



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 13<sup>th</sup> May 2009 at 8pm at the Parish Office**

**Present:** Councillors A. Allen, F. Hawkins, J Langley, D Powell, M Wood  
(ex officio)

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

#### **1 Election of Chairman for 2009/2010**

Cllr M Wood proposed that Cllr F Hawkins be appointed as Chairman this was seconded by Cllr A Allen and unanimously agreed.

RESOLVED: that Cllr F Hawkins be appointed as Chairman of Facilities Committee for the ensuing Municipal Year.

#### **2 Election of Vice Chairman for 2009/2010**

Cllr M Wood proposed that Cllr J Langley be appointed as Vice Chairman this was seconded by Cllr F Hawkins and unanimously agreed.

RESOLVED: that Cllr J Langley be appointed as Vice Chairman of Facilities Committee for the ensuing Municipal Year.

#### **3 Apologies for absence**

Apologies were received and accepted from Cllrs S. Berlyn (ex officio), H. Clacy, M Telling and Mrs J Wells.

#### **4 Declarations of Interest**

No declarations of interest were declared.

#### **5 Public Question Time**

No members of the Public were present.

#### **6 Minutes of the Facilities Committees held on 11<sup>th</sup> March, 2009.**

RESOLVED: that the Minutes of the Meetings held on 11<sup>th</sup> March, 2009 be approved and duly signed as a correct record.

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

##### **7.1 Premises Inspections / Maintenance Reports**

Updated report was circulated, and verbal update was given.

Councillors said they found the inspection sheet useful, it was important to keep it up to date.

RESOLVED: that a) verbal updates be noted b) new items added to report be in 'bold' type c) report to confirm whether further investigation was required or committee were to agree action d) decisions, 'how did it go' and follow ups to be

detailed in final column e) item number cross referenced on blue agenda sheet and f) date letter sent to tenant and date of acknowledgement to be shown.

## **7.2 Annual Maintenance of low level guttering on Parish owned properties**

Cllr D Powell proposed that the annual maintenance of low level guttering at the sports centre be carried out at a cost of £130. This was seconded by Cllr M Wood. 3 members were in favour and there was 1 abstention.

RESOLVED: that the annual maintenance of low level guttering at the sports centre be carried out at a cost of £130.

## **7.3 Sports Centre**

Various matters reported under Minute 22.4

## **7.4 Tennis Club**

### **7.4.1 Periodic Electrical Inspection / Maintenance and other issues**

A current periodic fixed wiring installation inspection certificate had still not been received. It was therefore agreed that under the terms of the lease the tennis club committee members were informed of all outstanding items and given a deadline for a response confirming a date when current certificates would be forwarded to the parish office and maintenance works carried out.

A request had also been made by Parish Council for access to disabled toilet facilities. This item would be included in the correspondence.

RESOLVED: that a) Assistant Clerk now write to Tennis Club committee members detailing all items outstanding since the Clerk and Chairman of Facilities met with the Tennis Club Chairman on 11<sup>th</sup> December 2007 giving a deadline for a response and b) communications with the Tennis Club to be copied into Facilities Committee members.

### **7.4.2 Electric Meter – located in the Parish Office**

Parish Council had recently been notified by the Tennis Club that new lighting was being installed to the tennis courts and following a survey a new sub meter would need to be installed – electrician would therefore require access to the parish office for a day during w/c 5<sup>th</sup> October and further details would be given nearer the date.

RESOLVED: that the information be noted.

## **7.5 Bowling Club**

### **7.5.1 Additional Parking for Open Event**

A request had been received from the Bowling Club for additional parking on the gravel area at the rear of the sports centre, if required for their open event on 7<sup>th</sup> June.

Cllr D Powell proposed that the request be granted on the strict understanding that vehicles did not park on the playing field as the drainage and maintenance works would be compromised, and that vehicles did not obstruct the youth shelter or the basketball court if over-flow car parking be needed. The proposal was seconded by Cllr J Langley and was unanimously agreed.

RESOLVED: that the request be granted on the strict understanding that vehicles did not park on the playing field as the drainage and maintenance works would be compromised, and that vehicles did not obstruct the youth shelter or the basketball court if over-flow car parking be needed.

