



FACILITIES COMMITTEE

Minutes of the meeting held on 15th July 2009 at 8pm at the Parish Office

Present: Councillors A Allen, H Clacy, F Hawkins, J Langley, D Powell,
M Telling, M Wood (ex officio)

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

39 Apologies for absence

Apologies were received and accepted from Cllrs S Berlyn (ex officio) and Mrs J Wells.

40 Declarations of Interest

There were no declarations of interest.

41 Public Question Time

No members of the Public were present.

42 Minutes of the Facilities Committees held on 17th June, 2009.

RESOLVED: that the Minutes of the Meetings held on 17th June, 2009 be approved and duly signed as a correct record.

43 Danbury Parish Council Premises/Clubs/Play Areas

43.1 Premises Inspections / Maintenance Reports

Updated report had been circulated and further verbal updates were given by the Assistant Clerk at the meeting.

43.1.1 Parish Office

The external painting had been carried out to a good standard and new guttering fitted. The roofing felt under the guttering had to be replaced, and £75 additional expenditure had therefore been agreed by the Clerk.

Quotations were obtained to re-render the four corner pillars of the building and treat the exposed rusted metal rods to prevent further deterioration, also to rake out and mastic some of the joints that were also showing signs of age deterioration.

Bakers - £722 + vat
J W Steele - £989 + vat
Neil's Maintenance - £680

Cllr J Langley proposed that Neil's Maintenance carry out the work. The proposal was seconded by Cllr A Allen and unanimously agreed.

Cllr D Powell proposed that the Tennis Club pay a proportion of the costs dependant on their % of the building. This proposal was seconded by Cllr H Clacy.

Cllr M Wood proposed an amendment to Cllr Powell's proposal that the Tennis Club pay 50% of the costs and that they were invoiced directly. The proposed amendment was seconded by Cllr M Telling.

The amendment was carried with 5 members in favour and 2 members against.

RESOLVED: that a) the painting and replacement guttering on the Parish Office be noted b) Neil's Maintenance be appointed to carry out the works to the concrete pillars and joints for £680 with 50% of the costs being agreed by the Tennis Club and invoiced directly to them.

43.1.2 Robins Nest

The timberwork on Robins Nest had now been re-treated to a good standard, and it was recommended that it be done again in 3-4 years time to preserve the timber, particularly at the rear of the building which was affected by prevailing wind, rain and sun.

RESOLVED: that future maintenance of Robins Nest would be included in the 3 Year Plan.

43.1.3 Tennis Club

The painting and guttering works commenced on 13th July. The additional item in respect of roofing felt underneath the guttering had been brought to the attention of the Tennis Club.

The repairs necessary to the corner concrete pillars and joints of the building that were showing signs of age deterioration had also been brought to the Tennis Club's attention and they had asked the PC to suggest a reasonable apportionment of the costs.

RESOLVED: that the information in relation to the painting and guttering works be noted and b) the Tennis Club be notified that PC suggest they pay 50% of the costs for repairs to the corner pillars and joints.

The electrical inspection certificates had not yet been received. The Public Liability Insurance Certificate which was current until 30th September had been received from the Tennis Club.

RESOLVED: that the information be noted.

43.1.4 Bowling Club

43.1.4.1 Storage Shed

The Bowling Club had been advised that the Facilities Committee would prefer any extensions to be to existing buildings and to be within current boundaries. This would alleviate legal costs which would fall to the Bowling Club to make changes to the demised area in the Lease.

The Bowling Club had responded that they had decided to shelve any plans for a storage shed and would discuss alternative arrangements for the storage of the Green Keeper's supplies and equipment.

A current PAT test certificate for portable appliances within the Bowling Club had been provided.

RESOLVED: that the information be noted.

43.1.4.2 Pathway

The Bowling Club had also asked for it to be recorded that until the drainage system was completed and functionally demonstrated, the condition of the footpath to the Bowling Club would on occasions be a major safety hazard to their members and others due to flash flooding and mud being washed down the pathway.

