



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 17<sup>th</sup> June, 2009 at 8pm at the Parish Office**

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

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

#### **27 Apologies for absence**

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

#### **28 Declarations of Interest**

Cllr H Clacy declared a personal interest in the Tennis Club. Members were reminded not to correspond with third parties directly and to pass their views through the Clerk.

#### **29 Public Question Time**

No members of the Public were present.

#### **30 Minutes of the Facilities Committees held on 13<sup>th</sup> May, 2009.**

RESOLVED: that the Minutes of the Meetings held on 13<sup>th</sup> May, 2009 be approved and duly signed as a correct record.

#### **31 Danbury Parish Council Premises/Clubs/Play Areas**

##### **31.1 Premises Inspections / Maintenance Reports**

Updated report had been circulated.

Verbal updates were given by the Clerk and Assistant Clerk on the following matters that had been identified since the updated report had been sent out.

##### **31.1.1 Pathway to Rear Tennis Courts**

The pathway and surrounding area on the corner leading to the rear tennis courts was water-logged - it appeared the water run off from the tennis courts was not draining away properly. The matter was brought to the attention of the Tennis Club as the pathway was slippery. The drainage consultants who had recently undertaken major drainage works on the site had also been contacted to advise.

TTS recommended that an additional drainage pipe be installed under the path– the pipe would take away the run off water from the tennis courts beyond the pathway. The work would cost between £200-£400 if done as part of the 'snagging'.

Cllr M Wood proposed that the additional drainage pipe be installed to a maximum cost of £400. The proposal was seconded by Cllr S Berlyn. 4 members were in favour with 1 abstention. The proposal was therefore carried.

RESOLVED: that an additional drainage pipe be installed under the pathway, at a maximum cost of £400, to take the run off water away from the tennis courts.

### **31.1.2 Storm 15<sup>th</sup> June 2009**

Following the storm on the 15<sup>th</sup> June 2009 the run-off water and sand from Dawson Memorial Field had blocked the French drain and flooded the front entrance and cellar at the sports and social centre. The void and the walls of the timber rear lobby were damp, although the ceiling appeared to be dry since the roof had been renewed.

Run-off water from the playing field had been a long-standing problem. The pathway and entrance to the sports centre frequently flooded during heavy rainfall. Some years ago a new drainage pipe had been installed at the front, and work had been carried out on the French drain last year, and it had been cleared out very recently.

The pathway leading to the Parish Office, tennis courts and bowling green were also flooded with rain water and mud – drainage contractors had advised that the new drainage system was only working at 30% capacity and would improve over the year and once the car parks drainage was connected.

It was agreed to investigate the drainage problem on the top field further, to identify whether the run-off water could be diverted away from the pathway to prevent it blocking the French drain and flooding the sports centre entrance and cellar.

RESOLVED: that a solution to the run off drainage problem at the sports centre be investigated.

### **31.2 Annual Play Area Inspection**

The annual inspection report had been received identifying some medium priority defects 'items require appropriate action within resources and individual site assessment. The equipment should be safe for use, but must be considered in relation to detailed knowledge of the site'.

Since the inspection sharp bolts holding the ladder in place on the top of the A&B commando climber had been reported - these were made safe whilst replacements were ordered. The missing nut and bolt from the base fitting of the see-saw were also ordered at the same time as carriage had to be paid – total cost £18.25+ vat.

The other medium priority defects were seats that were showing signs of wear – cost £499 + vat + £20 carriage.

Cllr S Berlyn proposed that the Groundsman monitor the condition of the swing seats. Cllr D Powell proposed an amendment that if the monies in the budget had not been spent at the end of the year the replacement seats were purchased. The proposal and amendment were seconded by Cllr M Wood and unanimously agreed.

RESOLVED : that a) the information in relation to nuts and bolts be noted and b) the worn seats be monitored by the Groundsman and replaced if monies in the budget were not spent at the end of the financial year.

