



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 14<sup>th</sup> July 2010 at 8pm at the Parish Office**

**Present:** Councillors Mrs Y Burton, H. Clacy, J. Langley,  
A. Pemberton, M. Telling

**In Attendance:** Mrs. M. Dyer, Assistant Clerk, Facilities

#### **27 Apologies for absence**

Apologies were received and accepted from Cllrs S. Berlyn and Clerk, Mrs M. Saunders (both in attendance at another Council business meeting) plus Cllrs D. Powell and M. Wood

#### **28 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.

There were no declarations of interest.

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

The Chairman agreed to defer this element to later in the meeting as a Member of the Public had advised that he wished to speak, but was unable to arrive for the commencement of this meeting.

#### **30 Minutes of the Facilities Committee held on 9<sup>th</sup> June 2010**

RESOLVED: that the minutes of the Meeting held on 9<sup>th</sup> June 2010 be approved and duly signed as a correct record.

#### **31 Danbury Parish Council owned Premises**

An updated premises (external) inspection report for July 2010 (inspection carried out between 6<sup>th</sup> and 8<sup>th</sup> July 2010) had been supplied to Members. The Groundsman continued to inspect the site. Members discussed elements of the report and requested that the Clerk discuss with the Groundsman whether the moss on the Parish Office/Tennis Club roof should be removed at this point and that the Tennis Club should be reminded to replace the chipped pane of glass. Members considered quotes from four contractors and agreed to appoint Maldon Building Services to carry out work to the two disabled ramps at the rear of the DCA building

RESOLVED: that i) the Clerk discuss the action required in relation to the moss on the parish Office/Tennis Club roof

ii) the Tennis Club be reminded to replace the chipped pane of glass

iii) that Maldon Building Services be appointed to carry out work to

the two disable ramps at the rear of the DCA building at a cost of £ 284 per ramp ex VAT

iv) the frequency of these inspections be discussed at the next Facilities Committee meeting

### **31.1 Parish Council Office**

Members were advised that drainage work to the Parish Council and Tennis Club building had been carried out by CH Grounds during week commencing 14<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members.

### **31.2. Robins Nest**

**31.2.1** Members were advised that with reference to the trailer the risk assessment is still to be carried out.

RESOLVED: that the information was noted by Members.

**31.2.2** Clerk presented details of an immobiliser device for the tractor, available fitted at a cost of £150 ex VAT. Cllr Langley proposed this item be purchased, Cllr Telling seconded, all Councillors agreed.

RESOLVED: that an immobiliser device be purchased at a cost of £150 fitted ex VAT

**31.2.3** Cracks along the ceiling/wall joints in office (not structural) Members had been supplied with quotes from four contractors for filling and then redecoration. Following consideration of the quotes Cllr Pemberton proposed that Maldon Building Services be appointed to carry out this work at a cost of £390 ex VAT. Cllr Telling seconded the proposal, all Councillors agreed

RESOLVED: that Maldon Building Services be appointed to fill all cracks to walls and ceiling and decorate using two quotes of emulsion at a cost of £390 ex VAT

**31.2.4** Members were advised that with regards to a bank mower further suppliers/costs for hiring/contract out cost for bank mowing are all being investigated. Members requested that this information be supplied to Members for consideration at the September 2010 Facilities Committee meeting.

RESOLVED: that costs for options relating to a bank mower: purchase, hire, contract out be supplied to Members for consideration at the September 2010 Facilities Committee meeting.

### **31.3. Tennis Club**

Members were advised that drainage work to the Parish Council and Tennis Club building had been carried out by CH Grounds during week commencing 14<sup>th</sup> June 2010.

RESOLVED: that the information was noted by Members.

### **31.4. Bowling Club**

**31.4.1** Members had been supplied with a copy of the report from the meeting which took place on Thursday 10<sup>th</sup> June 2010 to update Bowling Club personnel re works to green. Members were advised that with regards to the problem with watering and the 'green' currently being brown, the Clerk had contacted CBC so that they are aware of problem

RESOLVED: that the information was noted by Members.

