



FACILITIES COMMITTEE

Minutes of the meeting held on 10th September 2008 at 8pm at the Parish Office

Present: Councillors A. Allen, H. Clacy, F. Hawkins, D. Powell, M. Wood (ex officio)

In Attendance: Clerk to the Parish Council, Assistant Clerk, Facilities, Cllr S Freeman

45 Apologies for absence

Apologies were received and accepted from Cllrs S Berlyn, J Langley, M Telling and Mrs J Wells.

46 Declarations of Interest

Cllrs. F Hawkins and D. Powell declared a personal interest in Agenda Item 5.6. Minute 49.6.1.

47 Public Question Time

No members of the Public were present.

48 Minutes of the Facilities Committees held on 16th July, 2008.

Amendments:-

Minute 31 should read '7 members agreed and 1 member was against the proposal'. Minute 30.3.4.1 / 30.3.4.2 / 30.3.2 / 30.4.2 / 41 should all refer to 'Cllr M Wood', not Cllr M Woods.

RESOLVED: that the Minutes of the Meetings held on 16th July, 2008, subject to amendments be approved and duly signed as a correct record.

49 Danbury Parish Council Premises / Clubs

49.1 Premises Inspections

Assistant Clerk confirmed at the meeting that visual inspections had been undertaken of all parish owned premises, with the exception of the Royal British Legion Hut which is currently being professionally surveyed, and there was nothing further to report other than in relation to DCA – Minute 49.2.2.

Members however requested an updated building inspection sheet be circulated with the agenda, or it is reported on the agenda in future that all buildings have been inspected and there is nothing further to report.

RESOLVED: that in future an updated building inspection sheet be circulated with the agenda or it is reported that all buildings have been inspected and there is nothing further to report.

49.2 Danbury Sports and Social Club

49.2.1 Planned Maintenance Programme

The following maintenance works had now been scheduled:-

Items 1 to 5 – Fire Precautions.

SEC were scheduled to commence works on 8 September (to include containment of the electrical switch gear that has been agreed with the fire officer). However, this had had to be re-scheduled to commence on 15 September and anticipated to take two weeks to complete.

Total cost £4,970.13+vat

(Underwritten from Reserves – Minute 44)

Item 6 / Item 10 – Refurbishment / Maintenance of all Fire Doors.

Door-Check were commencing on 15 September, works to take 2-3 weeks.

A discount had been offered if refurbishment and maintenance works were both done at same time (subject to payment within 30 days)

Total cost £7,587 +vat

Item 7 – Repair/Paint Cupola, repair roof tile and repair/clean high level guttering

J W Steele to carry out work on 12 /15 September.

Total cost £2,493 + vat

Item 8 – Ceiling repair in void completed

Total cost £300 +vat

Item 9 – Repairs to Lead Flashing near spiral staircase

J W Steele to carry out work at same time as Item 7.

Total cost £843 + vat

Item 11 – Replace with UPVC 6no low level toilet / changing room windows

Neil's Maintenance were scheduled to commence work on 15th September, however due to Neil having an accident this work may be delayed.

Total cost £1,387

Overall Cost of Items 1-11

= £17,580.13 + vat

**£4,970.13 + vat agreed by Resources, Minute 44,
to be Underwritten from Reserves**

Balance in DCA Maintenance Budget as at 10th September, 2008

£7,390 + vat + £4,970.13 + vat from Reserves

= £12,360.13 + vat

It was anticipated that all works would be completed by end September.

RESOLVED: that this information be noted.

49.2.2 External Inspection

Leaking down pipes and guttering were reported and a quotation was being sought to carry out repairs and to fit galvanised cages over the down pipes to prevent them being swung on or slid down.

Members requested that a) heavy duty down pipes and b) vandal paint were both investigated.

RESOLVED: that

a) Costs were identified for heavy duty down pipes / galvanised cages to compare

b) Vandal paint was investigated to ascertain whether legal to apply

- c) In future premises inspection sheet to be updated and circulated with agenda or
- d) It is reported that all buildings have been inspected and that there is nothing further to report .

49.2.3 Responsibilities

Further to Minute 30.3.4.1. it had been proposed that a small working party with two parish councillors and two DCA Board Members be arranged after the DCA Annual General Meeting to discuss responsibilities under the Lease. Any proposed changes to the Lease were to be forward to the Parish Council's solicitors for confirmation, before agreement.

Members were asked to nominate two councillors to sit on the working party, with Assistant Clerk Facilities to clerk and take notes at working party meetings. Cllrs H Clacy and M Wood volunteered to sit on the DCA working party.

The Clerk reported that she had spoken to the solicitors requesting that they specify responsibilities before the meeting.

