



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 9th June 2010 at 8pm at the Parish Office**

**Present:** Councillors S, Berlyn (ex officio), H. Clacy,  
D. Powell, M. Wood (ex officio)

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

#### **15 Apologies for absence**

Apologies were received and accepted from: Cllr Mrs Y. Burton, Cllr J. Langley, Cllr A. Pemberton and Cllr M. Telling

#### **16 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.

None were declared.

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

No members of the public were present.

#### **18 Minutes of the Facilities Committee held on 12<sup>th</sup> May 2010**

RESOLVED: that the minutes of the Meeting held on 12<sup>th</sup> May 2010 be approved and duly signed as a correct record.

#### **19 Danbury Parish Council owned Premises**

Members were advised that the external inspection of premises for June 2010 had not yet been carried out, but that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members

##### **19.1 Parish Council Office**

**19.1.1** Members were advised that a new hot water unit and new cold tap had been installed, awaiting new cover for missing tap point.

RESOLVED: that the information was noted by Members

**19.1.2** Drainage work to Parish Club & Tennis Club building: Members were advised that CH Grounds had been instructed to carry out these works and that works will commence week commencing 14<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members

## **19.2 Robins Nest**

**19.2.1** Members had been supplied with response from insurance company re security of the trailer and wheel clamps and advised that a risk assessment will be carried out.

RESOLVED: that i) the information was noted by Members  
ii) a risk assessment will be carried out

**19.2.2** 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

**19.2.3** Further suppliers being investigated for bank mowers, Clerk will also now investigate costs for a contractor for bank work; also hire costs for a bank mower.

RESOLVED: that the information was noted by Members

## **19.3 Tennis Club**

See minute No.19.1.2 above.

## **19.4 Bowling Club**

Members were advised that a meeting had been arranged for Thursday 10<sup>th</sup> June 2010 to update Bowling Club personnel re works to green.

RESOLVED: that the information was noted by Members

## **19.5 Cricket Club**

Members were advised that there was nothing to report regarding this Club

RESOLVED: that the information was noted by Members

## **19.6 Royal British Legion**

Members were advised that exterior works to the building started w/e 28<sup>th</sup> May 2010 and that the lease has now been received from the DPC Solicitor and is with the leases group for review.

RESOLVED: that the information was noted by Members

## **19.7 Sports Centre**

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

Members were advised that Sign (5mph Caution Vehicle Movements) had now been installed.

RESOLVED: that the information was noted by Members

A budget of £100 was agreed for the Clerk to purchase a further sign.

RESOLVED: that Clerk investigates an additional sign for this area.

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

Members were advised that this work had started, that it is on schedule despite some delays in parts from manufacturers; work is still scheduled to be completed by 18<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members

### **19.7.3 Leak under stairs**

Members were advised that taking the ceiling down to ascertain the cause of the leak had been discussed with the DCA at the meeting held on 14<sup>th</sup> May 2010 and that the Clerk was to consult contractors.

RESOLVED: that the information was noted by Members

#### **19.7.4 Legionella**

Members were advised that regarding Legionella testing that the chlorification of the water tanks would take place on Wednesday 21<sup>st</sup> July 2010 by Aldous & Stamp; the DCA will be covering this cost.

RESOLVED: that the information was noted by Members

Members were advised that the schematic drawing of the water system needs updating - the current one does not show direction of water flow – in order to carry out recommendations from the Environmental Health Officer (i.e. take temperature readings at the first and last draw off points for each water tank) this information is required. The cost of the survey/drawings if undertaken by Aldous & Stamp at the same time as the above will be £410 ex VAT. Cllr Wood proposed that Aldous & Stamp be appointed to carry out the survey and produce the schematic drawings, Cllr Berlyn seconded the proposal, all Members agreed.

RESOLVED: that Aldous & Stamp be appointed to carry out a survey of the water system and produce schematic drawings to show direction of the water flow at a cost of £410 ex VAT

#### **19.8 Dawson Memorial Fields**

**19.8.1** Members were advised that CH Grounds commenced maintenance work on pitches on 7<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members

**19.8.2** Members were advised that the DPC entry to Best Kept Playing Field Competition 2010 had been submitted

RESOLVED: that the information was noted by Members

**19.8.3** Members considered a proposal using the fields for a mother and baby Venture. Members agreed that a six week trial could proceed on Pitch 2 at a fee of £25 for each one hour session. This fee to include inclusion of session details on the Parish web site. Booking subject to satisfactory supply of public liability insurance, risk assessment and completion of hiring agreement etc. Members requested that the DCA be advised of this booking.

RESOLVED: that 'Buggy Boot Camps' was given permission to use pitch 2 for a six week trial period at a fee of £25 per one hour session, subject to completion/supply of the required paperwork; fee to include promotion of the activity on the Parish Council web site.

#### **19.9. Parish Council Land**

##### **19.9.1 Eves Corner – Pond**

Members were supplied with details of the types of equipment and indicative costs recommended by the BTCV should DPC Members wish to carry out clearance works without BTCV personnel present. Members were also advised that the Clerk is awaiting a date in July for Carla Davis from the BTCV to assess works required at Eves Corner Pond and also Runsell Green. Members discussed and agreed that no equipment should be purchased until the meeting to assess works required had taken place.