Cllr J Langley proposed that PC wrote to the Bowling Club to confirm that there had been no change or increased risk, and once the drainage pipe work had been connected the drainage works intended to improve the situation.

The proposal was seconded by Cllr M Telling and unanimously agreed.

RESOLVED: that a response be sent to the Bowling club confirming that a) flooding of the pathways was a long standing problem b) there had been no change or increased risk since the drainage works had commenced and c) once the drainage pipe work had been connected the drainage works intended to improve the situation.

43.1.5 Royal British Legion

43.1.5.1 Electrical Certificate

A letter had been sent to the RBL requesting a current electrical wiring certificate as the last one on file was dated 1999 when their premises were rewired.

43.1.5.2 Lease

The RBL Lease was with Resources and was going to full Parish Council on 29th July.

RESOLVED: that the information be noted.

43.1.6 Sports & Social Club

43.1.6.1 Fire Risk Assessment

A copy of a fire risk assessment dated 3.11.08 carried out by the DCA had been forwarded to PC and DCA advised that the risks were being managed.

RESOLVED: that the information be noted.

43.1.6.2 Inventory of Landlord's Fixtures and Fittings

This would be taken to the next quarterly meeting.

43.1.6.3 Public Liability Insurance

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

DCA had checked with their insurers who had confirmed that persons on their payroll who were carrying out their normal duties were covered as per the wording under Business Liability, section 6 of the policy, which included Public Liability.

RESOLVED: that it be confirmed to the DCA that anybody carrying out work at the centre must be covered by Public Liability Insurance, not just those who are on the payroll.

43.1.6.4 Annual Water Treatments

Annual disinfection of the hot and cold water tanks at the sports centre was being carried out on 22nd July – the DCA had been notified so that they could advise all staff and users that the water supply to taps would be isolated whilst the disinfection was taking place.

RESOLVED: that a) the information be noted and b) to be discussed at next quarterly meeting with DCA as the annual water treatments should be part of the tenant responsibilities next year.

43.1.6.5 Flash Flood

There had been further problems with run off water from the playing fields and car park during recent violent storm, with the front entrance being blocked and water entering the cellar. This was a long standing problem despite land drainage pipes being installed some years ago.

If the proposed alterations to the front of the sports centre were progressed this would possibly overcome the problem as the main entrance would be re-positioned.

Cllr H Clacy proposed that further drainage works were included in the 3 year plan. The proposal was seconded by Cllr D Powell and unanimously agreed.

RESOLVED: that further drainage works would be considered in the 3 Year Plan.

43.1.6.6 Missing Roof Tile

A missing roof tile and a couple of cracked tiles had been identified and two quotations had been obtained.

J W Steele - £292 + vat

Neil's Maintenance - £80 and were carrying out the repairs the following day.

RESOLVED: that the information be noted.

43.2 Parish Council areas of responsibility

43.2.1 Pathways

The grass growing across pathways had now been cut back to retain the width of the pathways.

A drainage pipe had been installed underneath the pathway leading to the tennis courts to take away run off water from the tennis courts as the pathway and surrounding area had become water logged. This had been done as part of the snagging following recent drainage works whilst contractors were on site.

RESOLVED: that the information be noted.

43.2.2 Directional Sign to the Parish Office

A directional sign from the car park to the Parish Office had been suggested to help visitors find the Parish Office once they had parked. A quotation of £58 had been obtained to supply and fit a sign to the railings at the foot of the steps.

RESOLVED: that a directional sign to the Parish Office be supplied and fitted at a cost of £58.

43.2.3 Play Areas

The missing and damaged nuts and bolts identified on some of the play equipment had now been replaced.

The ground at one of the sets of entrance gates, and also underneath the swings had eroded and it had been recommended in the annual inspection report that it be made good. These areas were medium risk on the recent risk assessment as they were a trip/slip/fall hazard.

The Groundsman had suggested that matting was overlaid to prevent further erosion once the areas had been made good and grass seeded. The cost for sufficient matting for the areas would be £226.80 to include carriage and vat.

