



FACILITIES COMMITTEE

Minutes of the meeting held on 11th March , 2009 at 8pm at the Parish Office

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

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

164 Apologies for absence

Apologies were received and accepted from Cllrs J Langley, D Powell, M Telling and Mrs J Wells.

165 Declarations of Interest

No declarations of interest were declared.

166 Public Question Time

No members of the Public were present.

167 Minutes of the Facilities Committees held on 18th February, 2009.

RESOLVED: that the Minutes of the Meetings held on 18th February, 2009 be approved and duly signed as a correct record.

168 Danbury Parish Council Premises/Clubs

168.1 Premises Inspections / Maintenance Reports

Updated report was circulated.

RESOLVED: that the information be noted.

168.2 Annual Maintenance of low level guttering on Parish owned properties

Annual maintenance of all low level guttering, as required had been referred to Resources for funding.

RESOLVED: that the information be noted.

168.3 Sports Centre

168.3.1 Outstanding Maintenance – deferred from last meeting

Sports Hall Doors

Doors were still to have final coat of paint applied when weather conditions allow.

Rear Lobby Door Handle

The large knob type handle that was fitted had now been changed as users were finding it difficult to turn.

Leak in Rear Lobby

No further leaks had been identified and ceiling would now be redecorated.

Painting Snooker Hall

Commencement date had been deferred until the drainage works had been completed.

RESOLVED: that the information be noted.

168.3.2 Annual Maintenance of Fire Doors and Window Winders – deferred from last meeting

Cllr F Hawkins proposed that fire doors and sports hall window winders were annually inspected and maintained to ensure correct operation. The proposal was seconded by Cllr M Wood. Two members were in favour of the proposal, two were against and there was one abstention. The Chairman therefore had the casting vote and therefore the proposal was passed.

RESOLVED: that fire doors and sports hall window winders were annually inspected and maintained by Door Check at a cost of £478 + vat for 2009/10.

168.3.3 Sports Hall Windows – deferred from last meeting

Complaints had been made by users of the courts in the sports hall that they have to play in one direction with sun in their eyes.

The DCA were considering installing solar reflective film to the windows.

RESOLVED: that the information be noted.

168.4 Tennis Club

Periodic Electrical Inspection Certificate

The Tennis Club had confirmed inspection had been carried out in February 2008 and certificate was valid for two years - a copy of the certificate was awaited. .

RESOLVED: that the information be noted.

168.5 Bowling Club

Internal Premises Inspection

The annual internal inspection had been carried out with a Bowls Club committee member on 5th March, and there were no maintenance issues to report.

RESOLVED: that the information be noted.

168.6 Royal British Legion

Lease

This had been referred to Resources Committee. There were no matters to report.

RESOLVED: that the information be noted.

168.7 Parish Office

Maintenance works to the Parish Office had been referred to Resources for funding. There were no matters to report.

RESOLVED: that the information be noted.

168.8 Robins Nest

There were no matters to report.

RESOLVED: that the information be noted.

169 Chelmsford Borough Council Parks and Heritage Services -Maintenance Quotations for 2009/10

CBC Parks and Heritage Services had submitted their quotation for cricket pitch maintenance for the forthcoming season 2009/2010, as follows:-

Cricket Pitch - £4,243.06
Closed Season - £330.25

The Contract for maintenance of the Bowling Green had been agreed in Minute 66.1 5th November, 2008 and was final and fixed for the next five years, as follows:-

2009/2010 - £6,855.93
2010/2011 - £7,061.61
2011/2012 - £7,273.46
2012/2013 - £7,491.66
2013/2014 - £7,716.41

Although the Lease for the Bowling Club was not yet finalised, Cllr S Berlyn proposed that an order be placed with Chelmsford Borough Council Parks and Heritage Services for a) a 5 year fixed contract from 2009-2014 for maintenance of the Bowling Green and b) a maintenance contract for 2009/2010 for maintenance of the Cricket Pitch and Closed Season Cricket Maintenance. The proposals were seconded by Cllr A Allen and unanimously agreed.

