



FACILITIES COMMITTEE

Minutes of the meeting held on 7th January, 2009 at 8pm at the Parish Office

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

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

122 Apologies for absence

Apologies were received and accepted from Cllrs J Langley and Mrs J Wells.

123 Declarations of Interest

No declarations of interest were declared.

124 Public Question Time

No members of the Public were present.

125 Minutes of the Facilities Committees held on 9th December, 2008.

RESOLVED: that the Minutes of the Meetings held on 9th December, 2008 be approved and duly signed as a correct record.

There were no matters arising from the Minutes.

126 Westwood Ride on Mower

An order had been placed with CGM with PX allowance for old mower. Delivery was expected this week.

RESOLVED: that the information be noted.

127 Youth Shelter

The Clerk confirmed that the site had been inspected and approved, and Monster hoped to install the shelter in the next couple of weeks. An invoice had been sent to Chelmsford Police for their £2,000 contribution. One of the litter bins already ordered was being used to go alongside the shelter.

Members agreed that an opening ceremony should be arranged involving the young lad who had co-ordinated the request for a youth shelter, Chairman of Facilities, Police and also the local press.

Cllr M Wood requested a photograph of the opening ceremony for the next edition of the Danbury Times.

RESOLVED: that the information be noted, and an opening ceremony be organised, involving the young lad who co-ordinated the request for a youth shelter, the Chairman of Facilities and the local press.

128 Eves Corner

128.1 Oak Tree adjacent to 'Adams Cottage'

ECC had received a call from a resident regarding the overhanging Oak tree adjacent to their property.

It had been established that PC had responsibility for the maintenance of the trees on Eves Corner, land that is leased from the National Trust (an extract from the Lease confirmed this).

RESOLVED: that PC write to the resident confirming that all non-urgent tree works had been deferred due to lack of funds, to be reviewed again in December 2009.

128.2 Footpath

A design of metal post had been forwarded to CBC Conservation Officer for comment. CBC had confirmed that anything under 1000mm would not require planning permission, however wooden posts would be preferable given the character of the village and existing posts around the green.

Some members commented that wooden posts were preferred and had been installed in the past but had repeatedly been knocked over by cars. However, the cost of installing 4 cast iron 'Cannon' bollards was considerable and it was agreed that the cost of 4 200mm sq oak posts, 1m high above ground, substantially concreted below ground, with high visibility painted tops be investigated, and details taken to next meeting.

RESOLVED: that the cost of 4 200mm sq oak posts, 1m high above ground, substantially concreted below ground, with high visibility painted tops be investigated, and details taken to next meeting.

129 Hedge Cutting

External contractor has quoted approximately £420 for hedge cutting around Dawson Memorial Field for 2009/10.

RESOLVED: Members unanimously agreed to external contractor carrying out additional hedge cutting around Dawson Memorial Fields at a cost of approximately £420 for 2009/10.

130 War Memorial

PC had written to the Royal British Legion suggesting that the original brass sword be loaned to the Essex Regiment Museum and displayed with a suitable plaque, and their response was awaited.

RESOLVED: that the information be noted.

131 Ponds

Quotations to clean the ponds were awaited.

A member reported that the Runsell Green pond now holds considerably more water, and the duck house that was donated by a local resident was under water. A request was made that when pond is cleaned the duck house is raised.

RESOLVED: that the information be noted.

132 Danbury Times

There were no matters to report. Cllr M Wood requested a copy photograph of the youth shelter opening ceremony for the next edition of the Danbury Times that he would be starting work on again in late February. And that other items to be included are detailed on future Agendas.

RESOLVED: that a) a photograph of opening of youth shelter is included, Minute 127 refers and b) the lighting upgrade for the DCA is included, Minute 135.7.3 refers.

133 Parish Notice Board

A decision was awaited from the Village Hall Committee regarding putting up another Parish Notice Board.

RESOLVED: that the information be noted.

134 CBC Play Activity Weekends

CBC had been awarded BIG Lottery funding and Saturday 28th February had been booked for play activities, to be held in the sports hall from 10am – 2pm and was for children up to the age of 11 years old. The cost to hire the hall was £110, not £155 as previously quoted (the higher figure being for evening bookings). Unfortunately Half Term weekends were already booked.

RESOLVED: that the information be noted.