RESOLVED: that a) specified responsibilities are received from PC solicitors prior to meeting b) Cllrs H Clacy and M Wood were appointed as Parish Council representatives c) DCA working party meeting be arranged after the DCA AGM with two nominated DCA Board Members and two nominated Parish Councillors, and d) Assistant Clerk Facilities to clerk and take notes at DCA working party meetings.

49.2.4 Cabling in the Void

A copy of the electrical engineers response to questions raised by members was circulated and there were no further questions raised.

The electrical engineer had carried out a load test on the air con units in the gym area on the 23rd July and had reported the following:-

Following load test of the AC units in the Gym area, the load readings, cable length and cable size confirm that the circuit complies with BS7671, however, the over current devices to the two circuits were in excess of the max recommended for these circuits and should be changed to 20amp BS60898 single pole mcb's. The cables were however warm, but this was not due to circuit characteristics.

An investigative survey therefore took place and the electrical engineer confirmed this did not constitute a fire risk.

The RCB was to be changed when the fire precautions works were carried out.

RESOLVED: that this information be noted.

49.2.5 Internal Fire Doors – Hold Open Devices linked to the Fire Alarm

These were being fitted to two sets of internal fire doors and linked into the fire alarm system at the request of the DCA who would meet the cost. The work was being done at the same time as the other fire precautions works.

RESOLVED: that this information be noted.

49.2.6 Security Grilles

The installation of permanent security grilles at all windows and doors would be discussed with the DCA at a working party meeting when it took place.

RESOLVED: that this information be noted.

49.2.7 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.

RESOLVED: that this information be noted.

49.2.8 Rural Community Council – Energy Savings

The flyer from the Rural Community Council, offering free of charge energy surveys to community halls had been copied to the DCA who advised they were already looking into various energy savings for the Centre, particularly in relation to lighting.

RESOLVED: that this information be noted.

49.2.9. Pre-School

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

The Pre-School's response was circulated to members to comment.

Cllr F Hawkins proposed and Cllr M Wood seconded that the Pre-School undertake a Risk Assessment and forward a copy to the Parish Council, together with a copy of their Public Liability Insurance – both to be discussed with the Clerk / Assistant Clerk and agreed.

Conditions were to be set stating a) if the grass was wet the fencing is not put out and b) putting the fencing up would be by agreement with Groundsman.

RESOLVED: that the Pre-School be requested to undertake a Risk Assessment and to forward a copy to the Parish Council, together with a copy of their Public Liability Insurance - to be discussed with the Clerk / Assistant Clerk and agreed, with conditions set stating a) if the grass was wet the fencing was not put out and b) putting the fencing up would be by agreement with Groundsman.

49.2.10 Water Treatments

49.2.10.1 Cold Water Storage Tanks

The water tanks were cleaned in July, and the recommended screened breather vent to the cold water storage tank lid and an insect screen to the 28mm copper overflow to comply with HSC ACoP L8 2001 & Byelaw 30, have now been fitted at a cost of £265 + vat.

The DCA had also been advised that the contractor reported a large build up of scale on the shower heads, advising that they should be descaled and disinfected

quarterly by the correct method. A suitable descaler / disinfectant can be supplied, as required by the DCA, and the company have sent them a sample and recommended cleaning instructions.

RESOLVED: that the information be noted.

49.2.10.2 Drain Jetting

The annual drain jetting had been booked to be completed on 15th October.

RESOLVED: that this information be noted.

49.3 Bowling Club

49.3.1 Lease

Negotiations on the lease were still ongoing –to go back to the Parish Council before taking to solicitors.

RESOLVED: that this information be noted.

49.4 Royal British Legion

49.4.1 Lease

A survey of the RBL hut had been carried out and a report would be taken to Resources in relation to the Lease.

RESOLVED: that this information be noted.

49.5 Tennis Club

49.5.1 Disabled Facilities

The Tennis Club house had a disabled toilet facility and members agreed that the PC should contact the Tennis Club and request access to the facility for a disabled visitor to the Parish Office should it be required as the PC did not have this facility within their office.

RESOLVED; that Clerk write to the Tennis Club and request access to their disabled toilet facility should it be required by a disabled visitor, as the PC does not have this facility within their office.

49.6 Football Clubs

49.6.1 Danbury Mission FC – Storage Facility

The DCA had written to Danbury Mission FC notifying them that due to the requirements of the fire officer there was no longer any available space in the void for Danbury Mission FC to store their equipment when they return to play in Danbury for the new season. It had been assumed that their equipment was currently being stored elsewhere.

The DCA was currently considering the continued use of the void by football and cricket clubs for storage, as the necessary fire precautions works would reduce the available storage space in the void, and they were assessing their own storage needs and those of the pre-school group who rent a room and require storage.

The DCA had suggested that it may be possible for a storage area to be created, backing onto the rear lobby underneath the rear fire escape staircase, but this would require planning permission. It was hoped therefore that the DCA would be able to

make some internal storage space available to clubs once the containment works had been completed and their own storage requirements had been ascertained.

