



FACILITIES COMMITTEE

Minutes of the meeting held on 12th November , 2008 at 8pm at the Parish Office

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

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

69. DCA Request to Improve Lighting in the Sports and Social Centre
Item deferred until later in meeting.

70. Apologies for absence

Apologies were received and accepted from Cllr Mrs J Wells.

71. Declarations of Interest

No declarations of interest were declared.

72. Public Question Time

No members of the Public were present.

73. Minutes of the Facilities Committees held on 10th September and 5th November (Budget), 2008.

Members given 5/10 minutes to read through Minutes of 5th November (Budget).

RESOLVED: that the Minutes of the Meetings held on 10th September and 5th November (Budget), 2008 be approved and duly signed as a correct record.

Matters Arising

Allotments – member queried why fees for allotments had changed and it was confirmed that we were now charging a rent and additionally for water.

74. Red Diesel

A report from SLCC was circulated which confirmed that PC were no longer able to use red diesel in the tractor.

There had been no response from CBC and the Clerk had discussed with other clerks who are now putting extra monies into their budgets to cover the higher fuel costs. The Clerk was to therefore take to Resources, also to the Larger Councils Forum and to chase CBC for a response.

A member also suggested that the matter be referred to our local MP sighting the 'illogicality' of the situation, implications if there was a change of government and the significant impact on precepts in the parishes that owned tractors.

RESOLVED: as the diesel tank was nearly empty Cllr S Berlyn proposed that ordinary diesel was used from now on and this proposal was seconded by Cllr M Telling. There were 5 members in favour and 3 abstentions.

75 Youth Shelter

A planning application had been submitted to CBC, and the outcome was awaited.

RESOLVED: that the information be noted.

76 Trees

76.1 Pedlars Path – Fire Damage

The works to the damaged trees had now been carried out and a letter had been sent to the resident concerned.

RESOLVED: that the information be noted.

76.2 Bridle Path, Adjacent to 10 Landisdale

The medium priority works to reduce the crown of the Oak tree, and to remove the ivy from the trunk of T2 trees in the bridle path adjacent to the property had been scheduled to be done shortly, subject to TPO approval – a meeting had been taking place between the tree contractor and the tree officer from CBC on 11th November.

RESOLVED: that the information be noted.

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

The tree contractor would advise on the number and type of trees recommended to be replaced, noting that no further trees were to be planted on Elm Green, once the annual tree survey had been done.

RESOLVED: that the information be noted.

76.4 Annual Tree Survey

The cost of the outstanding lower priority tree works from the 2007 survey totalled £2,000 + vat.

RESOLVED : to wait to receive the 2008 survey report to determine whether the lower priority tree works identified in the 2007 survey had become higher priority, and to compare priorities with previous before making a decision.

76.5 Oak tree adjacent to ‘Adams Cottage’ – Eves Corner

ECC Tree Officer had contacted the PC regarding responsibility of the Oak tree standing adjacent to the above property on the green. At the time of the enquiry it was assumed that the NT had responsibility and the Tree Officer was advised. However, works had been carried out to this tree by PC for the overhanging branches onto the main road which had been identified from last years survey, and PC were awaiting 2008 survey report to determine whether further works to the Oak tree were recommended.

RESOLVED: that as the PC have a Lease with the National Trust for the land at Eves Corner the Clerk to check Lease to clarify whether it is a requirement of the Lease that the PC carry out tree maintenance.

77 War Memorial

77.1 Restoration

Restoration works to the War Memorial were now complete. An Armistice Day service was held in St John’s Church on Sunday 9th November, followed by

Remembrance Sunday march , including a Rededication Service at the memorial. Cllr John Langley lay the cross on behalf of the Parish Council, for which he was thanked.

Photographs taken whilst Bradford Memorials were carrying out the refurbishment appeared in the Essex Chronicle.

Mr Bradford attended the ceremony and he was thanked for the terrific job he had done – he did however say he did not know how long it would last as it was very soft stone. It was agreed that a formal letter of thanks be sent to Bradford Memorials.

RESOLVED: that this information be noted and that a formal letter of thanks be sent to Bradford Memorials.

77.2 Brass Sword

The RBL had discussed the bronze sword at their recent meeting and commented that the sword belongs to either the Borough or District Council, whichever party erected the Memorial in the first place, and they have expressed a wish that it be offered to Bakers Funeral Services to be placed in their chapel of rest.

However, members felt that it could possibly be offered on loan to Bakers, so that in the passage of time Bakers would not presume ownership.

Cllr M Wood proposed that the sword be offered to the Essex Regiment Museum in Oaklands Park, in partnership with the Royal British Legion, where it could be on display for the community to appreciate. Members suggested that PC ask RBL whether any of the names on the Memorial were part of the Essex Regiment.

