



FACILITIES COMMITTEE

Minutes of the meeting held on 18th February 2009 at 8pm at the Parish Office

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

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

143 Apologies for absence

Apologies were received and accepted from Cllrs M Telling and Mrs J Wells.

144 Declarations of Interest

No declarations of interest were declared.

145 Public Question Time

No members of the Public were present.

146 Minutes of the Facilities Committees held on 7th January, 2009.

RESOLVED: that the Minutes of the Meetings held on 7th January, 2009 be approved and duly signed as a correct record.

147 Danbury Parish Council Premises/Clubs

147.1 Premises Inspections / Maintenance Reports

Updated report was circulated.

Amendment re Parish Office – items 1, 2 and 3 were reported in December 2008, not 2007.

Amendment re British Legion – item 3 was dealt with in January 2009 using road planings.

Clarified that Tennis Club had advised that the showers had been turned off and were no longer in use due to infrequent use by members and the need to regularly clean and maintain.

All items referring to the Sports and Social Centre to be dealt with together under Private and Confidential.

RESOLVED: that a) subject to amendments the information in the updated reports be noted and b) that all items referring to the Sports Centre be dealt with together with other items relating to the DCA under Private and Confidential.

147.2 Annual Maintenance of low level guttering on Parish owned properties

Cllr M Wood proposed that the low level guttering on the Parish owned properties be maintained annually (with the exception of the Bowls Club who carry out their own maintenance), and £500 to be put in the budget for 2009/10 and 2010/11.

Danbury Tennis Club to pay their proportion of the total cost.

The proposal was seconded by Cllr S Berlyn and unanimously agreed that this would be done again in the new financial year, as required.

RESOLVED: that a) the low level guttering on Parish owned premises (with the exception of the Bowls Club) be annually maintained, as required, and the Tennis Club to pay for their proportion of the cost. £500 to be put in the budget for 2009/10 and 2010/11 b) this item be referred to Resources Committee to approve expenditure as budget is held within this committee.

147.3 Sports Centre

All reported matters to be dealt with together with other items relating to the DCA under Private and Confidential.

147.4 Tennis Club

147.4.1 Leak

Following a leak from a toilet in the Tennis Club, which had spread to the Parish Office toilet, it was identified that the stop cock was located in the Parish Office.

It had been agreed that the Tennis Club would display a notice advising users of the location of stop cocks, mains power supply switch etc and also Tennis Club Committee members contact details made available to call in case of emergency should there be a similar problem in the future when the Parish Office was closed.

The Tennis Club Committee members were also given Parish Office Keyholder contact details should there be a similar problem occur in the Parish Office outside office hours.

RESOLVED: that the information be noted.

147.4.2 Internal Premises Inspection

The matters identified in a recent internal inspection had been noted in an updated inventory of landlords fixtures and fittings, and a copy sent to the Tennis Club for their attention.

RESOLVED: that the information be noted.

147.4.3 Lease

The matter of the lease is still ongoing with Parish Council

RESOLVED: that the information be noted.

147.4.4 Electrical Certificates

A copy of the periodic electrical inspection certificate for the Tennis Club, that PC was advised was carried out in February 2008 is still awaited.

RESOLVED: that the information be noted.

147.5 Bowling Club

147.5.1 Improvement

Improvements had been made to notice boards and replacing saloon door bolts with fire bolts.

RESOLVED: that the information be noted.

147.5.2 Use of the Club House

Danbury Country Markets were using the club house for their AGM on 23rd February, 9am – 2pm as they had done for the past three years.

RESOLVED: that the information be noted.

147.5.3 Lease

Negotiations regarding the Lease were ongoing with Parish Council.

RESOLVED: that the information be noted.

147.5.4 Internal Premises Inspection

The Bowling Club had been contacted to arrange an internal premises inspection.

RESOLVED: that the information be noted.

147.6 Royal British Legion

147.6.1 Lease

This was in the hands of the Resources Committee.

RESOLVED: that the information be noted.

147.7 Parish Office

Maintenance works to the Parish Office totalling £1,262.50 in relation to paintwork and fascia boards was required.

Cllr S Berlyn proposed that the maintenance works be carried out, and the matter of Committee with responsibility for the Parish Office be put on the next Resources Agenda for decision. The proposal was seconded by Cllr H Clacy and unanimously agreed.

