



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 9<sup>th</sup> December 2008 at 8pm at the Parish Office**

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

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

#### **97 Apologies for absence**

Apologies were received and accepted from Cllrs M. Telling, M. Wood (ex officio) and Mrs J Wells.

#### **98 Declarations of Interest**

No declarations of interest were declared.

#### **99 Public Question Time**

No members of the Public were present.

#### **100 Minutes of the Facilities Committees held on 12<sup>th</sup> November, 2008.**

RESOLVED: that the Minutes of the Meetings held on 12<sup>th</sup> November, 2008 be approved and duly signed as a correct record.

There were no matters arising from the Minutes.

#### **101 Westwood Ride on Mower**

Quotations had been obtained for a part exchange Westwood ride on mower:-  
Chelmsford Grass Machinery - £3,900 PX £500 – Total £3,400  
Ernest Doe & Sons - £4,319.14 PX £1,019.14 – Total £3,300

Cllr A Allen proposed that the Facilities Committee approach the Resources Committee for a request for the money for the ride on mower to be taken from Reserves. The mower to be purchased from CGM if a better PX price could be given to a maximum cost of £3,400, as CGM had offered good servicing for the current mower. This was seconded by Cllr H Clacy and unanimously agreed.

RESOLVED: that Facilities approach Resources for monies to purchase a new ride on from CGM, if CGM can offer a better PX figure, to a maximum cost £3,400.

#### **102 Youth Shelter**

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

RESOLVED: that the information be noted.

#### **103 Trees**

##### **103.1 Annual Review of Trees**

The annual review of trees was carried out in November and there was very little work required, none of which was high priority.

Cllr S Berlyn proposed and Cllr A Allen seconded that all works were deferred until the December 2009 survey report was received, to be reviewed then. This was unanimously agreed.

RESOLVED: that all works be deferred until the December 2009 survey report had been received, and a review to be undertaken at this time.

### **103.2 Essex County Council Tree Planting Scheme 2008/09 Free Trees**

Although tree contractors had suggested areas that further trees could be planted, Cllr S Berlyn proposed and Cllr F Hawkins seconded that no further trees should be planted at this time.

3 members were in favour and there were 3 abstentions.

RESOLVED: that the offer of free trees from ECC should be declined..

### **104 Oak tree adjacent to 'Adams Cottage' – Eves Corner**

Responsibility for the trees on Eves Corner, land that the PC lease from the National Trust was being established.

RESOLVED: that the information be noted.

### **105 War Memorial Brass Sword**

Chelmsford Borough Council had now confirmed in writing that they were unable to identify any evidence of the BC having ownership of the War Memorial.

Cllr S Berlyn had previously 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 RBL suggesting that it be loaned to the Essex Regiment Museum and displayed with a suitable plaque.

### **106 Basketball Court**

An information sign had been ordered, to be fixed to the side wall of the sports centre adjacent to the basketball court.

RESOLVED: that the information be noted.

### **107 Ponds**

Quotations were being obtained to clean the ponds on Eves Corner and Runsell Green, to include clearing of reed growth in the centre of the pond at Eves Corner. The ponds were last cleared in January 2008. To be reviewed when quotes come in.

RESOLVED: that the information be noted.

### **108 Dawson Memorial Field – Essex Playing Fields Association**

The award monies were used to replace the wooden fencing to the side of the sports centre with metal fencing to match existing.

RESOLVED: that letter of thanks be sent to Ground Control who supplied and installed the fencing at no additional cost to the PC.

### **109 Danbury Times**

There were no matters to report.

RESOLVED : that the information be noted.

### **110 Parish Council Notice Board**

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

RESOLVED : that the information be noted.

### **111 CBC Play Activities Weekends**

CBC had successfully obtained BIG Lottery funding to run some play activity days at weekends. One weekend day between 3 January and 4 April 2009 from 10am – 2pm was offered for children up to the age of 11 years. Indoor accommodation and access to toilets was required. The cost to hire the sports hall for 5 hours (access ½ hour before and after required to set up) was £155.

Cllr S Berlyn proposed and Cllr D Powell seconded that funds were requested from Reserves and a weekend day, over the half term if possible be booked.

RESOLVED: that funds were requested from Reserves and a weekend day, over the half term if possible be booked.

### **112 Eves Corner**

#### **112.1 Christmas Tree**

The Clerk had bought more lights costing £201.86 from Horseshoe Nurseries who gave the PC a discount of £25.23.

A letter of thanks was to be sent to Mrs Oombes who donated the tree, and also to all the helpers. However, the Clerk reported that it had been very difficult to erect the tree and lights because of the size of the tree, and a smaller one may need to be considered for next year.

The annual Carol Service was being held at Eves Corner on December 10<sup>th</sup> at 8pm.

RESOLVED: that a letter of thanks be sent to Mrs Oombs and all helpers, and a smaller tree to be considered next year.

#### **112.2 Footpath**

A resident had written to the PC regarding restricted access to the footpath at Eves Corner due to inconsiderate parking. The Clerk had therefore contacted the National Trust who had suggested that the PC regularly check the posts which are in place and ensure the area in front of the path across the green is protected to stop cars parking there and blocking pedestrian access.

PC therefore to consider installing sufficient metal posts that would restrict parking to ensure pedestrian access to the pathway and could not be dislodged by cars reversing into them. A design that would be acceptable in a conservation area was to be investigated.

