



FACILITIES COMMITTEE

Minutes of the meeting held on 16 July 2008 at 8pm at the Parish Office

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

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

26 Apologies for absence

Apologies were received and accepted from Chairman of Facilities Cllr F Hawkins. Cllr S Berlyn proposed that flowers were purchased from Chairman's Fund and Parish Council's best wishes were sent to Cllr F Hawkins and his wife and members agreed unanimously.

RESOLVED: flowers were purchased from Chairman's Fund and Parish Council's best wishes were sent to Cllr F Hawkins and his wife.

27 Declarations of Interest

There were no declarations of interest to note.

28 Public Question Time

No members of the Public were present.

29 Minutes of the Facilities Committees held on 11th June, 2008.

Amendments:-

Minute 7.6.2 should read 'Danbury Mission F.C. were permitted to display their banner, in its present format, on the side of the snooker hall on Saturday whilst playing football matches'

RESOLVED: that the Minutes of the Meetings held on 11th June, 2008, subject to amendments be approved and duly signed as a correct record.

30 Danbury Parish Council Premises / Clubs

30.1 Premises Inspections

There was nothing further to report.

RESOLVED: that this information be noted.

30.2 Basket Ball Goals

Replacement polycarbonates and nets, including fittings, had been ordered for both the basket ball goals – total cost agreed was £38.24 including vat. However, there was an additional cost of £13.16 + vat identified for new fittings that were recommended – these were also ordered as there would have been an additional delivery cost incurred if these items had been supplied separately.

RESOLVED: that this information be noted. (*Subsequent to the meeting the invoice came in at £53.68 as there had been no charge for some of the fittings.*)

30.3 Danbury Sports and Social Club

30.3.1 Water Leak in Rear Lobby

The remedial works to the lobby ceiling had now been completed.

RESOLVED: that this information be noted.

30.3.2 Planned Maintenance Programme

A Summary of Works at the DCA, as at 16th July 2008, together with reports and further quotation for item 6 were circulated at the meeting, and members were given 5 minutes by the Vice Chairman to read before receiving comments, having summarised that the original prioritised list of items had been in the region of £14,000, revised summary was now £19,772 or £22,000, with £20,000 in the allocated budget and an application for further funds from Resources, total budget £25,000.

Items 1-4 (including additional optional item) – Additional Fire Precautions

Total cost £2,500 + £372.13 + vat agreed at Facilities 11.6.08 and order raised for SEC to undertake the work – scheduled to be done in August.

A request to be taken to Resources for additional funds from Reserves of £2,872 + vat.

RESOLVED: that this information be noted, and request to be taken to Resources for additional funds from Reserves of £2,872 + vat..

Item 5 – Isolation of Electrical Switch Gear in Void

- Cost £2,098 + vat

An electrical engineer had surveyed the switch gear and confirmed that it was not 30 minute fire rated and an alternative solution to the isolation of the electrical switchgear had been discussed with the DCA. It was proposed installing a 30 minute fire rated partition wall across the void, with a fire rated door between the newly created electrical switch room and the void – subject to approval of the Fire Authority. Cost £2,098 + vat.

Cllr S Berlyn proposed and Cllr M Telling seconded, and it was unanimously agreed that the alternative solution be progressed, subject to approval of the Fire Authority. SEC to do the work at the same time as other fire precautions works (items 1-4) at a cost of £2,098 + vat, with a request to be taken to Resources for additional funds from Reserves of £2,098 + vat.

RESOLVED: that a 30 minute fire rated partition wall was installed across the void, with a fire rated door between the newly created electrical switch room and the void, subject to approval of the Fire Authority and work to be done at same time as other fire precautions works (items 1-4) by SEC. Cost £2,098 + vat , with a request to be taken to Resources for additional funds from Reserves of £2,098 + vat.

Item 6 – Refurbishment of all internal and external Fire Doors

Cost - £5,532 + vat

A further quotation had been obtained for the refurbishment of the fire doors, however the company only supply steel fire doors and the cost to replace with steel rather than timber would be considerably more.