RESOLVED: that a) the maintenance works be carried out at a cost of £1,262.50 , and b) this item be referred to Resources Committee to approve expenditure as budget is held within this committee c) to request committee responsibility for Parish Office at Resources Committee.

147.8 Robins Nest

There were no matters to report.

RESOLVED: that the information be noted.

148 Youth Shelter

148.1 Opening Ceremony

The youth shelter was installed on 14th January and an official opening ceremony took place on 21st January, with representatives from Essex Police, NAP, the Parish Council and the Press attending.

At the time of the meeting an article had not appeared in the local newspaper, but subsequently appeared in the Essex Chronicle on 19th February and also in the Weekly News.

RESOLVED: that the information be noted.

148.2 Lighting

Quotations had been obtained to install another light to illuminate the youth shelter. Cllr F Hawkins proposed that option a) for light with a dusk till dawn sensor fitted to existing pole and quotation of £360 + vat from Danbury Electrical be accepted.

The proposal was seconded by Cllr S Berlyn. 6 members voted for the proposal and 1 member was against. The proposal was therefore carried.

RESOLVED: that another light with a dusk till dawn sensor be fitted to the existing pole and quotation from Danbury Electrical in the sum of £360 + vat be accepted to be taken from budget head FAC lighting.

148.3 Name Plaque

NAP wished to place a name plaque in the youth shelter in memory of a local young person who had passed away. The Police felt it would encourage respect for the youth shelter.

Cllr S Berlyn proposed that the NAP request be granted. The proposal was seconded by Cllr J Langley and unanimously agreed.

RESOLVED: that the NAP request to place a name plaque in the youth shelter in memory of a local young person who had passed away be granted.

149 Parish Notice Board

The Village Hall Committee had suggested the Parish Council use half their notice board and share the cost of renovations to the back board and installation of glass doors. Total cost £420.

Members expressed their concerns that the notice boards were well used by the village and that there would be reduced space for village notices. Access to the notice boards would be very restricted if they were shared by the Parish Council and behind glass doors.

RESOLVED: that further information be obtained from the Village Hall Committee regarding access to the notice boards before a decision could be made.

150 Chelmsford Borough Council Play Activity Weekends – BIG Lottery Funded

A CBC Play Activity Day was being held in the Sports Hall on Saturday 28th February from 10am – 2pm for children up to the age of 11 years.

RESOLVED: that the information be noted.

151 Chelmsford Borough Council – Parish Sports Programme 2009

Parishes were being offered the same date and time slot for each holiday again this year, Danbury being as follows:-

Easter - Thursday 9th April and Thursday 16th April 1-3pm

Whitsun – Thursday 28th May 1-3pm

Summer – Wednesday 5th August 1-3.30pm

Costs for 2009 had been altered to reflect the number of coaches required at each session, and it was suggested this was based on 2008 attendance, which for Danbury was 30 children attending the Summer programme. The cost per session with 17-36 children attending with 3 coaches required was £65 per session.

Cllr S Berlyn proposed that further sessions were booked for 2009. The proposal was seconded by Cllr J Langley and unanimously agreed.

RESOLVED: that further sessions were booked for 2009.

152 Hedge Cutting

An order had been placed for hedge cutting around Dawson Memorial Fields etc again during 2009.

RESOLVED: that the information be noted.

153 War Memorial

The Royal British Legion Committee had agreed to the loaning of the brass sword to the Essex Regiment Museum. Additionally a suitable plaque had been requested explaining the history of the sword. It was felt that this would be the most secure solution.

RESOLVED: that the information be noted.

154 Eves Corner

154.1 Oak Tree adjacent to 'Adams Cottage'

A letter had been sent to the resident confirming that the Oak tree would be surveyed again in November / December 2009. The situation would be reviewed at this time.

RESOLVED: that the information be noted.

154.2 Footpath

A quotation had been obtained for four 200mm sq oak posts to be installed at the car park entrance to the footpath across Eves Corner to prevent vehicles obstructing the footpath. Total cost quoted by J W Steele £1,447 + vat. Due to the timescale and urgency of the work only one quotation was obtained.

Cllr J Langley proposed that a recommendation to proceed for safety reasons be made to Resources in relation to funding the work. The proposal was seconded by Cllr H Clacy and unanimously agreed.