Cllr M Telling proposed and Cllr A Allen seconded that PC write to CBC to establish ownership. Five members were in favour and 2 were against this proposal.

Cllr S Berlyn proposed and Cllr D Powell seconded that if CBC do not own the memorial that PC assume ownership and write to RBL suggesting that it is loaned to the Essex Regiment Museum with a suitable plaque. This proposal was unanimously agreed.

RESOLVED: that PC write to CBC to establish ownership and if PC assumes ownership to write to RBL suggesting that it be loaned to the Essex Regiment Museum with a suitable plaque.

77 Basketball Court

77.1. Craft Fair at the DCA – 1st November

PC had agreed to a request from the DCA to erect some gazebos on the basketball court on Saturday 1st November, the date of the Craft Fair, so that the Farmers Market did not have to be cancelled in the Sports Hall. The DCA thanked the PC for their help. PC to take to the next DCA Board Meeting.

RESOLVED: that the information be noted.

77.2 Sign for Basketball Court

Minor amendments had been made to the wording of the information sign, as requested at previous Facilities Committee, and an additional cost of £20 had been

added to the original quotation for changes to artwork and proofing – total cost now £163.50 + vat.

A further amendment was requested by Cllr S Berlyn to take out 'or accidents' from the wording, and a member also suggested that the wording under 'Conditions of Use' should be in upper and lower case.

Cllr S Berlyn proposed and Cllr D Powell seconded that if the total cost with the final amendments was less than £200 that the Clerk was to approve the order. The proposal was unanimous.

The DCA had confirmed they were agreeable to the sign being affixed to the sports centre wall adjacent to the basketball court.

RESOLVED: that 'or accidents' be removed and the wording under 'Conditions of Use' be in upper and lower case, and that if the total cost with the final amendments was less than £200 that the Clerk was to approve the order.

78.1 Dawson Memorial Field – Essex Playing Fields Association

Danbury had been awarded the shield for the Best Kept Playing Field together with a voucher for £500 from Ground Control. As PC had not spent last years award monies Ground Control were prepared to put the last two years prize monies together to put towards fencing adjacent to the Sports and Social Centre. The Clerk confirmed that quotations were awaited.

Certificates of Merit had also been awarded for the Children's Play Area and the Cricket Ground. Congratulations were to be passed on to the Groundsman.

RESOLVED: a) that subject to quotations being accepted by Ground Control that the prize monies be used towards fencing adjacent to the Sports and Social Centre and b) congratulations be passed on to the Groundsman.

78.2 Dog Waste Bins

The Groundsman had reported that one of the PC rubbish bins was being used to dispose of dog faeces, and as the bin was located next to a seat a polite notice had therefore been displayed near to the bin in the hope that the dog waste bins provided would be used. However, a more permanent sign may be required.

Members queried whether there were sufficient dog bins, and the Clerk confirmed that only two bins were provided by CBC, one at either end of Dawson Field, as CBC would not walk across the field to empty a bin.

RESOLVED: that the information be noted.

79 Danbury Times

Danbury Times will be ready for collection from the next PC meeting on 26th November – volunteers to please deliver before 1st December due to items that appear in the DT.

RESOLVED : that the information be noted.

80 Parish Council Notice Board

A decision was awaited from the village hall committee meeting in November.

RESOLVED : that the information be noted.

81 Christmas Tree at Eves Corner

The cost of erecting and taking down the Christmas tree, that is being donated by a resident of Danbury, and to erect and remove chestnut fencing was £600 + vat. Members have also suggested that PC increase the capacity of lights on the Christmas tree this year.

Cllr S Berlyn proposed and Cllr M Wood seconded that £500 also be spent to purchase additional lights of a different type and colour, and to approach local nurseries regarding sponsorship. The proposal was unanimous. This figure also included the installation of the lights on the tree.

The Clerk reported that she had attended a PCC meeting and the churches were getting on well with the organising, having risk assessed the lighting and nominated a responsible person for the keys of the lighting pillar.

RESOLVED: that a) the cost of £600 + vat for erecting and removing the Christmas tree and chestnut fencing be met and b) additional lights of a different type and colour be purchased up to a value of £500 c) local nurseries are approached re sponsorship d) the £500 included a sum of money for the electrician to erect and remove the tree lights.

82 Community Awards Evening 20th January, 2009

The Mayor's Office has sent the PC an invitation to their Community Awards Evening on 20th January, 2009, nominating one person who has not attended a Community Evening in the past five years to attend.

Cllr M Wood nominated Margaret Axon who has been raising money for the Farleigh Hospice for the past 25 years through jumble, plant and book sales.

Cllr D Whiting nominated Dot Rolfe who has been the booking secretary for the village hall and also the Heather Hills Club for a number of years.