As the PC had been unable to obtain a comparable quotation Cllr S Berlyn proposed, and Cllr M Woods seconded that the quotation from Door Check to carry out refurbishment on all fire doors, and to replace with timber, as required, was accepted – Total £4,411 + vat.

Cllr Berlyn also proposed, and Cllr M Woods seconded that Door Check now be asked to quote to service all the internal fire doors, including the door between the cellar and the void, and for their quotation to be accepted, subject to it being no more than comparable quotation of £834 + vat for the service and £287 + vat to install the panic gear on the cellar/void door – total cost £1,121 + vat. Any costs in relation to external security locks requested by the DCA to be passed to the DCA.

6 members were in favour and there were 2 abstentions to these proposals.

RESOLVED: that Door Check now be asked to quote to service all the internal fire doors, including the door between the cellar and the void, and for their quotation to be accepted, subject to it being no more than comparable quotation of £834 + vat for the service and £287 + vat to install the panic gear on the cellar/void door – total cost £1,121 + vat. Any costs in relation to external security locks requested by the DCA to be passed to the DCA.

Item 7 – Repair and Paint Cupola, Repair Roof Tile and Repair/Clean High Level Guttering

Cost - £2,493 + vat

As replacement of soffits and fascias with UPVC and new guttering is not now being considered until next year, it would be more cost effective to clean and repair the guttering whilst the high rise equipment is on hire to carry out the other high level works. The quotation from Maldon Building Services had not included this and there quotation would therefore total £2,928 + vat. J W Steele quoted £2,493 + vat. Cllr J Langley proposed and Cllr A Allen seconded, and it was unanimously agreed, that J W Steele's quotation be accepted.

RESOLVED: that J W Steele's quotation of £2,493 + vat be accepted to repair and paint cupola, repair roof tile and repair/clean high level guttering.

Item 8 – Ceiling Repair in Void

£300 + vat agreed at Facilities 11.6.08

This work has now been completed.

RESOLVED: that this information be noted.

Item 9 – Repairs to lead flashing near spiral staircase

Cost £843 + vat (if done at same time as Item 7)

J W Steele quoted £843 + vat to carry out the repairs to the lead flashing near the spiral staircase if done at the same time as Item 7.

Cllr J Langley proposed and Cllr A Allen seconded, and it was unanimously agreed, that J W Steele's quotation be accepted and the repairs be carried out at the same time as Item 7.

RESOLVED: that J W Steele's quotation be accepted and the repairs to the lead flashing near the spiral staircase be carried out at the same time as Item 7.

Item 10 – Fire Exit Door from the Gym (at top of spiral staircase)

Cost to replace with aluminium £2,338 + vat

As all other fire exit doors were now aluminium Cllr S Berlyn proposed and Cllr A Allen seconded that the timber fire exit door from the gym and the side panel at the top of the spiral staircase be replaced with aluminium, with permission to accept quotation from Door Check if it were no more than quotation already received of £2,338 + vat. All members unanimously agreed to this proposal.

RESOLVED: that the timber fire exit door from the gym and the side panel at the top of the spiral staircase be replaced with aluminium, with permission to accept quotation from Door Check if it were no more than quotation already received of £2,338 + vat.

Item 11 – Replace with UPVC 6no low level toilet / changing room windows (including render repairs/painting)

Cost £1,062 + £325 for render repairs/repainting – Total £1,387

Cllr S Berlyn proposed and Cllr A Allen seconded that the quotation from Neils Maintenance Plus totalling £1,387 was accepted. All members unanimously agreed to this proposal.

RESOLVED: that the quotation from Neils Maintenance Plus totalling £1,387 was accepted to replace with UPVC the 6no low level toilet changing room windows (including render repairs/painting).

TOTAL COST items 1-11 = £17,863 + VAT with request to be taken to Resources for £4,970.13 + vat from Reserves.

To date the following items are being carried forward to be reviewed in 2009.

