



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 12<sup>th</sup> May 2010 at 8pm at the Parish Office**

**Present:** Councillors S, Berlyn (ex officio), Mrs Y Burton, H. Clacy, J. Langley, A. Pemberton, D. Powell, M. Telling, M. Wood (ex officio)

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

#### **1 Election of Chairman for 2010-11**

Cllr Pemberton nominated Cllr Clacy to serve as Chairman and this was seconded by Cllr Powell. There were no further nominations and Cllr Clacy was elected unanimously.

RESOLVED: that Cllr Clacy be elected to serve as Chairman of the Facilities Committee for the municipal year 2010-11.

#### **2 Election of Vice Chairman for 2010-11**

Cllr Wood nominated Cllr Langley to serve as Vice Chairman and this was seconded by Cllr Telling. There were no further nominations and Cllr Langley was elected unanimously.

RESOLVED: that Cllr Langley be elected to serve as Vice Chairman of the Facilities Committee for the municipal year 2010-11.

#### **3 Apologies for absence**

There were no apologies

#### **4 Declarations of Interest**

Members are required to declare any personal or prejudicial interest they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and to leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

#### **5 Public Question Time (Limited to 15 minutes)**

No members of the public were present.

#### **6 Minutes of the Facilities Committee held on 17<sup>th</sup> March 2010**

RESOLVED: that the minutes of the Meeting held on 17<sup>th</sup> March 2010 be approved and duly signed as a correct record.

#### **7 Danbury Parish Council owned Premises**

An updated premises (external) inspection report for April 2010 (inspection carried out on 28<sup>th</sup> April 2010) had been supplied to Members. The Groundsman continued to inspect the site. Amendments advised/requested since report prepared: i) Tennis Club TC4 chip in glass change to 'low' urgency  
ii) Bowling Club BC1 base footings panels have now been decorated

- iii) Bowling Club BC2 fencing has now been stained
- iv) Sports & Social Centre SS24 Electrical Work works ordered
- v) Sports & Social Centre SS26 & SS27 guttering and fascia/soffits awaiting changes to financial regulations, quotes will than be obtained
- vi) Sports & Social Centre SS28 Under rear stairs DCA to advise
- vii) Sports & Social Centre SS32 rear base wood panel has been repaired

RESOLVED: that the information was noted by Members.

With reference to TC9 – drain at corner of tennis club and Parish Council Office building not functioning, a quote of £901.50 ex VAT (including hire of digger) had been received to construct a French drain around the building and connect the old drain to a new drain. Cllr Telling proposed that this work should proceed, Cllr Berlyn seconded the proposal, all Councillors agreed.

RESOLVED: that CH Grounds should be employed to construct a French drain around the building and connect the old drain to the new, plus hire of a digger at a cost of £901.50 ex VAT to be taken from the drainage budget.

### **7.1. Parish Council Office**

Members were advised that quotes for a new water heater and cold water tap were awaited.

RESOLVED: that Clerk be authorised to proceed with ordering these works on receipt of quotes.

### **7.2. Robins Nest**

#### **7.2.1 Trailer Wheel Clamp**

Members were advised that Clerk has been unable to source an 'off the shelf' wheel clamp (custom made would be in the region of £450) and that the Insurance company had advised that adequate security was in place – awaiting confirmation of this conversation in writing.

RESOLVED: that the information was noted by Members.

#### **7.2.2 Internal tap to side of sink in workshop**

Members were advised that this was installed in April 2010

RESOLVED: that the information was noted by Members.

#### **7.2.3 Cracks along the ceiling/wall joints in office (not structural)**

Clerk obtaining quotes for filling and then redecoration.

RESOLVED: that the information was noted by Members.

#### **7.2.4 Mowers**

Members were advised that further suppliers were still being investigated

RESOLVED: that the information was noted by Members.

### **7.3 Tennis Club**

Members were advised that the lease paperwork had now been completed. Cllr Langley thanked the staff for their hard work at bringing the lease to its conclusion

RESOLVED: that the information was noted by Members.

