 4**

##### **Total Cost £2,872.13 + vat**

Cllr S. Berlyn proposed that the cost of items 1-4 should be taken from the maintenance monies, but as unplanned, and that it was taken to Resources to request additional funds from Reserves, and this was seconded by Cllr. M. Wood. There were 6 members in agreement and there was 1 abstention.

RESOLVED: that the fire precautions works (items 1-4) be progressed, £2,872.13 + vat to be taken from the allocated maintenance budget for 2008/09, but as unplanned, and request be made to Resources for additional funds from Reserves.

#### **Item 5**

##### **Total Cost £2,379 + vat**

Cllr A Allen requested re item 5 that Essex Fire and Rescue confirm in writing which regulations apply to their recommendation in constructing a 30 minute fire rated containment around the switch gear. Additionally to seek confirmation regarding the switch gear's current fire rated status .

Cllr S. Berlyn also proposed that item 5 be progressed subject to a satisfactory response confirming fire rating status of switchgear and from fire officer, and on the same basis as items 1-4, being taken to Resources to request additional funds from reserves, this was seconded by Cllr. M Wood and this was unanimously agreed.

RESOLVED: that subject to a satisfactory response confirming fire rating status of switchgear and from the fire officer a 30 minute fire rated cupboard be constructed around the electrical switchgear in the void, £2,379 + vat to be taken from the allocated maintenance budget for 2008/09, but as unplanned, and a request be made to Resources for additional funds from Reserves.

### **Item 6**

#### **Total Cost £4,411 + vat**

Cllr M. Wood proposed that more information was obtained re item 6, and a like for like quotation be obtained to include renovations to all fire doors, this was seconded by Cllr. H. Clacy, 6 members were in agreement and there was 1 abstention.

RESOLVED: that a comparative quotation be obtained, to include maintenance / renovations of all external fire doors, including fitting panic gear to the door on the fire exit route between the cellar and the void, and maintenance of all internal fire doors if it was more cost effective to be completed by one company at the same time. Quotations to be referred back to next Facilities Committee meeting.

### **Item 7**

#### **Total Cost £1,528 + vat**

Cllr S. Berlyn proposed that the repairs and painting of the cupola, repairs to broken roof tile and cleaning high level guttering that could be accessed whilst scaffolding in place be progressed, this was seconded by Cllr. M. Wood and this was unanimously agreed.

RESOLVED: that the cupola be repaired and repainted, broken roof tile repaired and high level guttering that could be accessed whilst scaffolding in place be cleaned / repaired at a total cost of £1,528 + vat.

### **Items 8 – 11**

It was unanimously agreed that Items 8 – 11 should be carried out by the most appropriate contractors if discounted prices could be obtained for some of the work to be done at the same time.

Cllr S. Berlyn therefore proposed that list of Items 1 – 11, also Item 13, if cost effective, should be carried out, and other items be reviewed later in the financial year to ensure that there were monies still available in the annual budget for any unforeseen maintenance works that might arise in the future, Cllr J Langley seconded and this was unanimously agreed.

It was suggested that perhaps the painting of the hand rails (item 18) could be done by the reparation youth workers.

It was also unanimously agreed that the following points were taken to the next DCA Board Meeting:-

1. PC to confirm to the DCA that items 1-11, and item 13 if cost effective were to be progressed
2. DCA to carry out regular premises housekeeping inspections in future and to record in a check list. An itemised premises defects list to be forwarded to PC (Para 4.29 of the Lease refers) on a regular basis so that items can be prioritised and planned within a budget.
3. DCA be reminded of the terms of their Lease and responsibilities of their officers
4. Bodyline funding / request for PC to fund improvements to front entrance – DCA responsibility to be confirmed

RESOLVED: a) that items 1-11 and item 13 be progressed most cost effectively within budget and by the appropriate contractor if discounted prices could be obtained for some of the work to be done at the same time b) other items be reviewed later in the financial year to ensure that there were monies still available in the annual budget for any unforeseen maintenance works that might arise in the future c) Chairman of Council would raise the various matters listed 1 – 4 at the next DCA Board Meeting.

### **7.2.3 Control of Legionella**

The annual cleaning and inspection of water tanks was being carried out at the centre on 17<sup>th</sup> July. DCA would be reminded of their responsibilities in respect of regular water testing and sampling, cleaning of taps and shower heads to prevent legionella and keeping records up to date.

RESOLVED: that the information be noted.

### **7.2.4 Window Grilles**

The cost of installing permanent grilles to the front windows and doors is yet to be established.

RESOLVED: that the information be noted.

### **7.2.5 Alterations to the Front of the Sports Centre**

To remain on Agenda pending outcome of decision and funding from sponsor, with updates to be given at DCA Board Meetings.

