



FACILITIES COMMITTEE

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

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

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

104 Apologies for absence

Apologies were received and accepted from Max Telling and John Langley

105 Declarations of Interest

No declarations of interests were declared.

106 Public Question Time

No members of the public were present.

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

RESOLVED: that the minutes of the Meeting held on 4th November 2009 be approved and duly signed as a correct record.

108 Minutes of the Facilities Committees held on 11th November, 2009.

RESOLVED: that the minutes of the Meeting held on 11th November 2009 be approved and duly signed as a correct record.

109 Danbury Parish Council owned Premises

The Inspection sheet was being updated. The Groundsman has continued to inspect the site as usual.

RESOLVED: that information was noted by Members

109.1 Robins Nest

Members were advised that two incidents have now occurred: an attempted break-in to diesel tank on 6th November, reported at last Facilities Meeting, and a strimmer was stolen on 25th November. Both incidents reported to the police. Additional security had been investigated and the Crime Prevention Officer had visited the site. Members had been supplied with a report compiled as a result of consulting a private security company and the recommendations of the Crime Prevention Officer. Members were advised that the CPO has also provided the Grounds Man with a personal alarm. Members considered the report and requested that the Clerk investigated costs for a wheel clamp for the trailer and clarify the capabilities of the

internal alarm. Members acknowledged that the double housing system for the diesel tank had prevented a crime taking place.

RESOLVED: that Clerk investigated the cost of a wheel clamp for the trailer and clarifies the capabilities of the current internal alarm.

109.2 Tennis Club

Still awaiting contact from Chairman of Tennis Club to establish when a lease meeting could be held (2 reminder e-mails have now been sent). Clerk was advised that a new Tennis Club Chairman has been appointed.

RESOLVED: that the Clerk established the name of the new Chairman to follow up lease issue.

109.3 Bowling Club

Re sinking section: The Clerk has been advised that the playing surface isn't covered on the Parish Council's insurance policy. The Clerk is challenging this and is awaiting the response. Alternative means of testing had been suggested which is less intrusive at a cost of £795 (at the Parish Council meeting the Clerk was authorised to proceed with this test, subject to discussions with the insurance company). The Bowling Club Chairman had been invited to a meeting to discuss the current situation, the proposed date is 11th December 2009, Parish Council Chairman and Chairman of Facilities to both attend.

RESOLVED: that Parish Councillors would update Bowling Club representatives on 11th December 2009

109.4 Cricket Wicket

Letter had been sent to Cricket Club re cordoning off of wicket/posts – awaiting response.

RESOLVED: that the information was noted by Members.

109.5 Royal British Legion

The leases working group had agreed to the form that the lease should take. This had been approved by the Parish Council. A list of essential maintenance works had been agreed between Cllr Langley and the Clerk and an e-mail had been sent to RBL requesting dates for meeting to discuss proposed lease and works.

RESOLVED: that the information was noted by Members.

109.6 Sports Centre

109.6.1 Monthly check of Fire Doors / Window Winders

Members had been advised of the monthly checking procedure carried out by DCA. The Clerk was requested to ascertain from CBC the procedure/frequency of checks regarding fire doors. The Clerk was requested to provide details of the works carried out at the annual maintenance.

RESOLVED: that a) The Clerk consult Chelmsford Borough Council regarding the procedure for checks/frequency of checks for fire doors.

b) The Clerk to provide details of works carried out at annual maintenance

109.6.2 Parking arrangements at rear of Sports Centre

It was agreed to discuss this item on the agenda in conjunction with item 14 on the agenda relating to a letter from a Member of the Public. Members had been supplied with details of procedure regarding this. Following very lengthy discussions the following proposal was made that the Chairman of the Parish Council, the Chairman of Facilities and the Clerk should meet with the Member of the Public who had raised the subject; this was then amended that the Parish Council should advise the DCA that representatives of the Parish Council wished to meet with the Member of the Public, but first would like to meet with the DCA to discuss this and to agree a resolution to traffic management issues which could nullify the need for a meeting with the Member of the Public. A recorded vote was requested for this proposal with amendment. For the proposal with amendment: Cllrs Allen, Berlyn, Clacy and Hawkins; against the proposal with amendment: Cllrs Powell and Woods; abstention: Cllr Pemberton. The proposal with amendment was therefore carried. RESOLVED: that the Clerk should prepare a proposal scheme for the management of traffic at the rear of the DCA building for discussion with DCA at a meeting to be convened ideally before Christmas, with representatives of the PC and DCA.

109.6.3 Basket ball court

Members were advised that the DCA were not aware of the condition of the grant included the provision of basketball lessons, but advised that they do have indoor basketball lesson as the external court was not full size and DCA were not insured to hold lessons outside on this court.