Both nominations were unanimous.

RESOLVED: that the Clerk to write to the Mayor's Office and request two places, if possible, and to establish whether either of the nominations have attended a Community Awards evening in the past five years.

Nominations to be sent to the Mayor's Office by 21st November.

Mr Stephen Holland arrived.

83 DCA Request to improve Lighting in the Sports and Social Centre

Mr Holland was welcomed. He presented a report formally requesting PC's agreement to proposed improvements to the lighting in the Sports and Social Centre.

DCA had investigated a grant of £9,300 from the Carbon Trust over 4 years, and showed a profit after the 2nd year.

DCA were now considering including night storage heaters, and figures would be amended and a request with proposal to change night storage heaters would be submitted to the next meeting. Overall DCA estimated annual savings of £5,500, with a 3.5 year pay back.

Mr Holland answered a number of queries, and confirmed that the DCA would have responsibility for the future maintenance of the lighting.

Mr Holland also notified PC that he had been made aware that the air conditioning units would not be able to be re-gassed in a couple of years time and would therefore become obsolete.

Further approval for the heating would be required from Facilities Committee.

Cllr S Berlyn proposed and Cllr M Wood seconded that PC agree to the request from the DCA to improve the lighting at the Sports and Social Centre under the terms of the lease. The proposal was unanimously agreed.

Cllr S Berlyn personally thanked Mr Holland for the voluntary work that he put into the DCA, which was endorsed by the committee.

RESOLVED: that a) PC approve the request from the DCA to improve the Sports and Social Centre lighting b) further approval for the heating be required by Facilities Committee c) air conditioning units to be referred back to Facilities Committee.

Mr Holland left the meeting.

84 Summer Parish Sports Programme

CBC had reported that 30 children attended the summer sports programme held on 6th August. CBC will send details of the 2009 programme as soon as available.

85 Danbury Parish Council Premises / Clubs

85.1 Premises Inspections

85.1.1 Royal British Legion

A professional survey is being undertaken in relation to the Lease, which is a Resources issue.

RESOLVED: that the information be noted.

85.1.2 Bowling Club

Maintenance works had been carried out by the Bowling Club during the summer.

RESOLVED: that the information be noted.

85.1.3 Tennis Club / Parish Office

The gable ends have been repaired and the gutters cleared. Tennis Club will be reminded that the windows and doors will need painting in the new financial year.

RESOLVED: that the information be noted.

85.1.4 Robins Nest

The timber work on Robins Nest all needs re-treating. Two quotations had been obtained:-

1. Neil's Maintenance - £979
2. J W Steele - £1,964 + vat

Cllr S Berlyn proposed and Cllr M Wood seconded that Neil's Maintenance carry out the works, to be paid for from the £3,000 buildings maintenance budget.

Unanimously agreed.

RESOLVED: that order be placed with Neil's Maintenance, £979 to come out of the £3,000 buildings maintenance budget.

85.1.5 Sports Centre

Leaking guttering and broken down pipes

During recent heavy rain the guttering at the front of the centre had leaked causing damp to the external wall and also in the void. The down pipe on the side of the snooker hall was also leaking as it was broken. Contractors were called to investigate. The guttering needed cleaning out again and down pipe needed replacing – cost to clean the guttering was £168 + vat and would be £84+ vat to replace the down pipe. A quotation was requested to replace the down pipe with heavy duty or to install mesh guard over it, also for the down pipe at the side of the fire escape.

RESOLVED: that the information be noted.

Leak in Rear Lobby

J W Steele had been contacted to investigate water leaking through the rear lobby ceiling again – the outcome of further investigations was awaited.

RESOLVED: that the information be noted.

Painting the Snooker Hall

The green paintwork on the snooker hall and rear fire escape was now badly flaking and it therefore needed repainting as soon as possible.

Two quotations had been obtained:-

J W Steele - £3,961 + vat

Maldon Building Services – £1,880 + vat

RESOLVED: that although there were monies left in the DCA maintenance budget painting the snooker hall and steps should be deferred until the outcome of the leak in the lobby and any additional expenditure was known.

Members requested an updated building inspection sheet be circulated with the agenda.

RESOLVED: that an updated building inspection sheet would be circulated with the agenda in future.

85.2 Danbury Sports and Social Club

85.2.1 Planned Maintenance Programme 2008/09

An update on the planned maintenance programme was as follows:-

Fire Doors – outstanding items

- a) timber fire doors from sports hall to be painted green
- b) frame around rear lobby door to be treated
- c) Gym door at top of fire escape to be replaced with aluminium
- d) Break glass box and signs to be removed from wall in void now that push bar fitted
- e) Minor adjustments to some internal doors

Door Check returning to site as soon as weather allows.

All other works have been completed.

