



FACILITIES COMMITTEE

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

Present: Councillors A Allen, S. Berlyn (ex officio) H Clacy,
D Hawkins (Chairman of Facilities), J. Langley, M Wood (ex officio)

In Attendance: Mrs M Saunders, Clerk to the Parish Council
Mrs M Dyer, Assistant Clerk

At the suggestion of Cllr Berlyn there was a two minute silence before the meeting Commenced in respect of Armistice Day.

82 Apologies for absence

Apologies were received and accepted from Cllrs D. Powell, A. Pemberton and M. Telling

83 Declarations of Interest

No declarations of interests were declared

84 Public Question Time

No members of the Public were present

85 Minutes of the Facilities Committees held on 4th November, 2009.

Deferred to next meeting on 8th December 2009

86 Item carried over from meeting held on 4th November 2009 – finalise budget

RESOLVED: Bowling Green budget is to remain as shown on Appendix 1 to the minutes for 4th November 2009

87 Danbury Parish Council owned Premises

The Inspection sheet will be re-instated when the new assistant clerk commences duties. The Groundsman has continued to inspect the site as usual. An updated sheet was circulated by the Clerk, but a new complete inspection would be taken to next meeting.

RESOLVED: that a complete inspection sheet will be taken to then next meeting

88 Parish Office

Works to corners of the building completed.

RESOLVED: that information was noted by Members

89 Robins Nest

Members were advised of attempted break-in on 6th November 2009.

RESOLVED: that information was noted by Members

90 Tennis Club

Works to corners of building completed and invoiced direct to Tennis Club. New lower lights installed and new electrical connections 5 year electrical inspection completed. Insurance documentation received. Draft lease has been supplied to Tennis Club, awaiting response. Clerk to follow up.

RESOLVED: that a) information was noted by Members
b) Clerk to write to remind Tennis Club regarding lease

91 Bowling Club

In relation to the subsiding problem on the bowling green, the Councillors considered the report and recommendation supplied by Bourne Amenity. Following a lengthy discussion it was unanimously agreed that the Clerk should check the Parish Council's insurance policy in relation to coverage re 'playing surfaces', depending on response from Insurance Company tests may be undertaken to try to establish the underlying problem. A quotation has been obtained from one consultant at a cost of £475 ex VAT; to proceed further satisfactory references would need to be obtained. Clerk to advise the Bowling Club accordingly, obtaining clarification of the prescribed works referred to in their letter of 9th November 2009.

RESOLVED: that Clerk consults the insurance company and advises the Bowling Club accordingly at a meeting to be convened,

92 Cricket Wicket

Councillors discussed the decision made by Chelmsford Borough Council that they no longer have the wicket cordoned off due to an accident.

RESOLVED: that the Cricket Club is advised of CBC's decision and recommending that if the Cricket Club decides to continue cordoning off the wicket they ensure that the posts are painted white and that the tops of the posts have rubber caps.

93 Royal British Legion

Members were advised that a copy of the 5 year fixed wiring inspection certificate had been received from the RBL and that a lease would be discussed at the forthcoming leases working party meeting.

RESOLVED: that the information was noted by Members

94 Sports Centre

Re Public Liability Insurance Members were supplied with a copy of the letter from DCA confirming that the Association has indemnity under its policy for Employers and Public Liability.

Re Drain Jetting Members were advised that the annual jetting of the drains has been completed.

Re Annual Maintenance of Fire Doors / Window Winders Members were advised that the annual maintenance of fire doors and window winders has been completed. Noted. Members requested that Clerk ascertain the type/extent of the monthly checks carried by DCA.

RESOLVED: that a) the information was noted by Members
b) the Clerk ascertain the type/extent of the monthly door checks

95 Parish Council Land

Eves Corner – Pond: Members were advised that BTCV had visited the site and that volunteer days have been agreed for Thursday and Friday 14th and 15th January 2010, starting at 10.45am and 10.30 am respectively, at a cost of £150 per day. Members had all been supplied with a report written by Cllrs Clacy and Pemberton incorporating recommendations made at the working party meeting held on 5th October 2009. Cllrs Clacy and Pemberton were thanked for their excellent report. A price for the tree works at Runsell Green was obtained from D F Clark; Members were advised that these works need to be completed urgently before the pond fills up. Cllr Clacy offered to undertake monthly monitoring of the trees and pond at Runsell Green.

RESOLVED: that BTCV are appointed to carry out conservation work to the pond at a cost of £300 ex VAT and that D F Clark is appointed to carry out these works at a cost of £750 ex VAT to be taken from the pond budget of £1,200.

Eves Corner – Parking: following the works carried out by ECC Highways, Members decided that the wooden pillars should now be removed and the holes in filled.

RESOLVED: that wooden pillars be removed/holes filled in by Groundsman.

Lighting Pillar/ Christmas Tree at Eves Corner: Members were advised that Mrs Oomes has very kindly agreed to donate a tree again this year and that carols around the tree will take place on Wednesday 9th December 2009. Clerk was requested to write to Mrs Oomes thanking her and inviting her to switch on the lights with transport and refreshments being organised by the Parish Council (copy letter to Cllr Hawkins). Prices had been obtained for erecting and taking down lights, plus an annual certificate for the lighting pillar, also for transporting the tree and erecting and taking down the barrier around the tree. Clerk is liaising with St. Johns Church regarding Public Liability and Risk Assessment in respect to the Carol Service.