The Clerk reported that there had been a similar request from the Bowling Club, and they had been advised that the Planning / Conservation Officer would have to be consulted.

Members requested that there should be an item added onto the next Facilities Committee to take forward to next Parish Council in November for a discussion.

RESOLVED: that this information be noted.

49.6.2 Saturday Morning Football

Agenda item left in abeyance subject to the drainage project timetable.

RESOLVED: that the information be noted.

49.6.3 Football Fees

Members were asked to agree to a reduced annual rate to be offered to football clubs as they would be playing a shorter season in Danbury due to the renovation of the pitches.

Cllr H Clacy proposed leaving rates as agreed. Cllr M Wood seconded this proposal.

Cllr D Powell proposed an amendment that Danbury Mission FC were charged on a pro rata basis for the year, based on a 9 month season and the months they are able to use the pitches. Cllr F Hawkins seconded the proposed amendment.

Chairman confirmed that charges had been set in last year's budget and should therefore be revisited in the new financial year. Danbury Mission FC had only stopped playing in Danbury during September as they had been advised of proposed renovations and had therefore had made alternative arrangements.

Cllr M Wood requested that a recorded vote be taken on both proposal and amendment.

Proposal – Danbury Mission FC to be charged £260 for 9 months.

Vote - Cllrs M Wood, A Allen and H Clacy in favour. Cllrs D Powell and F Hawkins against.

Amendment to Proposal – to charge Danbury Mission FC on a pro rata basis, £260 for 9 months.

Vote – Cllrs D Powell and F Hawkins in favour. Cllrs M Wood, A Allen and H Clacy against.

RESOLVED: Danbury Mission FC to be charged £260 for 9 months.

49.7 Cricket Club

49.7.1 Cricket Wicket

The Cricket Club had again been advised that the green keeper was possibly not going to be able to do any further preparation of the cricket wickets prior to the Bank Holiday weekend due to inclement weather conditions. However, it is believed that the green keeper was eventually able to return and prepare the wicket.

RESOLVED: that the information be noted.

49.7.2 Memorial Bench

An image of the memorial bench proposed by the cricket club had been received, however members preferred the bench to be the same design as other benches on Dawson Memorial Field, as these were more substantial and were easier to maintain.

RESOLVED: that the Clerk writes to the Cricket Club requesting that the proposed memorial bench be the same design as other benches on Dawson Memorial Field, as these were more substantial and were easier to maintain.

It was also reported that the Youth Club had placed their memorial plaque on one of the benches on Dawson Memorial Field to mark the anniversary of a local youth member who had died.

RESOLVED: that the information be noted.

49.8 Parish Office / Robins Nest

49.8.1 Maintenance Works

The Parish Office door had now been re-hung and adjusted and new draught excluder had been fitted.

The ceiling panels had been checked and confirmed that they did not appear unsafe. It was believed the movement of the panels had been caused by air flow, from wind getting under the eaves, but mainly when the Tennis Club leave their loft hatch open – which it had been noted they do.

A letter had therefore been sent to the Tennis Club asking them to please keep it closed.

RESOLVED: that the information be noted.

49.9 Parking on Pitch 2

A notification letter had been sent to the DCA, Bowling Club and Heathcote School confirming that parking would no longer be permitted to use Pitch 2 for parking once the pitch refurbishments had been completed.

RESOLVED: that the information be noted.

49.10 Rubbish

A notice had been sent to the Bowling and Tennis Clubs as bags of rubbish etc were still being thrown into the locked compound when the Groundsman was not on site. Unfortunately the rubbish skip could not be left outside the compound because of vandalism.

RESOLVED: that the information be noted.

50 Red Diesel

A letter had been sent to Chelmsford Borough Council regarding the Red Diesel Regulations, enquiring whether CBC had any plans to stop using red diesel in their machines in the near future. A response was awaited.

RESOLVED: that the information be noted.

51 Youth Shelter

A NAP Meeting information sheet was circulated at the meeting indicating the youth shelter that had been chosen.

Parish Council agreed to Monster YS001 at their meeting on 19th March 2008 - Minute 141 - open sided, painted green and located on the bank side near the basketball court.

£5,000 grant monies have been received and the Police are putting in a further £2,000 towards the installation.

It was unanimously agreed that the Parish Council submit a planning application, with full details of the proposed shelter and a site plan indicating its location.

RESOLVED: that PC apply for Planning Permission for the shelter with the above specification.

52 Trees

52.1. Pedlars Path – Fire Damage

The Fire Authority had replied stating that the information the Parish Council had requested relating to a fire in Pedlars Path was exempt under section 40 (personal information) of the Freedom of Information Act (FOIA) as the information constitutes third party data. The Fire Authority had assessed whether it was in the public interest to release the information, and after studying local maps of the area, had established that the premises concerned was not in the direct vicinity of Pedlars Path.