RESOLVED: that an order be placed with CBC Parks and Heritage Services for A) A 5 years fixed contract from 2009-2014 for maintenance of the Bowling Green, as follows:-

2009/2010 - £6,855.93
2010/2011 - £7,061.61
2011/2012 - £7,273.46
2012/2013 - £7,491.66
2013/2014 - £7,716.41

B) A Contract for 2009/10 for maintenance of the Cricket Pitch at a cost of £4,243.06, and £330.25 for the Closed Season Cricket Maintenance.

All costs plus vat.

170 Youth Shelter - Lighting

Quotations had been obtained to install a light on the existing pole to illuminate the youth shelter, however previous figures quoted had been incorrect and should have been £395+vat.

Cllr S Berlyn proposed that an order be placed with Danbury Electrical in the sum of £395 + vat. The proposal was seconded by Cllr M Wood and unanimously agreed.

RESOLVED: that order be placed with Danbury Electrical in the sum of £395 + vat

171 Play Area Inspections

The Annual Safety Inspections were due again shortly and Wicksteed had quoted £135 + vat to inspect the play areas again this year, including the youth shelter.

Cllr S Berlyn proposed that an order be placed with Wicksteed to inspect the play areas again this year in the sum of £135 + vat. The proposal was seconded by Cllr A Allen and unanimously agreed.

RESOLVED: that order be placed with Wicksteed to inspect the play areas again this year, including the youth shelter, cost £135 + vat.

172 Parish Notice Board

A letter had been sent to the Village Hall Committee expressing Parish Council's concerns regarding access and reduced space should the current notice board have doors fitted and the Parish Council have access to half the notice board.

The Village Hall Committee responded that glass doors were being fitted to make the notice boards weather proof with a notice displayed inside the doors requesting items for the notice board being posted through the village hall letter box, and giving Caroline Lambert's contact details. Parish Council were offered space on the notice board, as required at £70 per section.

Cllr H Clacy proposed that Parish Council take one section of the notice board at a cost of £70, with key provided so that the PC notice board could not be opened, and that access be reviewed in a year. The proposal was seconded by Cllr M Wood and unanimously agreed.

However, it was later clarified that there were two sections per set of lockable double doors - PC would therefore take two sections at a cost of £140.

RESOLVED: that Parish Council take two sections of the notice board at a cost of £140.

173 Chelmsford Borough Council – Parish Sports Programme 2009

The following dates had been booked with Chelmsford Borough Council:-

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

Whitsun – Thursday 28th May 1-3pm

Summer – Wednesday 5th August 1-3.30pm

Due to the drainage project commencing on 30th March 2009, the Easter dates had unfortunately had to be cancelled. However, an additional date had been booked for the Summer programme on 12th August 9.30am – 12 noon.

RESOLVED: that the information be noted.

174 War Memorial

A letter had been sent to the Essex Regiment Museum offering the loan of the brass sword to be displayed with a suitable plaque, and their acknowledgement was awaited.

RESOLVED: that the information be noted.

175 Eves Corner

Footpath

A request for funds to install oak posts at the entrance to the footpath on Eves Corner to prevent vehicles parking had been referred to Resources. However, funds had now been identified within the Facilities budget for this work.

Cllr S Berlyn proposed that an order be placed with J W Steele in the sum of £1,447 + vat to install the posts as soon as possible for safety reasons. The proposal was seconded by Cllr M Wood and unanimously agreed.

RESOLVED: that an order be placed with J W Steele in the sum of £1,447 + vat to install the posts as soon as possible for safety reasons

176 Ponds

An order had been placed with detailed specification to clean the ponds at Eves Corner and Runsell Green, and to raise the duck house on Runsell Green pond as it was under water.

RESOLVED: that the information be noted.

177 Danbury Times

Cllr M Wood reported that the Danbury Times had still not gone to print due to changes made to some of the wording. He hoped to be able to go to print next week, although the deadline was going to be very tight.

RESOLVED: that the information be noted.