However, members thought there may already been matting underneath the swings and this should be checked.

Cllr J Langley proposed that the amount of matting required would be checked and if there were monies left in the budget at the end of year that matting and the replacement swing seats would be prioritised, and costs brought to committee.

The proposal was seconded by Cllr M Telling and unanimously agreed.

RESOLVED: that a) the amount of matting required be clarified and b) if there were monies left in the budget at the end of year that the matting and the replacement swing seats would be prioritised, and costs brought to committee.

43.2.4 Gang Mower

A new gang mower had been ordered from Does and a demonstration mower had been loaned until the new one was delivered.

An advertisement had been placed in Farmers Guide to dispose of the old mower and a £500 + vat reserve and to be sold as seen. There had been a charge of £29.50 + vat for placing the advert.

£500 + vat had been offered by a small local tractor company who specialised in all types of golf club tractors and machinery, and the offer had been accepted by Cllrs S Berlyn and M Wood – the mower was to be collected once the payment cheque had cleared.

RESOLVED: that the information be noted.

43.2.5 Car Parks

43.2.5.1 Drainage and Car Parks Project

The Clerk reported that C H Grounds had returned to site and completed the snaggings –

- Rutted areas refilled and re-seeded
- Cycle racks refitted
- Soil on banks reinstated

- Pipe from Tennis Courts installed

The Groundsman had purchased a bag of grass seed at a cost of £12.50 to enable him to spread and bind the slipping ground which was not covered in the specification.

Phase 3 – drawings were with printers, 5 sets required by CBC re Development Certificate. Once certificate received TTS would then go out to tender, however they were not familiar with many tarmac companies. CH Grounds have indicated that they would like to be considered.

RESOLVED: that the information be noted.

43.2.5.2 Maintenance of Dawson Memorial Field

This would need to be budgeted for and carried out next year. The Groundsman was agreeable to do some of the work by hiring in a vertidrain to spike ground and apply fertilizer. Sanding to be done by outside contractor, as before.

RESOLVED: that a) prices be obtained and total budget figure ascertained b) programme of works be put together and taken to September Facilities Committee in September.

43.2.5.2 Car Park Charges

This matter still needed to be discussed further.

RESOLVED: that car park charges be deferred.

44 Danbury Times

Chairman of Facilities to do a report on the state of the ponds.

45 Chelmsford Borough Council – Play Activities

The summer play activity day booked for the 26th August was for two sessions, not one as previously reported. The cost to hire the sports hall for 6 hours would be £132.

Cllr M Telling proposed that the sports hall be hired at a cost of £132 for the play activity day. The proposal was seconded by Cllr M Wood. There was 1 abstention to the proposal.

46 DCA

46.1 Meeting Held on 18th June

Notes of the meeting held on 18th June were circulated.

RESOLVED: that the information in the notes be noted.

46.2 Fixed Wiring Inspection

The fixed wiring inspection had now been completed and the relevant details from the report and a summary of the actions required were circulated.

Members discussed the report at length.

RESOLVED: a) that representatives from Facilities meet with the contractor to discuss the report and b) that the Chairman of Facilities and the Clerk meet with the DCA to discuss the report as soon as possible

47 3 Year Plan

There were no reports from the Clerk.

RESOLVED: that members would submit what they perceived to be potential items of a 3 year plan to the Clerk, to discuss at the September Facilities meeting in an early part of the agenda.

48 Matters to Report

The Groundsman had complained about vehicles driving on Pitch 1. Cllrs S Berlyn, A Allen and M Wood had agreed that posts be put in as a matter of urgency due to health and safety.

It had been noted that black plastic sacks of rubbish were being left outside the Grounds man's compound again.

49 Dates of next meetings in 2009

The next Facilities Committee was scheduled to be held on 16th September, however It had had to be changed to 2nd September, as the Chairman of Facilities and Assistant Clerk. 4th November (Budget), 11th November (Budget), 8th December.

There being no further business the meeting closed at 10.25pm.

Cllr F Hawkins
Chairman

Signed Date