The DCA has requested that this work be placed on the planned maintenance list for 2009/2010. This matter to be raised at the next DCA Board Meeting.

RESOLVED: that this item remain on the Agenda pending outcome of decision and funding from sponsor.

### **7.2.6 Event at the Sports and Social Centre**

A completed hire application form and risk assessment was still awaited from the enquirer who had booked the large hall for a craft event on the 12<sup>th</sup> July, and had wanted to book pitch 2 for some stalls. To date no response had been received from the enquirer.

RESOLVED: that the information be noted.

## **7.3 Bowling Club**

### **7.3.1 Lease**

Negotiations on the Lease were still ongoing.

RESOLVED: that the information be noted.

### **7.3.2 Invitation Day**

Danbury Bowling Club held their invitation day on Sunday 1<sup>st</sup> June and had asked to use Pitch 2 for extra car parking space again this year and this had been agreed, with the proviso that the gate was managed. However, consideration would have to be given to this request next year when it was hoped refurbishment to pitch 2 had been completed.

RESOLVED: that the information be noted.

#### **7.4 Royal British Legion**

The RBL had confirmed to the PC that the external light timer had been re-programmed so that the light would be on during the hours of darkness as agreed.

RESOLVED: that the information be noted.

#### **7.5 Tennis Club**

##### **7.5.1 Repairs and Refurbishment**

Repairs to the gable end of the Tennis Club had now been completed. Refurbishment works to the tennis courts had also been completed, and the making good of the damaged grass areas outside the courts (caused by contractors lorries) had now been addressed – top soil had been laid in the tyre ruts and grass seed sown.

RESOLVED: that the information be noted.

##### **7.5.2. Emergency Plan**

A copy of the Club's Emergency Plan had been forwarded to the PC for information, and the original was displayed in the Club House.

RESOLVED: that the information be noted.

##### **7.5.3 Control of Legionella**

The Tennis Club had confirmed that their cleaner had been instructed to run the showers once a week to ensure that the water in the pipes does not stagnate.

RESOLVED: that the information be noted.

#### **7.6 Football Clubs**

##### **7.6.1 Danbury Mission F.C. – Storage Facility**

The continued use of the void for storage is subject to additional fire precautions being put in place.

RESOLVED: that the information be noted

##### **7.6.2 Banner**

Cllr J. Langley proposed that Danbury Mission F.C. be permitted to display their banner on the side of the snooker hall on Saturdays whilst playing football matches, this was seconded by Cllr D. Powell. 4 members were in agreement and 2 against the proposal.

RESOLVED: that Danbury Mission F.C. were permitted to display their banner on the side of the snooker hall on Saturdays whilst playing football matches.

##### **7.6.3 Saturday Morning Football**

Danbury Mission F.C. confirmed they had extended their stay at Bicknacre to allow more time to carry out the drainage work on the pitches and were therefore not returning until first Saturday in October.

Danbury Mission F.C. had also asked whether they could use the outfield on Pitch 1 for the smallest children if Pitch 2 not available – this had been agreed but dependant on ground conditions.

Members were asked to agree to offering a £30 reduction in their fees for 2008/09 as they were only playing for 8 months (£260 for 9 months). However, it was agreed that this should be left in abeyance subject to the drainage project timetable.

RESOLVED: that the information be noted and decisions left in abeyance subject to the drainage project timetable.

## **7.7 Cricket Club**

### **7.7.1 Broken Sight Screen**

The sight screen had now been repaired and repainted, and was secured to tree on Dawson Memorial Field.

RESOLVED: that the information be noted.

### **7.7.2 Memorial Bench**

The Cricket Club had asked to place another memorial bench on Dawson Memorial Field on the grass in front of the DCA kitchen. The Clerk and the Chairman had inspected the site and the Cricket Club had confirmed that they would supply and fit a bench like others on the site, and onto a suitable base.

Cllr S. Berlyn proposed that the Cricket Club supply and fit a bench like other benches on the site, onto a suitable base on the grass in front of the DCA kitchen window.

RESOLVED: that the Cricket Club supply and fit a bench like other benches on the site, onto a suitable base on the grass in front of the DCA kitchen window.

### **7.7.3 Cricket Posts**

It had been brought to the Cricket Clubs attention that for safety reasons the cricket posts denoting the wicket should be painted white and fitted with rubber cappings.

RESOLVED: that the information be noted.

### **7.7.4 Cricket Wicket**

Due to ground conditions the Groundsman had been unable to prepare a wicket for the CC prior to the Bank Holiday weekend, and the CC were advised. They were not satisfied and had contacted CBC who had agreed to inspect the site and they had confirmed their decision via e mail to the CC that a wicket could not be satisfactorily prepared due to the ground conditions.