178 Police / ECC Initiative Speeding Campaign

The speeding campaign was held on 24th February and 4th March only and there had been very little activity with driver offences reported which had been considered positive feedback for Danbury. The Road Safety Officer from ECC had gone into the Gym at the Sports and Social Centre and distributed leaflets about the campaign.

Parish Council's concerns regarding offences committed by cyclists on the roads and pavements in Danbury, and Parish Council's hope that the scope of the campaign could be expanded to include these other road traffic offences had been passed to Police at South Woodham Ferrers police station so they could pay particular attention to this.

ECC had been asked to write an article about the event for the next edition of the Danbury Times – however this had missed the deadline.

RESOLVED: that the information be noted.

179 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.

180 DCA

The correspondence dated 27th February 2009 forwarded to the DCA together with the response was circulated to members.

After discussion the following was unanimously agreed.

RESOLVED: that

- a) the Chairman of Facilities and the Chairman of Planning, together with the Clerk attend the meeting with the DCA and Competition Line
- b) the mandate for the meeting was to listen and gather information and report back
- c) the Chairman and Vice Chairman of Facilities, together with the Clerk attend the quarterly meeting with the DCA at a mutually convenient time in April
- d) DCA Board Minutes were noted

180.1 Emergency Lighting – deferred from last meeting

Discussion took place regarding emergency lighting. Members unanimously agreed

RESOLVED: that

- a) SEC be appointed to complete the installations and maintenance to the sum of £4,000 to be taken from 2009/2010 DCA budget

SEC were appointed to complete the works so that continuity was maintained as the contractor had already undertaken associated works satisfactorily. Therefore only one quotation was obtained due to the urgency of the work

- b) External units to be protected with wire guards
- c) Certificates to be given to PC
- d) DCA to do weekly tests
- e) SEC to complete six monthly service of emergency lighting and fire alarm
- f) A log book of all equipment installed in premises be provided
- g) Assistant Clerk Facilities be requested to negotiate price to include electrical inspection and achieve best value for money

180.2 Electrical Certificates – deferred from last meeting

It was unanimously agreed

RESOLVED: that

- a) SEC were appointed to complete 5 year fixed wiring installation and inspection
- b) A sample report was obtained
- c) This item to be discussed at quarterly meeting

180.3 Fire Risk Assessment

It was unanimously agreed

RESOLVED: that

- a) The annual fire risk assessment be discussed at quarterly meeting

181 Drainage and Car Park

The Clerk reported that Phase 2 drainage works commence on 30th March with contractors on site for approximately two weeks, with no time penalty but the work was weather dependant. Clubs and regular users of the car parks had all been notified, and retaining access to the Tennis Club and Bowling Club, as the pathway will be closed for a period was to be included in the contractors risk assessment, and monitored.

The specification for Phase 3 was yet to be agreed and policy decisions made by PC.

RESOLVED: that the information be noted.

181. 1 Potholes – deferred from last meeting

The Groundsman had now made temporary repairs to potholes using road planings.

RESOLVED: that the information be noted.

181.2 Complaint – deferred from last meeting

A response had been sent to a communication regarding the state of the car parks confirming the timetable for the car park project and interim temporary repairs that had been made.

RESOLVED: that the information be noted.

181. 3 Timetable for Danbury Times – deferred from last meeting

The timetable for the car park project was to be published in the next edition of the Danbury Times.

RESOLVED: that the dates be forwarded to Cllr M Wood.

181.4 Traffic Calming – deferred from last meeting

Following reports of vehicles driving at speed in the top car park, traffic calming signs were being considered. A letter had been sent to the Royal British Legion to put up a sign on the pavilion wall – the matter was being taken to their committee meeting in March.

RESOLVED: that the information be noted.

182 Public Toilets

A preliminary meeting had been arranged for 9th March with the same group, but this did not take place.

RESOLVED: that the information be noted.

Subsequently the meeting had now been arranged for the 20th April

183 Matters to Report – deferred from last meeting

There were no matters to report.

184 Dates of Meetings in 2009

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 9.58pm.

Cllr F Hawkins
Chairman

Signed Date