RESOLVED: that further discussions re the purchase of pond clearing equipment take place after the DPC had met with BTCV to discuss works required on this pond and the one at Runsell Green.

### **19.9.3 Eves Corner – Renewal of Lease**

Members were advised that the National Trust have proposed continuing with the existing terms for a further 7 years and rather than go to the expense of entering into a new lease insert an addendum to the original lease. Members discussed this proposal and requested that Clerk discuss with the NT the possibility that the care and management of the trees on the site ceases to be the responsibility of the Parish Council, before a recommendation is put to the Parish Council

RESOLVED: that Clerk discuss with the NT the removal of the tree element of the lease and the implications this would have on the renewal process/costs.

### **19.9.4 Runsell Green – Pond**

Members were advised that there was no change to information supplied for last few months 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 gully, Members were advised that no date has yet been advised by ECC for the jetting and weed clearance work at this site.

RESOLVED: that the information was noted by Members

Please see minute No.19.9.1 – this information/decision also applies to Runsell Green pond.

RESOLVED: that the information was noted by Members

### **19.9.4 Allotments**

Members were advised that a letter as requested had been sent to the allotment holder who requested an additional tap on the site.

RESOLVED: that the information was noted by Members

## **19.10 Play Areas**

### **19.10.1 Climbing Frame with ladder**

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

RESOLVED: that the information was noted by Members

### **19.10.2 Parish Sports Programme (Whitson Holidays)**

Members were advised that the 3<sup>rd</sup> June session took place, now awaiting report from CBC session regarding number of children who attended.

RESOLVED: that the information was noted by Members

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

Members were reminded 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

### **19.10.4 Annual Safety Inspections for Equipment**

Members were advised that the inspection was carried out by Wicksteed on 4<sup>th</sup> May 2010, with a copy of the full report is available to view in the office, but that the only item requiring action is new swing cradle seats (other pair); Members were advised

that these have been ordered and are scheduled to be delivered by Thursday 10<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members

### **19.10.5NEOS**

Members had been supplied with details of this interactive game and advised that a free session has been booked via CBC for 24<sup>th</sup> August 2010 between 10am and 3pm (weather permitting). Members requested that Clerk ensure that this is well publicised through the local schools and outlets/venues such as the Sports & Social Centre, Co-op and Danbury Mission etc and that Clerk ascertain from CBC if there are any other dates still available,

RESOLVED: that i) the information was noted by Members

ii) the Clerk publicise the event widely

iii) the Clerk ascertain if any further dates are available

## **20 Trees**

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

Members were advised that regarding the fire damaged trees the owner has not yet contacted the office, but that DF Clark has advised that they do not require any action, but advised that another tree close to these should be attended to - Owner will be advised.

RESOLVED: that the information was noted by Members

### **20.2 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

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

Members were advised that the resident has contacted the office to thank the Parish Council for the additional works that were carried out.

RESOLVED: that the information was noted by Members

### **20.4 Annual Tree Survey**

Members were reminded that quotes were being obtained for extending the survey to include overhang which may possible affect residents' properties.

RESOLVED: that the information was noted by Members.

## **21 Danbury Times**

Members were advised that a meeting of the Danbury Times group had taken place that afternoon (i.e. 9<sup>th</sup> June 2010).

RESOLVED: that the information was noted by Members

## **22 Car Parking**

Members were advised that e-mails had been sent to the Ramblers Groups as requested.

RESOLVED: that the information was noted by Members

Members were advised that Cllr Pemberton will relay businesses' views re car parks, once the meetings have taken place.

RESOLVED: that the information was noted by Members

Members were advised that CBC will remove the Modular Banks from Mayes Lane Car Park if requested to do so, but that Clerk is awaiting confirmation from CBC re the possibility of just glass recycling facility being installed in DCA car park.  
RESOLVED: that the information was noted by Members

Members were advised that the following response had been received from HM Customs & Excise re VAT, car parking fees and claiming back VAT on works carried out on the car park if car parking fees are introduced: *“If the Council were to request donations or grants from those businesses that already use the car park, this would actually be seen as consideration for a supply, rather than a true donation or grant. So the supply of car parking to those businesses would be business and taxable. At present where you provide this free of charge, it is non-business.”*  
RESOLVED: that the information was noted by Members

### **23 Matters to Report**

There were no matters to report  
RESOLVED: that the information was noted by Members

### **24 Dates of Meetings in 2010**

Wednesdays 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.

### **25 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.

### **26 DCA**

Members had been supplied with copies of the report from the DPC/DCA quarterly meeting held on Friday 14<sup>th</sup> May 2010, agenda from the DCA Board meeting held on 24<sup>th</sup> May 2010 and minutes and accounts from April Board meeting. Following discussion Clerk was asked to ascertain if air conditioning was included in the building when it was built and if it is required in the snooker hall; discuss the water/heating situation with SEC and obtain more information regarding the CCTV opportunity via DCA for the Mayes Lane Car Park (distance covered, type of camera etc), obtain a quote from SEC re costs.

RESOLVED that: i) the information was noted by Members  
ii) the Clerk ascertain the situation regarding air conditioning  
iii) the Clerk discuss the water/heating system with SEC  
iv) the Clerk obtains information re CCTV and costs involved.

There being no further business the meeting closed at 9.35pm

Cllr H. Clacy

Chairman..... Date .....