1. Replace with UPVC soffit, fascia and guttering at rear and left hand side elevation.
2. Survey and refurbish, as required, all internal fire doors and door gear (i.e. hinges and closers).
3. Replace with UPVC soffit, fascia and guttering at front and right hand side elevation.
4. Paint all cream rendering
5. Repaint fire escape from Bar / Dawson Suite
6. Repaint / replace with UPVC main entrance doors and adjacent office window
7. Repaint hand rails from centre to car park
8. Any other items identified to be added to 2009/2010 programme and quotations obtained

The Clerk, and particularly the Assistant Clerk were thanked for all the hard work that had been done on this project.

The External Premises Inspection 2007 is to be reviewed and updated, and timber renovations to Robins Nest to be noted. Timber requiring application of Sadolin – awaiting quotation from local contractor with possible assistance from Groundsman.

30.3.4 Fire Risk Assessment / Storage in the Void

30.3.4.1 Responsibility

DCA have yet to confirm whether they accept responsibility under the terms of their Lease the cost of the installation of additional fire precautions identified and recommended in the fire risk assessments. This had been discussed with the Auditor who confirmed that unless the Lease specifically details DCA responsibility, the responsibility would lie with the Landlord. Cllr S Berlyn was due to discuss this matter at the last DCA Board Meeting which was cancelled.

Cllr S Berlyn proposed that Parish Council propose to the DCA setting up a small working party, with two Parish Councillors and two Board Members to discuss responsibility, and then a legal letter should be drawn up by our solicitors as an Addendum to the Lease setting our responsibilities.

Cllr M Woods seconded this proposal, suggesting that this should be done after recess in September, writing formally to the DCA Board to take to their next meeting.

The Clerk proposed that the meetings should be clerked and notes taken, initially the working group would be for discussions, but any conclusions would need to be ratified. This proposal was seconded by Cllr M Telling. Any changes to the Lease to go through Leases Working Group and the Clerk requested meeting to discuss the Lease prior to a DCA Working Group meeting.

These proposals were unanimously agreed.

RESOLVED: that

- a) Parish Council propose to the DCA setting up a small working party, with two Parish Councillors and two Board Members to discuss responsibility, and then a legal letter should be drawn up by our solicitors as an Addendum to the Lease setting our responsibilities
- b) To be done after recess in September, writing formally to the DCA Board to take to their next meeting
- c) Meetings to be clerked and notes taken, and any changes to the Lease to go through Leases Working Group
- d) Meeting to be arranged to discuss the Lease prior to a DCA Working Group meeting.

30.3.4.2 Cabling in Void

A report was circulated at the meeting from the electrical engineer who had inspected the electrical switchgear in the void. Concerns were raised in his report regarding the cabling. The Chairman of the Council had read the document on the afternoon of the Facilities Meeting and had therefore brought the findings of the report to the attention of the DCA that afternoon. The DCA already had an electrician working on energy savings for the building who had confirmed that the supply was 3 phase and if balanced should resolve the problem.

It was proposed that the following questions are asked of the electrical engineer who completed the report be contacted to confirm the following:-

- a) What is the design rating of the MCB cable
- b) How serious is the problem

- c) What is needed to put it right, and what are the costs
- d) If we don't need to do anything, this is to be confirmed in writing
- e) Have any additional air con units been added since the original installation
- f) What are sub-circuits – clarification required
- g) What does CPC stand for

Cllr S Berlyn proposed and Cllr M Woods seconded that if the electrical engineer confirms that work has to be done to rectify the problem that the work is completed and the costs then passed to the DCA, and the DCA advised accordingly. This proposal was unanimously agreed.

RESOLVED: that if the electrical engineer confirms that work has to be done to rectify the problem that the work is carried out the costs then passed to the DCA, and the DCA advised accordingly.

Rural Community Council – Energy Savings

Cllr M Woods brought to the committees attention a flyer that had been received from the RCC who have introduced a service to community halls re energy savings and suggested this was passed to the DCA.

RESOLVED: that the information be passed to the DCA.

30.3.5 Internal Fire Doors – Hold Open Devices linked to Fire Alarm

DCA are having door hold open devices linked into the fire alarm system fitted to two sets of double doors between the Reception and the Dawson Suite – this is being done at the same time as the other fire precautions works and any costs will be invoiced directly to the DCA.