## **7.4. Bowling Club**

### **7.4.1 Bowling Green**

Members had been supplied with a copy of the report from the meeting held with CBC Grounds Manager and Groundsman to discuss their contract/survey compiled by TTS. Members were asked to consider/agree hiring of special machine for one week in Autumn 2010 at a cost of £500 per week (part of a two year programme as recommended by TTS). Members were advised that this cost would come out of the 2010/2011 budget, but allowance should be made for increase in hire costs in Autumn 2011 and also additional charges from CBC. Cllr Telling proposed that the recommended machine be hired for one week at a cost of £500 in Autumn 2010, this was seconded by Cllr Berlyn and unanimously agreed by Members. Clerk to arrange a meeting with Bowling Club personnel to advise this programme of works, which will delay the start of the 2011 season by 2 weeks. Cllrs Berlyn and/or Clacy to attend this meeting.

RESOLVED: i) that the recommended machine be hired from Chelmsford Grass Machinery in Autumn 2010 at a cost of £500 ex VAT for one week  
ii) that Cllrs Berlyn and/or Clacy be present at a meeting with Bowling Club personnel to advise the programme of works/delay to start of 2011 season.

### **7.4.2 Perimeter Fencing**

Members were advised that at the Parish Council meeting held on 31<sup>st</sup> March 2010, it was agreed that Danbury Fencing should be appointed to supply and fit fence posts and trellising to the Bowling Club perimeter at a cost of £230.78 ex VAT. This fencing was fitted w/c12th April 2010 and the reparation workers have now finished staining the panels.

RESOLVED: that the information was noted by Members.

## **7.5. Cricket Club**

### **7.5.1 Cricket Wicket**

Members were supplied with a copy of a letter confirming that posts were painted white and have been capped.

RESOLVED: that the information was noted by Members.

### **7.5.2 Cricket Season**

Members were advised that the Cricket season had started and that they will only be playing on Saturdays until 28<sup>th</sup> August 2010.

RESOLVED: that the information was noted by Members.

## **7.6. Royal British Legion**

### **7.6.1 RBL Building Key**

Members were advised that DPC now had a key for the building.

RESOLVED: that the information was noted by Members.

### **7.6.2 Works to RBL Building**

Members were advised that items detailed on report from meeting of 22<sup>nd</sup> February 2010 except ceiling panel have been quoted for/agreed by RBL and work is due to start in June 2010.

RESOLVED: that the information was noted by Members.

### **7.6.3 Lease**

Members were advised that when the lease is received from DPC Solicitor it will be passed to RBL London Office.

RESOLVED: that the information was noted by Members.

## **7.7. Sports Centre**

### **7.7.1 Annual Maintenance of Fire Doors / Window Winders**

Members were advised that the Clerk's report re door checks was passed to DCA at the quarterly meeting held on 19<sup>th</sup> March 2010.

RESOLVED: that the information was noted by Members.

### **7.7.2 Parking arrangements at rear of Sports Centre**

Members were advised that the Sign (5mph Caution Vehicle Movements) has been ordered.

RESOLVED: that the information was noted by Members.

Members were advised that with reference to the letter from a Member of the Public, considered at March Facilities meeting, that this was discussed with DCA at quarterly meeting held on 19<sup>th</sup> March; letter as requested sent to the Member of the Public.

RESOLVED: that the information was noted by Members.

### **7.7.3 Stages Two and Three electrical work**

Members were advised that the order for this work has been placed and that the Contractor met with DCA personnel on 27<sup>th</sup> April 2010; work was scheduled to commence on 10<sup>th</sup> May 2010, first isolation will be on Sunday 16<sup>th</sup> May (no functions at Club) and work should be completed by 18<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members.

### **7.7.4 Leak under stairs**

Members were advised that the situation to date was advised to DCA at the quarterly meeting held on 19<sup>th</sup> March 2010 and that the DCA is to consider and advise.

RESOLVED: that the information was noted by Members.

## **7.8. Dawson Memorial Fields**

### **7.8.1 Maintenance Work**

Members were advised that CH Grounds were scheduled to commence maintenance

work on pitches w/c 7<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members.