### **31.3 Sports Centre**

#### **31.3.1 Emergency Lighting**

Emergency lighting works are now completed, certificates issued, asset register compiled and log book forwarded to DCA for completion.

RESOLVED: that the information be noted.

### **31.3.2 Electrical Certificates**

Current electrical certificates are held in the risk register.

RESOLVED: that the information be noted.

### **31.3.3 Fixed Wiring Inspection**

The five year fixed wiring inspection has now been completed and report/certification is awaited.

RESOLVED: that the information be noted.

### **31.3.4 Fire Risk Assessment**

An updated copy of the fire risk assessment dated 3.11.08 has been received. DCA have confirmed that they carried out the fire risk assessment themselves and most of the recommended actions have been actioned, with the exception of storage of combustible materials and suitability of wiring behind the reception which are both in hand.

RESOLVED: that the information be noted.

### **31.3.5 Inventory of landlord's fixtures and fittings**

An internal inspection and update of inventory of landlord's fixtures and fittings had yet to be done. The DCA insurance covers the inside of the building, including the quartz heaters in the sports hall, but does not cover the external flood lighting and CCTV equipment which are estimated to be valued at £1,500 – cover for all the external lighting and CCTV therefore to remain on PC's insurance.

RESOLVED: that the information be noted.

### **31.3.6 Public Liability Insurance**

DCA had been reminded of the requirement for them to have public liability insurance in place when volunteers are carrying out maintenance work at the sports centre, without landlord's knowledge or consent.

RESOLVED: that the information be noted.

### **31.3.7 Annual Water Treatments**

Annual disinfection of all hot and cold water services at the sports centre was booked for 22<sup>nd</sup> July 2009 and the DCA had been advised so that all staff and users could be notified that the water supply to toilets and taps would be isolated whilst the disinfection is taking place.

RESOLVED: that the information be noted.

## **31.4 Bowls Club**

The Bowls Club had previously approached the PC regarding erecting a shed for their Groundsman. A request had now been received with a proposal to replace the boundary fencing outside the demised premises to enable a 6' x 4' shed to be erected near to the changing rooms. Financial assistance with a grant from the PC was also requested towards the cost of the shed.

Much discussion took place regarding the request.

Cllr H Clacy proposed that the request to erect a shed outside the demised premises be rejected, and the PC would prefer an extension of similar construction of an existing building within the demised premises for storage, to avoid the Bowls Club incurring legal costs to make changes to the demised area in the Lease.

The proposal was seconded by Cllr A Allen, 6 members in favour and 1 abstention.

The Bowls Club would need to approach the Grants Committee to request financial assistance.

RESOLVED: that the Bowls Club a) be notified that their request to erect a shed outside the demised premises be rejected, and the PC would prefer an extension of an existing building for storage with a similar construction within the demised premises, to avoid the Bowls Club incurring legal costs to make changes to the demised area in the Lease and b) approach the Grants Committee to request financial assistance.

### **31.5 Tennis Club**

#### **31.5.1 Maintenance**

##### **31.5.1.1 Outstanding Maintenance**

The Tennis Club had confirmed that maintenance works were being carried out w/c 13<sup>th</sup> July. PC to monitor it is done to a similar standard to the work already completed on the Parish Office.

RESOLVED: that a) commencement date for maintenance works to the Tennis Club premises be noted and b) the standard of work to be monitored.

##### **31.5.1.2 Corner Pillars and Joints**

The corner pillars and joints were showing signs of age deterioration and it was agreed this should be brought to the attention of the Tennis Club. As the problem was the same on the Parish Office end of the building, and any repairs would be done to match as near as possible to original, it would be appropriate for the work to be done by same contractor. Quotations were being obtained for the remedial works required, and costs would be notified to the Tennis Club.

RESOLVED: that the Tennis Club would a) be notified of the building problem identified and b) notified of the cost to carry out remedial works to prevent further deterioration.