RESOLVED: that this information be noted.

30.3.4 Window Grilles

The cost of installing permanent grilles to the front windows and doors is yet to be established, but will be discussed with the DCA in relation to works on the fire exit doors.

RESOLVED: that the information be noted.

30.3. 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.

30.3.6 Event at the Sports and Social Centre

No response was received from the enquirer.

RESOLVED: that the information be noted.

30.3.7 Pre-School

The Pre-School had enquired whether they could use an area in front of the sports centre for their children to play on their trikes – there is a requirement for play groups to provide some outdoor activities when it is fine. The Pre-School have been offered some orange plastic fencing and spikes and had asked whether they could put this up over a 12metre square area for a trial period until the end of term for a couple of hours each morning.

Groundsman had been consulted and saw no problems with this, other than on a Friday morning when he cuts the grass, and it was therefore confirmed to the Pre-School that they could do this for the remainder of the term, liaising with the Groundsman to make necessary arrangements. The Pre-School were asked to come back to the PC if this was to become a permanent arrangement and seek formal approval. The Pre-School were also reminded to seek the approval of the DCA regarding storage of the netting and spikes, as the intention was to put it up and take it down each day and to store. A copy of PC response was copied to the DCA.

However, it was reported at the meeting that the Pre-School had been unable to trial the outside play area during last term and would revisit the idea in September.

Members requested a letter be sent to the Pre-School prior to the start of the new term in September confirming that a) the screened off area must not restrict the pathway and b) a risk assessment must be carried out by the Pre-School and a copy of the risk assessment to be sent to the PC prior to any trial period being agreed.

RESOLVED: that a letter be sent to the Pre-School prior to the start of the new term in September confirming

- a) The screened off area must not restrict the pathway and
- b) Risk assessment must be carried out by the Pre-School and a copy of the risk assessment to be sent to the PC prior to any trial period being agreed

30.4 Bowling Club

30.4.1 Lease

Negotiations on the Lease were still ongoing.

RESOLVED: that the information be noted.

30.4.2 Car Parking

Drainage Consultant had recommended that once refurbishments to Pitch 2 have been completed that we no longer allow additional parking on the pitch. Cllr H Clacy proposed and Cllr M Woods seconded that the Assistant Clerk Facilities write to the Bowling Club Heathcote School and DCA and notify them that once the refurbishments to Pitch 2 have been completed they will no longer be permitted to use the pitch for additional parking for their events. The proposal was unanimously agreed.

RESOLVED: that the Assistant Clerk Facilities write to the Bowling Club, Heathcote School and DCA notifying them that once the refurbishments to Pitch 2 have been completed they will no longer be permitted to use the pitch for additional parking for their events.

30.5 Royal British Legion

There were no matters to report.

RESOLVED: that the information be noted.

30.6 Tennis Club

There were no matters to report.

RESOLVED: that the information be noted.

30.7 Football Clubs

30.7.1 Danbury Mission F.C. – Storage Facility

The continued use of the void for storage is subject to additional fire precautions being put in place, and the DCA are considering the storage situation at the Centre.

RESOLVED: that the information be noted

30.7.2 Saturday Morning Football

Agenda item left in abeyance subject to the drainage project timetable. However, it was agreed that PC notify Danbury Mission F.C. that the project has been deferred.

RESOLVED: that PC notify Danbury Mission F.C. the project has been deferred. .

30.8 Cricket Club

30.8.1 Artificial Cricket Wicket

Cricket Club had requested the 'all weather wicket' be rolled and the Cricket Club were advised that Chelmsford Borough Council confirmed this should not be done as it may damage the artificial carpet.

RESOLVED: that this information be noted.

30.8.2 Roller

Cricket Club also requested that Chelmsford Borough Council maintain the Cricket Club roller which CBC use. However, CBC confirmed they do not use the roller as they provided their own, and the CBC Groundsman had verified this. CBC commented that the Cricket Club roller was very old and as far as they could see it needed a complete rebuild/refurbishment which was likely to cost several thousand pounds in parts and labour.