The Clerk confirmed that a meeting had been arranged to discussed the matter and the CC had apologised for their actions.

RESOLVED: that the information be noted.

### **7.7.5 Agreement**

The Clerk reported that the CC had signed their Agreement at the recent meeting.

RESOLVED: that the information be noted.

### **7.8 Parish office / Robins Nest**

#### **7.8.1 Maintenance Works**

The urgent repairs to the gable end of the Parish Office, broken tiles and guttering have now been done.

RESOLVED: that the information be noted.

### **8 Red Diesel**

**Agenda item Deferred to next Facilities Committee Meeting.**

### **9 Youth Shelter**

The outcome of the Community Initiatives Fund (Youth) Grant Application was awaited – this was being submitted by local youth representatives of NAP.

RESOLVED: that the information be noted.

### **10. Trees**

#### **10.1 Dial Common**

The medium and high risk works had now been completed on Dial Common.

RESOLVED: that the information be noted.

#### **10.2 Dawson Memorial Field**

The medium and high risk works had now been completed on Dawson Memorial Field.

RESOLVED: that the information be noted.

#### **10.3 Oak Tree at Elm Green**

The remedial works to the Oak tree on Elm Green had now been carried out.

RESOLVED: that the information be noted.

#### **10.4 Pedlars Path – Fire Damage**

The resident in a property adjoining Pedlars Path had responded to our letter and quotation for the damage caused to the trees in Pedlars Path, enclosing a letter from Essex Police confirming that he had been the victim of arson. Members were asked to agree that the PC pay the £250 + vat for the damage to the trees.

Some members felt that PC should write to the Fire Authority and ask them to confirm for insurance purposes where the seat of the fire was identified.

RESOLVED: that a) PC writes to the Fire Authority and ask them to confirm for insurance purposes where they identified the seat of the fire was b) contact the resident and request documentary evidence that they are not covered on their insurance for arson.

### **10.5 Bridle Path, Adjacent to 10 Landisdale**

Agenda Item Deferred to next Facilities Committee Meeting.

### **11 Drainage and Car Parking Project**

Agenda Item Deferred to next Facilities Committee Meeting

### **12 War Memorial**

The War Memorial was undergoing restoration works during the summer and the Memorial would then be re-dedicated by the Royal British Legion before the 90<sup>th</sup> Anniversary of Armistice Day on 11<sup>th</sup> November 2008.

RESOLVED: that this information be noted.

### **13 Play Area**

Agenda Item Deferred to next Facilities Committee Meeting

### **14 Danbury Times**

Agenda Item Deferred to next Facilities Committee Meeting

### **15 Danbury Footpath's Poster**

Agenda Item Deferred to next Facilities Committee Meeting

### **16 Parish Council Notice Board at Eves Corner**

Agenda Item Deferred to next Facilities Committee Meeting

### **17 Reparation Work**

Reparation works are ongoing with various painting tasks being carried out around the village.

RESOLVED: that this information be noted.

### **18 Mobile Skateboard Park / Summer Play Activities**

The mobile skateboard park has been booked with CBC again this year, and will be held on the basketball court on the 21<sup>st</sup> August. Other play activities have been arranged on 6<sup>th</sup> and 29<sup>th</sup> August.

RESOLVED: that this information be noted.

### **19 Memorial Plaque for Bench at Eves Corner**

A response was awaited from the Youth Club regarding placing a memorial plaque on one of the seats on Dawson Memorial Field.

RESOLVED: that the information be noted.

**20 Lighting Pillar at Eves Corner**

No response had been received from the original supplier and quotations had therefore been obtained from other suppliers as PC were going to miss the deadlines in respect of the Christmas Tree if a suitable pillar was not provided.

Cllr J. Langley proposed that a) the original order was cancelled b) further investigations were made into lighting pillars, together with costings be brought to next meeting, this was seconded by Cllr H. Clacy seconded and all members were in agreement.

RESOLVED: that a) the original order was cancelled b) further investigations were made into lighting pillars and costings, and the Agenda Item is deferred and the Clerk puts together a new proposal to take to the next Facilities Committee Meeting.

**21 Essex Playing Fields Association, Best Kept Playing Field Competition**

Danbury had entered the EPFA Best Kept Playing Field Competition again this year.

RESOLVED: that the information be noted.

**22 Matters to Report**

Agenda Item Deferred to next Facilities Committee Meeting

**23 Exclusions of the Press**

Agenda Item Deferred to next Facilities Committee Meeting

**24 DCA Board Minutes**

Agenda Item Deferred to next Facilities Committee Meeting

**25 Dates of Next Meetings**

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 10.20pm.

Cllr F Hawkins  
Chairman

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