RESOLVED: that Aerial Contractors be appointed to erect and dismantle the tree lights and supply an annual certificate for the lighting pillar at a cost of £300 ex VAT and that D F Clark is appointed to transport the tree and erect and dismantle the barrier around the tree at a cost of £690 ex VAT

Children's Play area: Members were advised that new matting has been installed at the entrance to children's play area, and that the correct bolt has now been received and fitted to the entrance gate.

RESOLVED: that the information was noted by Members.

Notice Boards: Members were advised that the Notice Board has been repaired at Eves Corner by Village Hall.

RESOLVED: that the information was noted by Members

96 Trees

Annual Tree Survey: Members were advised that the annual tree survey has been completed and works have been priced up as £2405.00 plus VAT. Following discussion it was agreed that as all were classed as medium or low priority from a safety aspect (i.e. carried out within 12 – 18 months respectively) the works should not be undertaken at the moment.

RESOLVED: that the tree work is not completed, review after next year's annual tree survey in September 2010.

Tree Growth Adjacent to Frettons Lodge: Members were advised that D F Clark has been to assess the situation and all Members had been supplied with a copy of the letter. Due to costs involved it was agreed that the land owner should be advised that the overhanging branches etc may be cut back in line with the format to be recommended by the Local Tree Officer.

RESOLVED: Clerk to write to Land Owner advising that overhanging branches etc may be cut back under the supervision of the local tree officer (copy of letter to go to James McCarthy)

Tree Growth Adjacent to Frettons/Main Road Car Park: Members were advised that the Landowner has notified the Clerk that that the works have been ordered and will take 2-3 days. Clerk has contacted the Contractor to request he liaises with Groundsman to ensure minimum/limited closure to car park. Awaiting date for works to commence but is expected to be during later part of November 2009.

RESOLVED: that information was noted by Members.

Overhanging Oak and Ash Trees in Cherry Garden Lane: Members were advised that the Groundsman has been carrying out these works.

RESOLVED: that information was noted by Members

Tree Growth in Pedlars Path – Adjacent to 8 Landisdale: Members were advised that this tree is included in the tree survey and the works required will cost £240.00 plus VAT.

RESOLVED: that D F Clark is appointed to reduce overhang at a cost of £240 ex VAT to be taken from the tree budget.

Tree Growth in Pedlars Path – Adjacent to 21 Danbury Vale: Members were advised that ECC Highways are completing a Land Registry search re this area – result expected w/c 23rd November 2009.

RESOLVED: that the information was noted by Members

97 Danbury Times

Cllr Wood advised that this has now gone to press. Cllr Berlyn offered to assist with deliveries and advised that Cllr Freeman will also assist with deliveries. Members were advised of the very sad passing of Mr Ron Machin in October. The Clerk was asked to send flowers to his widow, expressing the Council's condolences and thanking Mrs Machin for her husband's help with the Danbury Times.

RESOLVED: that Clerk write and send flowers to Mrs Machin, to come out of the Chairman's Fund budget.

98 Car Parking

Charges: As the Parish Council has decided not to introduce parking charges, Cllr Allen proposed that a working party is convened to discuss possible alternatives in relation to the situation of people using the car parks, but not using the village facilities.

Parking at rear of DCA: Following discussion it was agreed that Clerk is to ascertain situation and control/limit of vehicles using this area and include this item on the agenda for the next DCA quarterly meeting.

RESOLVED: that a) a working party be convened to discuss parking in car parks by people not using village facilities
b) Clerk ascertain situation and control/limit of vehicles using the area to the rear of the Sports Centre

99 Litter Bins

Members were advised that a request has been made for a litter bin on Well Lane – following discussion it was agreed that initially CBC should be approached as to whether a bin in this location could be emptied by the borough service at no cost to the PC, if this is possible, that the company should be advised that they may purchase and install a litter bin, but that due to budgetary restraints the Parish Council would not be able to fund this item.

RESOLVED: that Clerk contact CBC re litter bin emptying in Well Lane, and if favourable, advise Company that a bin may be installed at their expense, as budget constraints will not permit the PC to bear this cost.

100 Matters to Report

Members were advised that

- a) EDF Energy will be cutting trees at Corner of Hopping Jacks Lane and Twitty Fee and also at Griffin Meadow in connection with cables.
- b) Results of Summer Parish Sports Programme 2009:
5th August 21 children attended
12th August 43 children attended

101 Dates of Next Meeting in 2009

Tuesday 8th December

102 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 in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw.

103 DCA – Members were supplied with a copy of the report from the quarterly meeting held on Friday 6th November with DCA, Cllr Langley the Clerk and Assistant Clerk attended. Noted.

RESOLVED: that DCA be approached as regards to possibly start running again basketball courses

There being no further business the meeting closed at 10.15 pm

Cllr D. Hawkins
Chairman

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Date.....