##### **31.5.2 Periodic Electrical Inspection**

The Tennis Club had confirmed quotations were being obtained to carry out the periodic electrical inspection of their premises.

RESOLVED: that the information be noted.

##### **31.5.3 Public Liability Insurance**

A Public Liability Insurance Certificate from the LAT had been received, which was current until 30<sup>th</sup> September 2009.

RESOLVED: that the information be noted.

### **31.6 Royal British Legion**

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

A letter had been sent to the Royal British Legion requesting a current electrical inspection certificate.

Other matters were with Resources in relation to the Lease.

RESOLVED: that the information be noted.

### **31.7 Parish Office**

#### **31.7.1 External Painting / Replacement Guttering**

Works commenced w/c 16<sup>th</sup> June to paint and repair window ledges and windows, paint door and fascias and replace guttering.

RESOLVED: that the information be noted.

#### **31.7.2 Defect in Concrete Pillars**

An approved contractor had inspected the building and It had been confirmed that the cracks in the concrete pillars on the corners of the building were not structural but due to age deterioration. The steel reinforcing rods at the edge of the pillars that were exposed had rusted – they required treating to prevent further deterioration and the concrete to be renewed. Re-sealing the joints that had cracked between the building sections had also been recommended to prevent water and insects getting in. The repairs would be done to match as near as possible existing render and pebble dash.

Quotations were therefore being obtained.

RESOLVED: that the information be noted.

### **31.8 Robins Nest**

#### **31.8.1 Maintenance**

Maintenance works to Robins Nest were nearing completion.

RESOLVED: that the information be noted.

#### **31.8.2 Signs**

Safety signs had been fitted to the entrance doors of Robins Nest and also the diesel storage tank to alert the emergency services of hazardous materials stored.

RESOLVED: that the information be noted.

#### **31.8.3 Gang Mower**

It was estimated that it would cost £1720.44 + vat to recondition and sharpen the gang mower that had broken. The mower was some 40 years old and had been repaired previously, and parts were becoming obsolete and difficult to obtain.

It had been costing £200 per week to rent a replacement.

A demonstration of an 8ft rotary Port Agric Cutlassrollamo Mower had been arranged and quotations had been obtained as follows:-

Does - £4,150 plus vat discounted to £3,500 + vat  
£100 offered to take Votex 6' wide mower in part exchange as this could not be used now that the pitches had been sanded as it had skids not wheels or rollers fitted.  
Part exchange on the existing gang mower could not be offered as it needed repairs

Total £3,400 + vat with two week delivery

Crawfords - £4,000 + vat

Cllr A Allen proposed that an 8ft rotary Port Agric Mower be purchased from Does at a cost of £3,400 + vat, taking the 6' Votex mower in part exchange. The proposal was seconded by Cllr J Langley and unanimously agreed.

Cllr S Berlyn proposed that the old mower be disposed of by ourselves obtaining the best price over £500, by advertising in Farmers Guide, believed to be free of charge. The proposal was seconded by Cllr M Wood and unanimously agreed.

RESOLVED: that a) an 8ft rotary Port Agric Mower be purchased from Does at a cost of £3,400 + vat, taking the 6' Votex mower in part exchange and b) the old mower be disposed of by ourselves obtaining the best price over £500, by advertising in Farmers Guide.

#### **31.8.4 Brick Wall at Griffin Meadow**

An unsafe brick wall on the boundary of Griffin Meadow had been demolished before it collapsed and the matter had been brought to the attention of the owner, who was unavailable at the time. The owner had since admitted responsibility and advised that he would complete the work to rebuild the wall.

RESOLVED; that the information be noted.

### **32 Car Parks**

#### **32.1 Drainage and Car Parks Project**

The Clerk reported that the specification and drawings were nearly ready for planning approval before going out to tender.

RESOLVED: that the information be noted.