135 Danbury Parish Council Premises /Clubs

135.1 Premises Inspections/ Maintenance Reports

An updated and amended report was circulated to members, for information.

- a) The date when the maintenance item was first reported to be recorded in first column
- b) Robin's Nest Item 1 to be classified as Low Priority, to remain on list and to be recorded as 'To be considered as part of car park project'.

135.2 Tennis Club

A letter had been sent to the Tennis Club bringing to their attention the maintenance issues that had been identified, reminding them of their responsibilities under the terms of their lease.

A response had been received confirming that the matter has been taken to their Committee who will obtain quotations for the work and come back to PC when they have made the necessary arrangements.

RESOLVED: that the information be noted.

135.3 Bowling Club

The Bowling Club notified PC that they will be making the following improvements to their club house over the winter period before the new season starts:-

- a) Replace the Honours Boards with similar baseboard material and plastic lettering in lieu of hand painting
- b) Replacing the notice boards with similar fire retardant Sundeala base boards and
- c) Replace main saloon door bolts with Fire Door bolts

RESOLVED: that the information be noted.

135.4 Royal British Legion

There were no matters to report.

RESOLVED: that the information be noted.

135.5 Parish Office

There were no matters to report.

RESOLVED: that the information be noted.

135.6 Robins Nest

There were no matters to report.

RESOLVED: that the information be noted.

135.7 Sports Centre

135.7.1 Outstanding Maintenance

There were no further matters to report

RESOLVED: that the information be noted.

135.7.2 Maintenance Contract for Fire Doors and Windows

A quotation was awaited in respect of annual routine inspection and maintenance of all fire doors, fire door gear and windows to ensure correct function.

Responsibility for checking internal and external doors was part of housekeeping and the responsibility of the DCA.

RESOLVED: that a) an annual inspection and maintenance quotation be brought to the next meeting for further consideration and b) specific housekeeping responsibilities to be confirmed to DCA.

135.7.3 Lighting Upgrade

Cllr S Berlyn confirmed that the lighting upgrade was now completed and should generate considerable savings. There were minor issues with sensors and timings that were to be rectified by the installer. Cllr Berlyn felt it was an opportunity to report the improvements and environmental savings to a community building in the Danbury Times. Chairman of Facilities to prepare a report.

Cllr M Wood requested that items to report are detailed on future Agendas.

RESOLVED: that a) Chairman of Facilities prepared a report for the next edition of the Danbury Times and b) items to report in Danbury Times to be detailed on future Agendas.

135.7.4 Electrical Installation Inspection Certificate – DCA

A copy of a current electrical installation inspection certificate was awaited.

RESOLVED: that the information be noted.

136 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.

137 Drainage and Car Park

The Clerk confirmed that TTS were preparing a revised specification. The Conservation Officer and Planning Officer who had agreed to a change of specification surface to black top with rolled aggregate. More trees and landscaping would have to be included if this type of surface was used. The revised specification was to be taken to the Working Group before it goes to PC.

The Clerk also confirmed that the Groundsman was unable to take delivery of the road planings for the car parks due to the weather conditions at the present time. CBC to deliver to site and the Groundsman would then use tractor and equipment to spread as required.

RESOLVED: that a) once revised specification received from TTS it was to be reviewed and revised by Working Group before taking to PC and b) Groundsman to spread road planings once received.

138 Public Toilets

The Clerk confirmed that she had e mailed Sgt Perry Land, who confirmed that he was trying to arrange a further meeting with the representative from the PCT.

RESOLVED: that the item be left on the Agenda.

139 DCA Board Minutes

The December Board Meeting had been deferred until the New Year, therefore there were no Minutes to circulate for members information.

RESOLVED: that the information be noted.

140 DCA Lease

Cllr S Berlyn confirmed that sending a letter to the DCA regarding their Lease had been deferred until after their Board Meeting on 19th January.

Cllr M Wood proposed that there be no further discussion at this meeting regarding the matter. Cllr F Hawkins seconded the proposal, 3 members were in favour of the proposal, 2 members were against and there were 2 abstentions. The proposal was therefore carried.

RESOLVED: that a) sending a letter to the DCA regarding their Lease be deferred until after the DCA Board Meeting on the 19th January and b) there be no further discussion at the meeting regarding the matter.

141 Matters to Report

There were no matters to report.

142 Dates of Meetings in 2009

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 9.20pm.

Cllr F Hawkins
Chairman

Signed Date