CBC did not accept therefore that they should take on any costs involved as they are not in a position to subsidise the Cricket Club.

RESOLVED: that this information be noted.

30.8.3 Memorial Bench

It had been confirmed to the Cricket Club that they could place another memorial bench, fitted with screws that cannot be removed and onto a concrete base on Dawson Memorial Field on the grass in front of the DCA kitchen.

RESOLVED: that the information be noted.

30.9 Parish office / Robins Nest

30.9.1 Maintenance Works

Repairs to the Parish Office door had been approved by Resources, however any repairs or refurbishment of the office ceiling had been deferred pending decisions regarding relocating to the Royal British Legion Pavilion.

RESOLVED: that the information be noted.

31 Red Diesel

The Groundsman had initially raised the issue of the New Red Diesel Regulations with the Clerk as he was concerned that if his tank was dipped he could get points on his driving licence. It was understood that it could be Customs and Excise who would carry out any checks.

The Clerk had sought the advice of the NFU and EALC via NALC Solicitor. Verbally the NFU and a written report from the NALC Solicitor thought it could be possible that the tractor should no longer be using red diesel to cut the greens within Danbury.

The EALC had stated that the NALC report had been given in good faith, but that they simply may not have sufficient information.

The Clerk had e mailed Customs and Excise with no response.

Verbally the Clerk had contacted CBC and Gt Baddow PC who were continuing to use Red Diesel.

Subsequent to the meeting the Clerk had also contacted a Private Contractor who were also still using Red Diesel and were awaiting further advice.

Cllr H Clacy proposed and Cllr A Allen seconded that having given consideration in the light of Chelmsford Borough Council and others who are still using red diesel that Danbury Parish Council continue to use red diesel, and that PC write to Chelmsford Borough Council asking whether they are proposing to cease the use of red diesel. 7 members agreed and 1 member was again the proposal.

RESOLVED: that having given consideration in the light of Chelmsford Borough Council and others who are still using red diesel a) Danbury Parish Council continue to use red diesel, and b) PC write to Chelmsford Borough Council asking whether they are proposing to cease the use of red diesel.

32 Youth Shelter

The Community Initiatives Fund (Youth) Grant Application, submitted by local youth representatives had been approved and £5,000 had been awarded for a youth shelter, with Danbury Parish Council acting as sponsor.

Essex Police, representatives from Sandon School and the NAP group are working together on this project and have been asked to provide the Parish Council with full details of a proposed shelter (including any base and fittings) so that a planning application can be submitted. The project group had been reminded that the cost of the shelter and all related costs are to be within the £5,000 award.

However, the award monies were not going to be sufficient as the youth had submitted a quotation of £6,095 – Essex Police had applied for a grant elsewhere to make up the shortfall of £2,000 for installation.

RESOLVED: that the information be noted.

33. Trees

33.1 Pedlars Path – Fire Damage

The Fire Authority had confirmed they could release an extract of the fire report which would include where the fire started, the cause and the amount of damage to the property. Their fee for this report was £63.51.

However, Parish Council considered that as an involved party they should be given the information under the Freedom of Information Act.

Cllr A Allen proposed and Cllr M Telling seconded that PC write to the Fire Authority and request the information under the Freedom of Information Act.

RESOLVED: that PC write to the Fire Authority and request the information under the Freedom of Information Act.

33.2 Bridle Path, Adjacent to 10 Landisdale

A letter had been received from a resident expressing concern about over-hanging trees in a bridle path adjacent to the property and tree roots that may cause structural damage.

Tree surgeon had carried out a survey of the trees, at a cost of £25 and a quotation was awaited.

RESOLVED: that the information be noted.

34 Drainage and Car Parking Project

Working Party Notes were going to Parish Council under Private and Confidential on 30th July for a decision. Following the meeting a decision will be sent to TTS.

RESOLVED: that the information be noted.

35 War Memorial

Restoration works to the War Memorial commenced on 1st July and will continue during the summer. It is anticipated that the restoration should be completed by end August / early September.

