



FACILITIES COMMITTEE

Minutes of the meeting held on 2 September, 2009 at 8pm at the Parish Office

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

In Attendance: Clerk to the Parish Council

50 Apologies for absence

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

51 Declarations of Interest

There were no declarations of interest.

52 Public Question Time

No members of the Public were present.

53 Minutes of the Facilities Committees held on 15th July, 2009

RESOLVED: that the Minutes of the Meetings held on 15th July, 2009 be approved and duly signed as a correct record.

Deliberation took place as to when to discuss the three year plan.

A vote was taken to discuss the three year plan first on the agenda - 3 Councillors voted for this; 2 were against and 2 abstained. Therefore Members agreed to discuss the three year plan first on the Agenda. The item was discussed under private and confidential as there may be items of interest to tenders.

54 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

55 Three Year Plan

This document is in the Council's financial regulations and is to aid planning ahead with items requiring large expenditure. Although there will always be items which are unforeseen.

The following were requested to be changed on the document.

- Rounding of figures
- The figures only to be used as Projected Figures (this wording to be added to form)
- Try to input timescale for completing projects
- Items which had been completed and were recurring to input in 3/4 years time with inflation.
- Groundsman to be asked for items which have always been done in previous years (Asset Register may help with this)

- Ask the Sports and Social Centre regarding boiler, heating and water system what is in place. Refer to meeting on 16th October, 2009.

The document would be on-going and was being dealt with by the Resources Committee.

RESOLVED: that a) the above information be inserted into the document if possible
b) a request be made to the Sports and Social Centre regarding boiler heating and water heater

This item was discussed for a considerable amount of time. Cllr Allen seconded by Cllr Wood requested that the meeting move to the next item. This was unanimously agreed.

56 Danbury Parish Council Owned Premises

56.1 Premises Inspections/Maintenance Reports

An up-to-date inspection sheet was circulated. The Clerk updated the current position. In the following minutes a current position is shown. Cllr Powell brought to the Meetings attention items which were now not on the sheet. This was due to the fact that these items had been completed. The Clerk double checked after the meeting and all the items mentioned had been attended to by the Groundsman.

RESOLVED: that this item be noted.

56.2 Parish Office

The works to the Parish Office and the Tennis Club - corners of the building will be completed in mid-September. The Tennis Club had agreed to pay for half of the works.

RESOLVED: that this item be noted.

56.3 Sign

Further to Minute 43.2.2 Facilities Committee 15th July, 2009. A cheaper quotation had been obtained for the directional sign to the Parish Office of £38.65 + VAT. The sign had been ordered and installed.

RESOLVED: that this item be noted.

56.4 Robins Nest

There were no matters to report

56.5 Tennis Club

56.5.1 Electrical Certificates

The Tennis Club had confirmed that the periodic inspection would be completed at the same time as the lights on the tennis courts are changed in October.

56.5.2 Flood Lights

The Planning Committee is dealing with this item Minute 63.5 Planning Committee 27th July, 2009 refers and is for note only. There are still problems with the flood lights being on late at night on occasions and a copy of a letter has been sent from a member of the public to the Enforcement Officer at Chelmsford Borough Council has been forwarded to Parish Council for information.

RESOLVED: that this item be noted.

56.6 Bowling Club

Three complaints have been received from Bowlers tripping on the path to the Bowling Club. The Groundsman had completed additional works to the steps making another step down to the path and relaying paving slabs close to the Bowling Club entrance. The Mayes Lane Car Park has also been harrowed.

RESOLVED: that this item be noted.

56.7 Royal British Legion

No matters to report – the Agreement is with Parish Council. Half yearly rent has been received. It is hoped that correspondence will be received shortly to take to Parish Council. The Five Year Fixed Wiring Inspection - a representative from the Royal British Legion is coming to visit the Clerk on Monday 7th September, 2009.

RESOLVED: that this item be noted.

57 Sports and Social Centre

57.1 A further letter has been sent to the Danbury Community Association reminded them that anyone working at the premises must have Public Liability Insurance cover, not just those on the payroll.

RESOLVED: that the Clerk checks whether an acknowledgement was received.