## **7.6 Royal British Legion**

A letter had been sent to the Royal British Legion, together with a copy of the surveyors report detailing essential maintenance works that were required to be done under the terms of the lease. Also requesting a current 5 year fixed electrical wiring inspection certificate.

RESOLVED: that the information be noted.

## **7.7 Parish Office**

### **7.7.1 External Painting / Replacement Guttering**

The external painting and replacement guttering was commencing 16<sup>th</sup> June. It had been agreed at Resources Minute 166 that the sum of £1,462 would be taken from 2009/10 parish office refurbishment budget to complete the external works.

RESOLVED: that the information be noted.

### **7.7.2 Defect in Concrete Pillars**

A defect had been identified in concrete pillars on the corners of the building. The concrete was cracking and rusted rods were exposed.

RESOLVED: that J W Steele be contacted to investigate and advise on the cracks and whether they were a structural problem and a surveyor ought to be consulted.

### **7.7.3 Signs to Parish Office**

At a recent Extraordinary Parish Meeting the lack of directional signs to the Parish Office had been highlighted. It was agreed that a quotation would be obtained to install some more.

RESOLVED: that costs would be identified for more directional signs for the Parish Office.

## **7.8 Robins Nest**

Timber work was being re-treated during week commencing 8<sup>th</sup> June.

RESOLVED: that the change of work commencement date be noted.

## **8 Car Parking**

### **8.1 Problems**

Car parking, particularly on a Wednesdays had become increasingly problematic as a number of the local clubs met on a Wednesday. Also the local travel club and ramblers often arranged their outings / rambles on a Wednesday and they also used the Mayes Lane car park to leave their cars for the day.

The Groundsman had encountered a lot of verbal abuse.

RESOLVED: that a) a letter be sent to the local travel club and the ramblers group seeking their co-operation in perhaps using an alternative meeting point / car park for

future events and b) the Bowls Club be advised that we are making every effort to alleviate the parking problems their members encounter.

## **8.2 Traffic Calming**

In an attempt to make motorists aware of pedestrians, particularly children and elderly, traffic calming signs had been considered.

The Royal British Legion had agreed that a sign could be affixed to their building.

Cllr D Powell proposed that a sign be displayed at the entrance of both car parks at a cost of £27.68 + vat per sign. The proposal was seconded by Cllr M Wood and unanimously agreed.

RESOLVED: that a traffic calming signs be displayed near the entrance of both car parks at a cost of £27.68 + vat per sign.

## **9 Youth Shelter**

Lighting had now been installed to illuminate the youth shelter.

RESOLVED: that the information be noted.

## **10 Parish Notice Board**

Parish Council now had additional space on the village hall notice board to display Parish notices.

RESOLVED: that the information be noted.

## **11 Parish Sports Programme**

The next Parish sports programme was being held during Whitsun Half Term on Thursday 28<sup>th</sup> May 1-3.30pm on Dawson Memorial Field.  
5<sup>th</sup> August 1-3.30pm had been booked for the summer programme.

## **12 Essex Playing Fields Association – Best Kept Playing Field Competition**

Cllr M Wood proposed that Danbury enter the competition again this year with a £10 entry fee. The proposal was seconded by Cllr D Powell and unanimously agreed.

RESOLVED: that Danbury enter the EPFA Best Kept Playing Field Competition again this year and - £10 cheque and entry form to be forwarded to EPFA.

## **13 CBC Parks and Heritage Services – Maintenance of Bowling Green and Cricket Pitch 2009/10**

An order had been placed for CBC Parks and Heritage Services to maintain the bowling green for a further five years, and the cricket pitch again in 2009/10.

RESOLVED: that the information be noted.

## **14 Eves Corner**

Wooden posts had now been installed at the entrance to the footpath across Eves Corner to prevent motorists parking and obstructing access for pedestrians.

RESOLVED: that the information be noted.

## **15 Ponds**

The ponds at Eves Corner and Runsell Green had now both been cleaned, however a small area of reeds on both ponds was unable to be cut due to there being nesting moorhens with eggs.

The duck house on the pond at Runsell Green had been raised, as it was under water, and the outside treated with preservative.

Cleaning the ponds earlier next year, prior to nesting had been suggested - quotations were therefore to be obtained in October/November.