RESOLVED: that the information was noted by Members

109.6.4 Stage One electrical work

Members were advised that work started on 7th December 2009

RESOLVED: that the information was noted by Members

109.6.5 Misc items identified at site meeting on 8th December 2009

Members were advised via a report presented by the Clerk that DCA had advised the following: The Cellar continued to suffer from flooding when there was heavy rain, there is a trip hazard on footway and leak had returned under green stairs. The Clerk to take appropriate action re the pathway and to ascertain if the staining under green stairs is actually wet. If wet the Clerk to consult the contractor who undertook original work earlier in the year, if not a stain blocker will need to be applied prior to redecoration of this area.

RESOLVED: The Groundsman to be asked to rectify the pathway problem and Clerk to test the area under the stairs to ascertain the next step.

110 Parish Council Land

110.1 Eves Corner – Pond

Volunteer days had been confirmed with BTCV for Thursday and Friday 14th and 15th January 2010 – these have been publicised in The Danbury Times, The Journal and The Contact Magazine. Members were advised that some residents had contacted the Parish office to offer their help.

RESOLVED: that the information was noted by Members

110.2 Lighting Pillar/ Christmas Tree at Eves Corner

Members were advised that the tree was erected on 4th December and lighting installed on 7th December; Mrs Oomes will switch on the lights on Wednesday 9th December, 2009 before the start of the 'carols round the tree' event – Councillors will

escort Mrs Oomes to and from the event and to the refreshments. Public Liability and stewards organised.

RESOLVED: that the information was noted by Members

110.3 Runsell Green – Pond

Members were advised that DF Clark carried out all the work to the trees by the pond at Runsell Green on 1st December 2009 except grinding of stumps as these are now under water, but that once Highways work detailed below is carried out water level should fall and allow this work to be done.

Members had been supplied with a copy of a letter from Runsell Green resident re overflow/ice problem and advised that the Clerk had had a site meeting with Highways on 2nd December, at which Highways advised that they will hand dig to expose the gully and jet, which should lower the water level and that they expect this work to be carried out before Christmas.

RESOLVED: that the information was noted by Members

111 Trees

111.1 Tree Growth Adjacent to Frettons/Main Road Car Park

Members were advised that work was carried out on Thursday 3rd December 2009 with minimum disruption to DCA members. One Member advised that there are small tree stumps remaining and expressed concern for people parking their cars – the Clerk was requested to talk to the landowner.

RESOLVED: that the Clerk contacts the Landowner regarding the remaining tree stumps.

111.2 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members were advised that this work is ongoing - the Groundsman has been carrying out these works

RESOLVED: that the information was noted by Members

111.3 Tree Growth in Pedlars Path – Adjacent to 8 Landisdale

Members were advised that work was carried out on 3rd December 2009 and that resident was very pleased with the work carried out.

RESOLVED: that the information was noted by Members

111.4 Tree Growth in Pedlars Path – Adjacent to 21 Danbury Vale

Members were advised that ECC Highways did not carry out a Land Registry Search re this area, but visited the site and have advised that it appears to be 'no man's land' and that resident could therefore be advised to trim back the offending trees. Clerk and Groundsman to visit the site to check before advising the resident.

RESOLVED: that Clerk and Groundsman undertake a site visit to clarify.

112 Danbury Times

Cllr Wood advised the Members that there was nothing new to report at present.

RESOLVED: that the information was noted by Members

113 Car Parking

Members were advised that a working party will be convened in the New Year to discuss parking in car parks by people not using the village facilities.

RESOLVED: that the information was noted by Members

114 Litter Bins

Members were advised that the Clerk had contacted CBC re possibility of emptying a waste bin on Well Lane and was waiting to hear back from CBC as this may come under trade waste.

RESOLVED: that the information was noted by Members

115 Matters to Report

Members were advised that:

There was flooding onto Penny Royal Road – over weekend (28th/29th November 2009) and that Highways visited site on 2nd December and advised that they will have to dig an investigative hole on NT land to jet/ascertain cause of problem resulting in balancing pond to overflow. Timing TBA.

116 Dates of Meetings in 2010

Wednesdays 6th January, 17th February, 17th March, 12th May, 9th June, 14th July, 15th September, 3rd November, 10th November and Tuesday 7th December.

117 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.

118 DCA

Members were supplied with copies of DCA Board Meeting minutes from 3rd August and copy of agenda and partial notes from DCA board meeting held on 24th November 2009. Members requested Clerk ascertain from DCA nature of Proposed works to flooring in relation to structure/weight etc. Clerk was also requested to ascertain where the assembly point is and whether the centre has a Health & Safety Manual. Members were advised that the next quarterly meeting between DPC & DCA is scheduled for Friday 15th January 2010 at 10am.

- RESOLVED: that a) Clerk obtain details of proposed works to flooring in relation to structure/weight etc
 b) Clerk to ascertain the nominated assembly point at DCA/Health & Safety Manual
 c) Members noted that the next quarterly meeting is scheduled for Friday 15th January 2010

There being no further business the meeting closed at 10pm

Cllr F. Hawkins
Chairman

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Date.....