Cllr M Wood proposed, and Cllr H Clacy seconded therefore that the Parish Council pay the £250 for works required to trees damaged by the fire in Pedlars Path. 2 members agreed and there were 2 abstentions.

RESOLVED: the Parish Council pay the £250 for works required to trees damaged by the fire in Pedlars Path.

52.2 Bridle Path, Adjacent to 10 Landisdale

A report and quotation had been received from the tree surgeon following the survey of the trees adjacent to the property – subject to TPO planning approval medium priority crown reduction of an Oak tree was recommended after the growing season, cost £325 + vat. Other low and very low risk tree works were also recommended to maintain a reasonable relationship with the property, cost £250 + vat.

It was confirmed that this location was the subject of a previous insurance claim.

Cllr H Clacy proposed and Cllr D Powell seconded that the medium priority crown reduction of the Oak tree be carried out.

Cllr M Wood proposed an amendment and Cllr A Allen seconded the amendment that ivy was also removed from the trunk of T2 at the same time as the crown reduction. The proposed amendment was unanimously accepted.

RESOLVED: that the medium priority crown reduction of the Oak tree be carried out and ivy was also removed from the trunk of T2 at the same time as the crown reduction.

52.3 Essex County Council Tree Planting Scheme 2008/09 Free Trees

Members requested further information from the tree contractor regarding the number of trees they are recommending planting.

Members did not wish to have any further trees planted on Elm Green.

RESOLVED: that a) the tree contractor confirm the number of trees they were recommending planting and b) that no further trees be planted on Elm Green.

52.4 Annual Tree Survey

The annual tree survey was due again in October at an annual cost of £250 + vat. The cost of the outstanding low priority works were to be identified.

RESOLVED: it was agreed that the annual tree survey would be carried out again in October at an annual cost of £250 + vat, and the total cost of the work together with the cost of the annual survey would be included in the 2009/10 budget.

53 Drainage and Car Parking Project

Clerk reported that the Groundsman's contribution to the drainage works to Dawson Memorial Field had been complimented by a member of the public. Also that the tender opening for the next phase of the project was taking place on the 16th September at 7.30pm.

RESOLVED: that the information be noted.

54 War Memorial

54.1. Restoration

Restoration works to the War Memorial were still ongoing.

54.2. Brass Sword

The Royal British Legion had contacted the Parish Office and queried the whereabouts of the original brass sword that had been removed from the War Memorial some years ago because it had been damaged. After investigation it was established that the sword was hanging on the wall at Bakers of Danbury. A letter had therefore been sent to the Royal British Legion asking where they would wish the sword to be retained for posterity.

RESOLVED: that this information be noted.

55 Play Area / Basketball Court

55.1. Sign for Basketball Court

The proof of a suggested information sign for the basketball court was circulated, and minor amendments were made to the wording.

RESOLVED: that minor amendments were made to the wording and the sign be purchased at a total cost of £143.50 + VAT. If the DCA were agreeable the sign would be affixed to the sports centre wall adjacent to the basketball court.

55.2. Soil Erosion in the Play Area

The soil had eroded at the gate entrance of the play area and had been brought to the Groundsman's attention for repair.

RESOLVED: that the eroded area be repaired.

55.3. Dog Warden

Routine inspections and monitoring of animal faeces on Dawson Memorial Field was carried out by the Groundsman (and contractors in his absence) and CBC dog wardens were called, as required, to carry out spot checks re dog walkers.

RESOLVED: that this information be noted.

56 Danbury Times

Items for the November edition were requested by end of September please.

RESOLVED : that the information be noted.

57 Parish Council Notice Board at Eves Corner

A quotation of £180 has been obtained to move the existing notice board to a lower position and to provide another notice board to enable all the parish notices and agendas to be displayed. A suitable location had been identified on the side wall of the village hall and a request letter had therefore been sent to the village hall committee.

RESOLVED : that the information be noted.

58 Lighting Pillar at Eves Corner

The Clerk reported that the lighting pillar had now been installed at Eves Corner.

RESOLVED: that the information be noted.

59 Matters to Report

59.1 Ponds

Cllr M Woods reported that the ponds at Eves Corner and Runsell Green were overgrown. The Clerk confirmed that they were cleaned only once a year, and that growth was retained around the borders for safety reasons.

RESOLVED: that ponds would be kept under review and quotations would be obtained in February when they would be due for cleaning again.

There were no other matters to report.

60 Exclusions of the Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

61 DCA Board Minutes

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

RESOLVED : that the information be noted.

62 Dates of Next Meetings

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

There being no further business the meeting closed at 10pm.

Cllr F Hawkins
Chairman

Signed Date