PC had also been contacted by a resident requesting another footpath across Eves Corner, however the NT had confirmed they would not agree to this.

RESOLVED: that a) the clerk acknowledges the residents communications and b) to ascertain a design of metal post that would be acceptable in a conservation area to be investigated and details brought to the next Facilities Meeting, if possible.

### **113 Community Awards Evening 20<sup>th</sup> January, 2009**

Two nominations had been put forward to the Mayor's Office at CBC, one by the PC and the other by a local councillor, and both nominations had been accepted. The nominees would receive an invitation to the the Community Awards Evening on 20<sup>th</sup> January, 2009, in due course.

RESOLVED: that the information be noted.

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

#### **114.1 Premises Inspections / Maintenance Reports**

Updated report was circulated.

RESOLVED: that a) completed items (shaded areas) be removed from print but retained on computer documents b) item numbers be inserted on updated maintenance spread sheet from January 2009, and numbers not re-used as maintenance items completed c) maintenance items that were DPC responsibility to be removed from DCA heading and d) under 'responsibility' column to read DPC / Organisation abbreviation as appropriate .

There were still some outstanding issues that had been identified from visual inspections of Parish Council owned premises:-

#### **114.1.1 Tennis Club**

- a) Paintwork on window ledges, windows and doors needed rubbing down and repainting. Some rot in places on rear elevation.
- b) Broken down pipe on corner of club house needed replacing and guttering to be cleared periodically
- c) Timber underneath guttering to be treated periodically

RESOLVED: that a letter be sent to the Tennis Club reminding them that under the terms of their lease the above needed their attention.

#### **114.1.2 Bowling Club**

It had been noted that

- a) Panel on side of club house needed securing as it was coming away
  - b) Plinths at ground level had been removed to access pipework
- However, these have now been replaced.

RESOLVED: that there were no further matters to report.

#### **114.1.3 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.

#### **114.1.4 Parish Office**

- a) Wooden window ledge on rear elevation is rotten.
- b) Wooden fascias on both sides of the building need re-treating
- c) Guttering all needs checking and clearing periodically

RESOLVED: that a) a quotation be obtained to repair / replace window ledge and re-treat timber fascia b) to periodically check and clean guttering. To be considered in new financial year.

#### **114.1.5 Robins Nest**

The timber work on Robins Nest is being re-treated in the Spring. Concrete bollards are needed alongside the ramp into the tractor shed to prevent vehicles parking and restricting opening of shed doors.

RESOLVED: that a) the information re timber work be noted and b) that concrete bollards adjacent to the tractor shed not be pursued.

#### **114.1.6 Sports Centre Outstanding Maintenance**

The various outstanding maintenance items were discussed, some would be done early in the near year, painting to be done in the Spring , and others would be considered in the new financial year.

It was agreed that an item be placed on the next agenda regarding a future routine maintenance contract to check all fire doors and fire door gear, also windows to ensure correct function.

RESOLVED: that a) works agreed above to be done early in the new year b) quotation from Maldon Building Services be chosen to complete the painting of snooker hall, lobby and green staircase railings with the proviso that they supplied details of the products to be used and asked if they would guarantee the work c) works to be further investigated to be followed up early in the new year d) letter to be sent to the DCA re window winders and user misuse and e) a future routine maintenance contract in place to check all fire doors and fire door gear, also windows to ensure correct function be considered on next agenda.

#### **Electrical Installation Inspection Certificate**

A copy of the electrical installation inspection certificate for the centre was awaited.

RESOLVED: that the information be noted.

Cllr S Berlyn left the meeting.

#### **115 Matters to Report – deferred to end of meeting**

##### **Exclusion of Press and Public**

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 the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw.

There were no members of the public in attendance.

### **116 Drainage and Car Park – deferred from last meeting**

The Clerk confirmed that contracts had been placed and TTS had started work on the specifications for the car parks – to be completed to take to the PC meeting on 30<sup>th</sup> January 2009. Phase 2 to start in April 2009.

The Clerk reported that there had been many complaints about the car parks, that were particularly bad at the present time. CBC had offered two lorry loads of road planings for £250 (to cover the cost of loading and transport ), which they would deliver to site and Groundsman would then use tractor and equipment to spread as required.

Cllr S Berlyn returned to the meeting.

RESOLVED: that a) advice be sought from TTS b) if the temporary use of road planings to bind the existing car park surface would not have a detrimental effect on the proposed re-surfacing then CBC's offer of road planings be accepted at a cost of £250 and c) work to be left to the Clerk and the Groundsman to manage, possibly early in the new year.

### **117 Public Toilets – Deferred from last meeting**

The matter was discussed

RESOLVED: that the item be left on the Agenda.

### **118 DCA Board Minutes – Deferred from last meeting**

The Minutes were circulated for members information.

RESOLVED: that the information be noted.

### **119 DCA Lease**

A letter had been sent to the DCA to arrange a working party. The DCA had replied that a meeting could not take place until the second quarter next year.

A discussion took place on the best way forward. It was unanimously decided that a letter be sent to the DCA explaining responsibilities under the terms of the lease.

RESOLVED: that a letter be sent to the DCA to explain responsibilities under the terms of the lease.

### **120 Dates of Meetings in 2009**

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

### **121 Matters to Report**

There were no matters to report.

There being no further business the meeting closed at 10.50pm.

Cllr F Hawkins  
Chairman

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