RESOLVED: that this information be noted.

36 Play Area

36.1 Picnic Table

The £350 prize monies received for the Best Kept Play Area 2007 had been put towards the purchase of a DDA friendly picnic table.

RESOLVED: that the information be noted.

36.2 Safety Issues

36.2.1 Matting underneath new slide

The company who installed the new slide had now attended to the trip hazard caused by the matting underneath.

RESOLVED: that the information be noted.

36.2.2 Height of swing seats

The swing manufacturer had now adjusted the height of the swing seats to ensure that the met health and safety requirements.

RESOLVED: that the information be noted.

36.2.3 Annual Inspection

The annual inspection had been undertaken by Wicksteed. However, it was noted that neither the unsafe matting underneath the new slide, nor the height of the swing seats had been identified during their inspection, and a trip hazard was only identified as 'low priority with no action required at present' noted in the report.

It was therefore agreed that a) an inspection of the play area and the basketball court be carried out by an inspector not associated with the supplier of the equipment in future and their report compared with previous reports b) costs are obtained in relation to i) an emergency information sign for the basketball court ii) repairs to the erosion of ground reported in play area iii) creating an alternative vehicle route around the basketball court c) routine inspections, monitoring and removal of animal faeces be carried out, and CBC dog wardens were called , as required, to carry out spot checks re dog walkers.

Cllr A Allen proposed and Cllr M Telling seconded that

a) An inspection of the play area and the basketball court be carried out by an inspector not associated with the supplier of the equipment in future and their report compared with previous reports

b) costs are obtained in relation to:-

i) An emergency information sign for the basketball court

ii) Repairs to the erosion of ground reported in play area

c) Routine inspections, monitoring and removal of animal faeces be carried out, and CBC dog wardens were called , as required, to carry out spot checks re dog walkers.

iii) Creating an alternative vehicle route around the basketball court is to be addressed within the Drainage and Car Parking project.

The proposal was unanimously agreed.

RESOLVED: that

a) An inspection of the play area and the basketball court be carried out by an inspector not associated with the supplier of the equipment in future and their report compared with previous reports

b) Costs are obtained in relation to

i) An emergency information sign for the basketball court

ii) Repairs to the erosion of ground reported in play area

c) Routine inspections, monitoring and removal of animal faeces be carried out, and CBC dog wardens were called , as required, to carry out spot checks re dog walkers..

37 Danbury Times

There were no matters to report.

RESOLVED : that the information be noted.

38 Danbury Footpath's Poster

The new footpaths map posters that had been sponsored by local businesses were now displayed, one in each car park.

RESOLVED : that the information be noted.

39 Parish Council Notice Board at Eves Corner

A new notice board was being investigated as the old one no longer has sufficient space for displaying all the various Parish notices.

RESOLVED : that the information be noted.

40 Lighting Pillar at Eves Corner

Details of traditional lighting pillars, and costs had been obtained from other suppliers.

Cllr D Powell proposed and Cllr H Clacy seconded that the Clerk was given authority for expenditure up to £1,000 to purchase an appropriate lighting pillar.

6 members were in favour and there was 1 abstention.

RESOLVED: the Clerk was given authority for expenditure up to £1,000 to purchase an appropriate lighting pillar.

41 Matters to Report

Cllr M Woods reported that he had attended a presentation to receive the Best Kept Village Award of £150 and plaque on behalf of Danbury, for the second time. The monies could be spent on whatever was considered appropriate for Danbury, and the plaque was to follow. As there is a shortage of metal it will not be as elaborate as previous plaques have been.

Members wished to acknowledge the work the Groundsman puts in as this certainly makes a difference to the assessment.

RESOLVED: that the Clerk writes a letter of congratulations to the Groundsman.

There were no other matters to report.

42 Exclusions of the Press

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

43 DCA Board Minutes

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

RESOLVED : that the information be noted.

44 Dates of Next Meetings

10th September, 5th November (Budget) , 12th November (Budget), 10th December

There being no further business the meeting closed at 10.10pm.

Cllr J Langley
Vice Chairman

Signed Date