#### **32.2 Parking**

The ongoing problems caused particularly on a Wednesdays by organisations and workers from outside the village using the car parks to park their vehicles for the day, when local clubs used their facilities, had been brought to their attention and asking for their co-operation in considering alternative meeting points.

The dates of outings and walks had been forwarded to the PC for information with assurances that alternative meeting points would be used where possible in future.

The Pre-School had also notified PC of their summer picnic on 8<sup>th</sup> July between 12 and 2.30pm and they had been asked that their visitors consider elderly users of the local facilities who would be wanting to park their cars during these times.

However, there had also been further problems recently on a Wednesday when numerous cars were already parked in the car park by 8am. There had been evidence of coach tyre marks, but there had been no prior notification.

RESOLVED: that the information be noted.

### **32.3 Use of Pitches 2/3 for Event on 4<sup>th</sup> July**

A request had been received from Danbury FC to use pitches 2 and 3 on Saturday morning 4<sup>th</sup> July for their Fun Day, as they had been unable to hold the annual event at Bicknacre because their usual venue had been booked for another event.

Farmers Market and Heathcote School Open Day were also being held on 4<sup>th</sup> July.

Cllr S Berlyn proposed that the request be granted, with no charge, but on the understanding that the goal areas were not used as they were still recovering following drainage works, there were no barbecues and risk assessment and public liability insurance were made available. The proposal was seconded by Cllr J Langley. 6 members were in favour and there was 1 abstention.

RESOLVED: that the request was granted a) with no charge b) on the understanding that the goal areas were not used as they were still recovering following drainage works c) there were no barbecues and d) risk assessment and current public liability insurance certificate were made available.

### **32.4 Car Parking Charges**

Discussion took place around the car parks being well used by commuters and local businesses and consideration to introducing charges.

RESOLVED: that a working party should be set up to discuss the matter further.

### **32.5 Traffic Calming**

Traffic calming signs had been put up at the entrance to both car parks to make drivers aware of pedestrians.

It had been suggested that marking out pedestrian walkways, without impacting on parking spaces be considered when re-surfacing Mayes Lane car park.

RESOLVED: that the information be noted.

### **33 Danbury Times**

Chairmen of Committees had been requested to submit reports of committees over last 6 months for the Danbury Times.

RESOLVED: that the information be noted.

### **34 Dog Bins**

A dog bin was to be installed at the entrance to Dell Meadow (opposite The Avenue on Mill Lane). The dog bin that had been demolished by a reversing car was to be re-fixed onto a new pole at the junction of Gay Bowers and Maldon Road.

RESOLVED: that the information be noted.

### **35 War Memorial**

Insurance to cover re-build costs had been considered. The cost was going to be £895 + vat per annum. A second price was obtained but it was even more expensive.

Cllr S Berlyn proposed that the war memorial not be insured due to the annual cost and the fact that it had not been insured previously. The proposal was seconded by Cllr J Langley and unanimously agreed.

RESOLVED: that the war memorial not be insured at a cost of £895 + vat.

### **36 Chelmsford Borough Council Mobile Skateboard**

It was agreed to book the mobile skateboard arranged by CBC again this year – dates offered 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> August.

It was suggested that a notice of the event be put up on the youth shelter, and to also consider a safety sign for the youth shelter

RESOLVED: that a) the mobile skateboard be booked on one of the days offered by CBC and b) safety sign for youth shelter to go on next Facilities Agenda.

### **37 Matters to Report**

Cllr S Berlyn expressed disappointment that the weed growth in the pond on Eves Corner had not been cleared out sufficiently, as there had been a significant spread of weed over the last couple of years. He wished the specification for future pond cleaning to include clearance of a larger area of growth, and to possibly use an alternative contractor in future – which may cost more.

There are no further matters to report.

### **38 Dates of Next Meetings in 2009**

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 10.05pm.

Cllr F Hawkins  
Chairman

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