RESOLVED: that the information be noted.

Toilet and Changing Room windows

All work completed.

RESOLVED: that the information be noted.

Cupola, High Level Guttering and Roof Tile

All work completed.

RESOLVED: that the information be noted.

Fire Precautions work

Containment of the electrical switch gear and associated electrical works were yet to be done due to personal circumstances of builder – works rescheduled for w/c 17 November and possibly now using alternative carpenter.

All other fire precautions works completed.

RESOLVED: that the information be noted.

85.2.2 Planned Maintenance Programme 2009/10

The following maintenance works are to be considered in the new financial year, subject to allocated budget:-

1. Replacement UPVC fascias, soffits and new guttering
2. Painting snooker hall (if not done from 2008/09 budget)

RESOLVED: that the information be noted.

85.3 Drains

Annual jetting of the drains had taken place – contractor recommended replacing the plastic seal that is cracked on the next visit to prevent soil falling through into drain.

RESOLVED: that the information be noted.

85.4 Alterations to the Front of the Sports Centre

PC had sent a formal response to the latest set of plans showing the proposed alterations.

RESOLVED: that DCA to confirm when alterations are going to be done.

85.5 Security Grilles

There was to be an in-built solution to window protection if the proposed alterations to the front of the sports centre go ahead.

RESOLVED: that the information be noted.

85.6 Electrical Installation Inspection Certificate

The electrical installation inspection certificate expired on 23rd October 2008 and a reminder had been sent to the DCA to arrange for the inspection to be carried out and for a copy of the certificate to be forwarded to the PC for their premises file.

RESOLVED: that the information be noted.

85.7 Pre-School

Nothing further had been heard from the Pre-School regarding the screened off play area that they had wished to create on Dawson Field. A copy of a risk assessment was awaited before any trial period could be agreed.

RESOLVED: that the information be noted.

85.8 DCA Working Party

The working party meeting was yet to be arranged. Cllrs H Clacy and M Wood had volunteered to join the working party, and Cllr M Wood proposed and Cllr H Clacy seconded that Cllr J Langley join the working party as he had knowledge of contracts.

RESOLVED: that a) the Clerk formally write to the DCA to discuss concerns
b) the meeting is clerked
c) the DCA should consider the terms of reference for the meeting
d) the group will have no power and that all decisions must be made by PC in conjunction with the lease.

86 Bowling Club Lease

Negotiations on the Lease are still ongoing. There were no other matters to report.

RESOLVED: that the information be noted.

87 Royal British Legion

A survey of the premises had now been carried out and a report was awaited – this was being taken to Resources in relation to the Lease.

The outside light had been reported as not being on in the evenings and this had been reported to the RBL for their attention.

RESOLVED: that the information be noted.

88 Tennis Club

88.1 Disabled Facilities

The Tennis Club had not yet responded to PCs request for access to their disabled toilet – this had been followed up.

88.2 Rubbish

A further polite reminder had been sent to the tennis club asking them not to throw rubbish bags into the compound and leave boxes outside the compound when the groundsman was not on site.

RESOLVED: that the information be noted.

89 Football Clubs

89.1 Storage/outbuildings

The matter of clubs erecting outbuildings for storage in a conservation area was to be referred to Parish Council. There had been a couple of verbal requests from clubs at present.

RESOLVED: that the information be noted.

89.2 Danbury Mission FC – Storage

The matter of storage in the void is to be agreed between Danbury Mission FC and the DCA.

RESOLVED: that the information be noted.

89.3 Saturday Morning Football

Danbury Mission FC resumed their Saturday morning football the last week in October.

Further to Minute 49.6.3 Football Fees the documentation for Danbury Mission FC had already been sent with a figure of £195 for a six month period. The club is only going to actually be on site for 5 months.

RESOLVED: that the Clerk send a letter to Danbury Mission FC clarifying that due to an error by the PC they had been undercharged for this season as the annual fee should have been £260. They would not be charged the additional £65, however normal annual fees would apply next season.

90 Cricket Club

90.1 Memorial Bench

The Clerk had written to the Cricket Club requesting that the proposed memorial bench be the same design as other benches on Dawson Memorial Field.

RESOLVED: that the information be noted.

91 Matters to Report – deferred to next meeting

92 Exclusions of Press and Public – deferred to next meeting

93 Drainage and Car Park – deferred to Parish Council

94 DCA Board Minutes – deferred to next meeting

95 Public Toilets – deferred to next meeting

96 Dates of Next Meeting

9th December

2009

7th January, 18th February, 11th March, 13th May, 17th June, 15th July, 16th September, 4th November (Budget), 11th November (Budget), 8th December.

There being no further business the meeting closed at 10.30pm.

Cllr F Hawkins
Chairman

Signed Date