### **7.8.2 Best Kept Playing Fields Competition**

Members had been supplied with details of Best Kept Playing Field Competition 2010 and advised that the entry fee is £10. It was unanimously agreed to enter.

RESOLVED: that Dawson Memorial Fields be entered in the Best Kept Playing Fields Competition for 2010 at a cost of £10

## **7.9 Parish Council Land**

### **7.9.1 Eves Corner – Pond**

Members were advised that Carla Davies from the BTCV attended the APM and was presented with a certificate in recognition of the excellent work undertaken.

RESOLVED: that the information was noted by Members.

Members were advised that regarding clearance work in October three dates have been suggested (all Fridays), namely 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> - this is allowing for 1 day at Eves Corner and 2 days at Runsell Green, daily fee will be £180. Councillors considered the dates and fee of £540 for October clearance work. Members were advised that Ms Davis will visit the sites in July 2010 to assess work required. Cllr Pemberton then proposed that BTCV should be asked to assist in clearance work for 3 dates in October 2010 at a total cost of £540, this was seconded by Cllr Langley, all members unanimously agreed

RESOLVED: that an order be placed with BTCV to carry our pond clearance work at Eves Corner and Runsell Green over three days in October 2010 at a cost of £540. Members were advised that BTCV have now advised verbally details of recommended equipment DPC should consider purchasing if DPC/volunteers wish to undertake clearance work at other times, this will be typed and supplied to Members for consideration at the next meeting.

RESOLVED: that the information was noted by Members.

### **7.9.2 Eves Corner – Lease**

Members were advised that this lease was due for renewal with National Trust and that this was in hand.

RESOLVED: that the information was noted by Members.

### **7.9.3 Runsell Green – Pond**

Members were advised that there was no change to information supplied at the last meeting i.e. with reference to the tree works carried out the water level is still too high for the grinding of the stumps to be carried out. DF Clark will be advised to return when appropriate.

RESOLVED: that the information was noted by Members.

With reference to highways work to gulley, jetting and weed clearance, Members were advised that ECC have placed an order, but that no date for work has been advised.

RESOLVED: that the information was noted by Members.

Information contained within Minute No.162.9.1 also applies to Runsell Green Pond.

### **7.9.4 Allotments**

Members were advised that with regards to the uneven surface at footway leading to allotments that the Groundsman had now put down planings.

RESOLVED: that the information was noted by Members.

Members considered a request from an allotment holder for an additional tap on the site. It was agreed that this was not possible from a practical or economic viewpoint.

RESOLVED: that the allotment holder be advised that this will not be possible, but that the allotment holder may use the water butts on site or attach a hose to the existing tap

## **7.10 Play Areas**

### **7.10.1 Cradle Swings and See Saw Seats**

Members were advised that replacements have now been fitted

RESOLVED: that the information was noted by Members.

### **7.10.2 Climbing Frame with ladder**

Members were advised that its condition was being monitored and that a suitable replacement was being investigated.

RESOLVED: that the information was noted by Members.

### **7.10.3 Parish Sports Programme (Easter & Whitson Holidays)**

Members were advised that one session has been booked with CBC for Thursday 3rd June 2010 1 - 3.30pm

RESOLVED: that the information was noted by Members.

### **7.10.4 Parish Sports Programme (Summer Holidays)**

Members were advised that two sessions have been booked with CBC for Wednesday 4<sup>th</sup> August 2010 1 - 3.30pm and Wednesday 11<sup>th</sup> August 2010 9.30 am to 12 noon.

RESOLVED: that the information was noted by Members.

### **7.10.5 Annual Safety Inspections for Equipment**

Members were advised that Wicksteed have been booked to carry out inspection this year – cost for inspection and risk assessment for play equipment as advised £71; special combined price quoted by Wicksteed for inspection and risk assessment for basketball court and youth shelter £71. Inspection will take place 6-8 weeks from receipt of order i.e. by 4<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members.