RESOLVED: that a recommendation be made to Resources in relation to £1,447 + vat funding for the installation of four oak posts at the car park entrance to the footpath on Eves Corner for safety reasons. Work to be completed by end March 2009. Due to the timescale and urgency of the work only one quotation was obtained from J W Steele.

155 Ponds

Quotations had been obtained to clean the ponds at Eves Corner and Runsell Green again this year, also to raise the duck house on Runsell Green pond that was currently below the water level.

Cllr S Berlyn proposed that subject to a detailed specification in relation to clearing growth, the lowest quotation be accepted. The proposal was seconded by Cllr M Wood and unanimously agreed.

RESOLVED: that subject to a detailed specification in relation to clearing growth, the lowest quotation be accepted of £1,319 + vat provided by Pinnacle PSG Limited and taken from budget head FAC Ponds.

156 Danbury Times

Cllr M Wood had received items in relation to the youth shelter and lighting improvements to the Sports Centre for the next edition of the Danbury Times. Some amendments were requested to the article about the youth shelter.

RESOLVED: that there were some amendments to the article about the youth shelter.

157 Police / ECC Initiative Speeding Campaign

A speeding campaign was being set up in Danbury in Feb/Mar stopping drivers who had committed minor driving offences. Permission had been sought to use the main road car park to set up the ECC trailer and mobile police station between 8.30am and 3pm on the following dates:-

24th February 8.30am – 3pm – ECC Trailer

4th March 8.30am – 12noon – Mobile Police Station

10th March 8.30am – 3pm – Mobile Police Station

Cllr A Allen proposed that parking the mobile vehicles be approved subject to the campaign targeting all infringements i.e. cyclists on pavements. This proposal was seconded by Cllr H Clacy.

Cllr D Powell proposed an amendment expanding the speeding scope to include other road traffic offences. The amendment was seconded by Cllr M Wood. There were 3 members in favour of the amendment, 2 members against and 2 abstentions. The amendment was carried.

RESOLVED: that parking mobile vehicles be approved and the speeding scope be expanded to include other road traffic offences.

158 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.

159 Public Toilets

The Clerk advised that there was a preliminary meeting arranged for Mon 9th March with the same group.

RESOLVED: that the information be noted.

160 DCA

160.1 Board Minutes

The Minutes of the October and November Board Meetings, together with the Agenda for the January Board Meeting deferred from December were circulated to members. The Minutes of the January Board Meeting were awaited.

The Clerk reminded members that Parish Council representatives were only in attendance at DCA Board Meetings and could make no comments.

RESOLVED: that the information be noted.

160.2 Report and Meeting with DCA

A meeting with the DCA had been requested by the Parish Clerk and the Chairman of Facilities. The Parish Clerk had met with the DCA Treasurer and a Member of the DCA Board.

The Clerk's report dated 5th February 2009 was circulated and read in conjunction with the Meeting Notes dated 6th February 2009.

RECOMMENDED: that a) a letter be sent to the DCA Chairman, and copied to Board Members b) the Facilities Committee support and appreciate the efforts of the DCA Board c) to suggest regular face to face meetings being held and minuted by the Clerk to enhance and develop relationships d) to continue receiving board minutes and financial statements and e) to suggest tripartite meetings to discuss improvements to the building.

All members were in favour of the proposal.

RESOLVED: that a) a letter be sent to the DCA Chairman, and copied to Board Members b) the Facilities Committee support and appreciate the efforts of the DCA Board c) to suggest regular face to face meetings being held and minuted by the Clerk to enhance and develop relationships d) to continue receiving board minutes and financial statements and e) to suggest tripartite meetings to discuss improvements to the building.

160.3 Electrical Certificates – deferred

160.4 Outstanding Maintenance – deferred

160.5 Annual Maintenance of Fire Doors – deferred

160.6 Sports Hall Windows – deferred

160.7 Painting Snooker Hall – deferred

160.8 Rear Lobby – deferred

160.9 Emergency Lighting – deferred

161 Drainage and Car Park

The Clerk gave an update on the drainage and car park project timetable.

RESOLVED: that the information be noted.

161.1 Potholes – deferred

161.2 Complaint – deferred

161.3 Timetable for Danbury Times – deferred

161.4 Traffic Calming – deferred
162 Matters to Report – deferred

163 Dates of Meetings in 2009

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 10.35pm.

Cllr F Hawkins
Chairman

Signed Date