57.2 Drain Jetting

The annual jetting of the drains has been arranged for Friday 9th October, 2009, at a cost of £370.00 + VAT including the fitting of the rubber bung as drawn to the Council's attention last year

RESOLVED: that the annual drain jetting is completed at a cost of £370.00 plus VAT.

57.3 Annual Maintenance of Fire Doors/ Window Winders

The annual maintenance of the fire doors and window winders will be completed during September a final date has to be confirmed,

RESOLVED: that this item be noted.

57.4 Fire Precautions Installations

The drawings have now been forwarded to the contractor to update in relation to the recent emergency lighting and the fire alarm installations – a copy will be placed in the fire log book.

RESOLVED: that this item be noted.

58 Parish Council Land

58.1 Eves Corner Pond

Information was circulated researched by the Assistant Clerk Facilities. The Chairman of the Council reported that he had received several complaints regarding the weed growth within the pond. It was known that one of the weeds was of

importance within the pond which should not be taken out. A course had also been advertised regarding ponds which was to be held on the 8th October, 2009.

Cllrs Clacy Pemberton and Wood put their names forward for the course.

Cllrs Berlyn, Clacy, Hawkins, Pemberton, and Wood put their names forward for a Working Party to consider details of a specification for the pond weed clearance for next year.

Once quotations had been received the Clerk would contact the Danbury Society and ask if they could assist with a grant towards the works.

RESOLVED: that the above members attend the course and that a working party is convened to assist in the working out of a specification. Once the specification has been formatted the clerk will try to obtain quotations for the work.

58.2 Lighting Pillar/Christmas Tree at Eves Corner

The electrical certificate will be requested when the electrician installs the lights again this year. Members agreed to contact Mrs Oomes again for a Christmas Tree.

RESOLVED: that the a) Light Pillar is inspected when the electrician installs the lights this year.

b) The Council approach Mrs Oomes for a Christmas Tree again this year.

59 Play Area

It was clarified that the matting required was for the areas under the two entrances to the play area. The cost of this would be £75.60 + VAT. Members unanimously agreed for the matting to be ordered.

RESOLVED: that the matting is ordered at a cost of £75.60 + VAT

60 Noticeboards

The village hall notice boards had been damaged overnight on the 5th August, 2009. the Village Hall Committee were dealing with matter.

RESOLVED: that this item be noted.

60.1 Information for the Noticeboards

Further information has been placed on the noticeboards following remarks from the Best Kept Village Competition.

61 Trees

61.1 Tree Survey

The Annual Tree Survey is due to be reviewed in December, 2009. A quotation has been submitted by D F Clark to complete a visual inspection of all trees and to update existing survey sheets. The total price for the survey would be £300 + VAT. The Clerk has requested that this work be completed in September so that costings could be placed in the 2009/2010 budget figure.

It was unanimously agreed that D F Clark be employed to complete the annual tree survey at a cost of £300.00 + VAT.

RESOLVED: that D F Clark be employed to complete the annual tree survey at a cost of £300.00 + VAT.

61.2 Tree Growth to Frettons Lodge

A letter had been received from the resident of Frettons Lodge regarding the boundary hedging which was now requiring attention. Chelmsford Borough Council had confirmed that the trees were in the Conservation Area and that a formal application will be required. The Clerk had queried the ownership of the land and had been informed that the Parish Council was responsible for the works.

Members unanimously agreed that this work be investigated as part of the tree survey quotation.

RESOLVED: that the work be investigated as part of the tree survey quotation.

61.3 Tree Growth adjacent to Frettons

Correspondence had been sent to the resident of Frettons as the tree growth was very high and over-hanging the car park. The resident had verbally confirmed that this work would be completed.

RESOLVED: that this item be noted.

61.4 Overhanging Oak and Ash Trees in Cherry Garden Lane

A resident of a property in Cherry Garden Lane had contacted the Parish Council regarding overhanging trees. The Groundsman had assessed the work and was prepared to complete it. Chelmsford Borough Council had confirmed that the trees were not subject to tree protection legislation.

RESOLVED: that the Groundsman complete these works.