RESOLVED: that the ponds be cleaned earlier next year prior to nesting and quotations obtained in October/November.

## **16 Danbury Times**

There were no matters to report.

## **17 Dog Bins**

### **17.1 Dell Meadow**

A request had been received to install a dog bin at the entrance to Dell Meadow (opposite The Avenue on Mill Lane) to encourage dog walkers to collect and dispose of their own dog waste, as local residents had been cleaning the area themselves.

Cllr A Allen proposed that a dog bin be installed at a cost of £245.50 + vat, checking that Chelmsford Borough Council would agree to empty the bin. The proposal was seconded by Cllr J Langley and unanimously agreed.

RESOLVED: that a) a dog bin be installed at the entrance of Dell Meadow at a cost of £245.50 + vat and b) to check that CBC would agree to empty the bin.

### **17.2 Junction of Gay Bowers / Maldon Road**

The pole for the dog bin at the junction of Gay Bowers and Maldon Road had been 'demolished' by a car reversing into it - a new post had now been ordered so that the bin could be re-instated.

RESOLVED: that the information be noted.

## **18 Hedging**

18.1 The Clerk had agreed an additional £240 expenditure re hedging works as dead elms had to be removed from near the road. The budget had overspent by £46.

18.2 A letter had been sent to the resident at 'Frettons' requesting the hedge on their boundary with the main road car park be cut back and topped, and the hedge faced up on the car park side.

RESOLVED: that the information be noted.

## **19 War Memorial**

### **19.1 Brass Sword**

A response had been received from Essex Regiment Museum regarding the loan of the brass sword to be displayed with a suitable plaque. Unfortunately the museum was currently undergoing refurbishment. When it re-opened in January it would be

much smaller, however the Keeper had confirmed that the Essex Regiment Museum would be very keen to take the sword on loan for recording, preservation and safe keeping when space allowed.

At the present time the brass sword was located in the offices of Bakers of Danbury.

RESOLVED: that the information be noted.

## **19.2 Rebuild Valuation**

It was believed for insurance purposes the replacement value of the war memorial in today's prices should be no less than £120,000. The insurance premium would be an additional £895 on the existing 5 year all risks policy that the Parish Council had with Zurich.

As ownership of the memorial had not been established and the PC had therefore 'collected' responsibility, insurance cover was now being considered because of potential vandalism and impact as it was located very near a busy road.

RESOLVED: that the Clerk would speak to Zurich Insurance regarding the premium and for advice, and to bring further details back to the next Facilities Committee.

## **20 Allotments**

### **20.1 Questionnaire from Chelmsford Borough Council**

CBC had requested any suggestions for new allotment sites in Danbury, however the Parish Council had none for them to consider.

RESOLVED: that CBC be notified that the Parish Council had no suggestions for new allotment sites in Danbury.

### **20.2 Broken gate post**

The metal framed post on the gate into the allotments had been reported broken and required resetting as a matter of urgency so that the allotments were secure. A quotation of £300 had been accepted from Tom Polden Engineering, who had carried out other welding work for the Parish Council.

RESOLVED: that Tom Polden Engineering re-set the broken gate post at a cost of £300.

## **21 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.

## **22 DCA**

### **22.1 DCA Board Minutes**

Minutes of the 2<sup>nd</sup> March and 23<sup>rd</sup> March DCA Board Meetings had been circulated at the Extraordinary Parish Council meeting on 11<sup>th</sup> May.

RESOLVED: that the information be noted.

## **22.2 Quarterly Meeting**

Various matters were raised with the DCA at the quarterly meeting held on 20<sup>th</sup> April 2009.

RESOLVED: that a) the DCA would check on the risks discussed in relation to electrical inspections and risk assessments and b) a further meeting would be arranged in early June, but at a different time of day so that another member of the DCA Board could attend.

## **22.3 Competition Line Proposals**

An Extraordinary Parish Council Meeting had been held on 11<sup>th</sup> May 2009 to discuss DCA/Competition Line proposals and the options for the Parish Office – the Clerk gave a verbal report.

RESOLVED: that the information be noted.

## **22.4 Outstanding Maintenance**

Item 1 – To replace rotting fascias and soffits with UPVC

Item 2 – Painting still to be done on sports hall timber fire doors

Item 10 – Damp floor in Cellar

This was a long standing problem and water appeared to come in through the brewery hatch that was in constant use and did not seal as well as it could. A land drain had been replaced some years ago to hopefully alleviate the problem.