## **8 Trees**

### **8.1 Tree Growth Adjacent to Frettons/Main Road Car Park**

Members were advised that the remaining tree stumps were ground down on 19<sup>th</sup> March 2010.

RESOLVED: that the information was noted by Members.

Members were advised that due to a car being set on fire in this car park on 23<sup>rd</sup> April 2010 there has been damage to the trees, owner had been advised and will inspect.

RESOLVED: that the information was noted by Members.

### **8.2 Overhanging Oak and Ash Trees in Cherry Garden Lane**

Members were advised that the Groundsman continues to carry out these works.

RESOLVED: that the information was noted by Members.

### **8.3 Tree Growth in Pedlars Path – Adjacent to 21 Danbury Vale**

Members were advised that work to tree growth over driveway was carried out on 15<sup>th</sup> March 2010, but work is now required to trees growing towards the house which were overhanging the rear garden back to the boundary fence. Cost for this work has been quoted by DF Clark at £350. Cllr Berlyn proposed that this work be carried out, Cllr Telling seconded the proposal, Cllr Powell abstained, all other Councillors agreed.

RESOLVED: that DF Clark be instructed to carry out these additional works at a cost of £350 ex VAT.

#### **8.4 Annual Tree Survey**

Members were advised that quotes were being obtained for extending survey to include overhang which may possible affect residents' properties, namely alongside or backing into Pedlars Path, Elm Green and Frettons Lodge.

RESOLVED: that the information was noted by Members.

#### **9 Danbury Times**

Members were advised that Cllr Telling was the new Chairman for Danbury Times and that the next meeting has been arranged for Wednesday 9<sup>th</sup> June 2010 at 2pm in DPC offices.

RESOLVED: that the information was noted by Members.

#### **10 Car Parking**

Members had been supplied with a report from working party meeting held on 30<sup>th</sup> April 2010 and also correspondence between DPC office and Ramblers Groups. Following lengthy discussions it was agreed that the Ramblers Groups should be advised that the car parks were free, but that parking was at their own risk, that Cllr Pemberton should raise the topic of car parking with businesses as part of the parish plan and that the Clerk should clarify the situation with HM Customs & Excise in regards to the reimbursement of VAT on work carried out on the car parks if donations have been received in relation to car park usage.]

RESOLVED: that i) the Ramblers should be advised that the car park is free to use, but at own risk

ii) Cllr Pemberton should discuss car park usage with businesses as part of the parish plan discussions

iii) The Clerk should clarify the situation regarding reimbursement of VAT relating to car parks works invoices if donations have been received in relation to car park usage

#### **11 Matters to Report:**

**11.1** The Essex Wildlife Trust have paid for and installed a dog waste bin near to the notice board at the entrance to Scrubbs Wood from Runsell Lane.

Request/location was agreed between DPC office and CBC Waste Management Department and it is now on the CBC emptying schedule.

**11.2** At Eves Corner (NT Land) a willow tree is dead – a maple tree has been planted in its place.

**11.3** Danbury Mission Ambassadors in Sport Weekend 20<sup>th</sup>/21<sup>st</sup> March 2010 was very successful with over 100 local children attending both days, even though there was rain on the Saturday.

RESOLVED: that the information was noted by Members.

#### **12 Dates of Meetings in 2010**

Wednesdays 9<sup>th</sup> June, 14<sup>th</sup> July, 15<sup>th</sup> September, 3<sup>rd</sup> November, 10<sup>th</sup> November and Tuesday 7<sup>th</sup> December.

#### **13 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.

**14 DCA**

Members had been supplied with a copy of the report from quarterly meeting held on Friday 19<sup>th</sup> March 2010 and advised that the next meeting is scheduled for Friday 14<sup>th</sup> May 2010. Members were also supplied with copy agenda from DCA Board meeting held on 22<sup>nd</sup> March 2010, plus management committee reports. Members requested that the subject of fire doors be raised at the next DCA meeting.

RESOLVED: that i) the information was noted by Members.

ii) fire doors be discussed at the next DCA meeting

There being no further business the meeting closed at 10.15 pm

Cllr H. Clacy  
Chairman .....

Date.....