61.5 Tree Growth in Pedlars Path – Adjacent to 8 Landisdale

The resident of this property had requested that the oak tree which flanks the property on either side was reduced. Work was completed to this tree 8 – 9 years ago.

RESOLVED: that these works were investigated through the tree survey.

62 Danbury Times

Cllr Wood reported the next meeting of the Danbury Times was on Monday 7th September, 2009 10.00 a.m. at the Parish Office and the Working Group would be informing Chairmen of the articles they would be asked to write.

One item for the Chairman of Facilities was the ponds.

RESOLVED: that this item be noted.

63 Chelmsford Borough Council Parish Programmes

Both Sports Programmes held on 5th and 12th August were well attended.

RESOLVED: that this item be noted.

64 Drainage and Car Parks

The Application for the Certificate of Lawfulness had been validated. It was hoped that a decision would be given by Chelmsford Borough Council by mid-September, 2009.

The trenches had been topped up with soil and seeded and would be taken from the contingency amount. No charges were made for the additional works for the drainage from the tennis courts as per Minute 43.2.1. Facilities 15th July, 2009
RESOLVED: that this item is noted.

65 Maintenance of Dawson Memorial Field

A recommended programme of works had been put together. The Clerk had been costing the works by an outside contractor or completing some of the works in-house. For the continued maintenance of the playing fields our groundsman would like to have the whole of the cricket outfield treated next year plus all four football pitches.

A quotation had been obtained from C H Grounds Maintenance the contractor for Phase I and II and this price is £7820.50 plus VAT. An additional comparative quotation had been sought from Chelmsford Borough Council and this was £9290.00 plus VAT. A budget of £10,000 could be used for the budget for this item for next year.

It has been suggested that the Parish Council hire in the specialist equipment and supervise the work in-house. While it is believed that savings could be made of possibly in the excess of £1,000 (some prices had been obtained) it would bring extra work to our groundsman at a busy time of the year for him and require a lot of co-ordination and work for our staff.

Members unanimously agreed to employ CH Grounds Maintenance to complete the pitch renovations for 2010.

RESOLVED: that C H Grounds Maintenance were employed to complete the pitch renovations for 2010 in the sum of £7820.50 plus VAT.

66 Car Parking Charges

This item was deferred from the last meeting. This item was requested by a Member of the Public at the Annual Parish Meeting. A survey had been done by the Parish Council on who uses the facilities previously. If Members decide to charge the H M Customs would need to be informed. Deliberation was being made by this department regarding the charging of VAT. Members discussed the following:

- Consultation with the village as a whole via Danbury Times – consultation coupon
- Consultation with the Tennis Club, Bowls Club, Sports and Social Centre and British Legion
- Consultation via web site – give us your views
- The purpose of the car park – facility for the Community
- A suggestion was made regarding village stickers
- Questions were asked: a) does the Parish Council wish to charge? b) How does Parish Council manage it?
- Height restrictor for the car park which allows the tractor access

- A barrier so you pay when you go out
- Users of the facilities already pay elsewhere
- This item should be referred to Parish Council for debate
- The Parish Council should make a decision on this item
- Parish Council requires a policy – if so what a) pay a fee, b) control of long stay users, c) buy passes, d) too difficult to enforce e) leave it open that Parish Council may charge in the future

It was unanimously decided that the recommendation to Parish Council would be as follows:

RECOMMENDED: that the Parish Council does not charge, but should look at the long stay parking for non users of the site at this time.

67 Matters for Report

To request Sports and Social Centre to take down advertisement for gym.

68 Dates of Next Meetings

4TH November (Budget) 11th November (Budget) 8th December

69 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

70 Sports and Social Centre - DCA

No further meetings have been held. A meeting is arranged for 16th October, 2009 for Cllrs Hawkins, Langley and the Clerk to attend.

71 Fixed Wiring Inspection

Notes of the meeting with the contractor, the Treasurer of the DCA Cllrs Hawkins and Allen together with the Clerk were circulated. The Clerk reported that the contractor would be visiting her on Tuesday 8th September, 2009 with the specification. Therefore no quotations had been obtained as yet.

There being no further business the meeting closed at 10.05pm.

Cllr F Hawkins
Chairman

Signed Date