However it had not been resolved but was not considered an urgent matter and would therefore be classified as 'medium priority' and further investigated if the problem became worse.

A lot of progress had been made with maintenance at the Sports Centre and all urgent maintenance items had now been completed, with the exception of replacing the fascias and soffits.

RESOLVED: that the balance of DCA maintenance monies be brought to the next Facilities Meeting to consider re outstanding items.

## **22.5 Emergency Lighting**

The refurbishment of the emergency lighting at all final exit doors had now been completed.

RESOLVED: that the information be noted.

## **22.6 Electrical Certificates**

The 5 year fixed wiring installation inspection was being carried out during the half term holiday at the end of May, when 100% of the wiring installation would be inspected and certificate issued.

A copy of the annual inspection certificate in relation to the Public Entertainments Licence was still awaited from the DCA.

RESOLVED: that the information be noted.

## **22.7 Fire Risk Assessment**

A current fire risk assessment was being completed by the DCA and a copy of the report was awaited.

The cigarette butt bin affixed to the timber construction under the rear fire escape, that had been identified as a potential fire hazard had now been removed.

RESOLVED: that the information be noted.

## **22.8 Inventory of Landlord's Fixtures and Fittings / Insurance**

It had been agreed at the quarterly meeting on 20<sup>th</sup> April that an internal inspection of the sports centre would be carried out, and the inventory of landlord's fixtures and fittings be updated for insurance purposes – date to be agreed for the Assistant Clerk Facilities to undertake this with the General Manager.

Facilities Committee questioned whether volunteers had public liability insurance cover when carrying out maintenance work at the premises without our knowledge or consent, and it was agreed that a letter be sent to the DCA reminding them of the requirement to have insurance, and for the matter to be discussed at the next quarterly meeting.

The DCA were taking the matter of risk to their next Board Meeting, and were reviewing their insurance to ensure there were no duplications.

RESOLVED: that a) the Assistant Clerk Facilities agree a meeting with the General Manager to update the landlord's fixtures and fittings inventory for insurance purposes b) a letter be sent to the DCA reminding them of the requirement to have public liability insurance in place when volunteers are carrying out maintenance work at the centre without landlord's knowledge or consent and c) risk and insurance be reviewed to ensure there were no duplications.

## **23 Drainage and Car Park Project**

### **23.1 Drainage**

Phase 2 was now completed, but not yet signed off. Rain was needed to germinate the grass, and to also observe the benefits of the drainage works that had been done.

### **23.2 Fencing Balancing Pond**

CBC adviser on Working Party had recommended safety fencing around the balancing pond as the outfall was very high and could be a danger to children running or cycling down the path. A grille had been placed across the drainage outlet to prevent entry by children or wildlife. Four quotations had been obtained.

Cllr M Wood proposed that fencing be installed as we had been made aware of the hazard and that Danbury Fencing quotation be accepted to install 32 metres of 2 rail half round post and rail fencing at a cost of £376.38 + vat. This was seconded by Cllr A Allen. 4 members were in favour and 1 was against. Proposal carried.

RESOLVED: that order be placed with Danbury Fencing for balancing pond fencing at a cost of £376.38 + vat.

### **23.3 Car Park Project**

Members views were sought regarding the footpath being in tarmac rather than paving before the revised specification was approved. The general preference aesthetically was for paving and it would also be acceptable under the Development Order by replacing same for same.

RESOLVED: that the specification be revised for the footpath to be in paving rather than tarmac.

### **24 Public Toilets**

A multi agency meeting had taken place on 20<sup>th</sup> April 2009, and agreements were reached in relation to irregular Police visits being made, but with Police still having a presence. CBC were installing additional lighting outside the toilets and re-instating the locks. A further meeting would be held, probably in September to review the situation.

RESOLVED: that a) the matter would now be referred to Parish Council to determine what position the Parish Council wished to take and to consider all alternatives and b) a further letter be sent to the Police updating them on the current position.

### **25 Matters to Report**

There were no matters to report.

### **26 Dates of Meetings in 2009**

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.

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

Cllr F Hawkins  
Chairman

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