**31.4.2** Members had been advised that with reference to water on the footway to the Bowling Club, Bowling Club personnel had asked that the Parish Council considered carrying out some interim work prior to drainage project taking place which included this footway. Members agreed that as the tenders for the drainage project were due to be opened week commencing 19<sup>th</sup> July 2010 and then discussed by the Council that this request should be deferred pending this discussion – the Bowling Club to be advised accordingly.

RESOLVED: that the Bowling Club be advised that their request for interim footway work be deferred pending the Parish Council discussion regarding the drainage project of which this footway is part.

### **31.5. Cricket Club**

Members were advised that there was nothing to report in regards to this Club

RESOLVED: that the information was noted by Members.

### **31.6 Royal British Legion**

**31.6.1** Survey report work had started w/e 28<sup>th</sup> May 2010, and that as at 6<sup>th</sup> July 2010 some work had been carried out, which had been inspected by Cllr Clacy and the Clerk. A meeting had also taken place with the Clerk the Contractor and RBL to discuss outstanding items – Members were advised that works outstanding would be carried out by the Contractor, who will now quote the RBL for decorating the exterior of the building.

RESOLVED: that the information was noted by Members.

**31.6.2** Members were advised that the lease had been reviewed by DPC leases group and was now back with the DPC Solicitor for amendments, when revised version is received from the Solicitor it will be passed to RBL London Office.

RESOLVED: that the information was noted by Members.

### **31.7. Sports Centre**

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

Members were advised that a further sign (copy as previous) will be supplied with a 10% discount.

RESOLVED: that the information was noted by Members.

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

Members had been advised that all works had been completed except labelling and testing of the additional items/repair added to the schedule e.g. heaters etc – all within budget/contingency allowed and had been supplied with details of works. Members had also been advised that with regards to the water storage heater three phase system a new element was required as off peak system not working (using on peak only) and that a quote was awaited for this custom made item. At the meeting the Clerk had available to view a completion progress report received the day of the meeting. Members requested Clerk ascertain when SEC would be supplying the test certificates etc.

RESOLVED that

- i) the information was noted by Members.
- ii) that the Clerk ascertain when the test certificates etc would be available from SEC

#### **31.7.3 Leak under stairs**

Members reviewed quotes from three contractors. Clerk was requested to discuss with two of the contractors a 5 year guarantee for any work undertaken in this area

and to appoint one contractor to undertake investigative work prior to quoting for the remedial work.

RESOLVED: that Clerk discussed guarantees with two contractors and appointed one contractor to undertake investigative work prior to quoting for this work.

Member of the Public arrived.

### **29.1 Public Question Time**

The Chairman closed the meeting to allow the Member of the Public speak about water at the allotments.

The meeting was then re-opened.

### **31.7.4 Legionella**

Members were reminded that the chlorification of the water tanks would take place on Wednesday 21<sup>st</sup> July by Aldous & Stamp and DCA will be paying for this. At the same time a survey would be undertaken in order for Aldous & Stamp to produce a schematic drawing of the water system – DPC will cover this cost as agreed at the June 2010 Facilities meeting this cost. Members requested Clerk ascertained where test certificates were stored/recorded/copy for DPC files.

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

ii) Clerk ascertains how tests are recorded/copy for DPC files

### **31.8 Dawson Memorial Fields**

**31.8.1** Mother and baby venture trial: Members were advised that the paperwork was in hand and the trial was scheduled to commence on Monday 26<sup>th</sup> July 2010.

RESOLVED: that the information was noted by Members.

**31.8.2** Pitch renovation for 2010/2011: Members had been supplied with a report. Members discussed and requested Clerk research/advise re the following for discussion at a future Facilities Committee meeting: miss out a year's verti-draining/cost for verti-draining contracted out/hiring machine for Groundsman to carry out work; training for Groundsman to apply weed killer treatment/contract out application of weed killer; costs for last three years and review TTS recommendation for next period.

RESOLVED: that Clerk research/advise re the following for discussion at a future Facilities Committee meeting: miss out a year's verti-draining/cost for verti-draining contracted out/hiring machine for Groundsman to carry out work; training for Groundsman to apply weed killer treatment/contract out application of weed killer; costs for last three years and review TTS recommendation for next period.

**31.8.3** Mayes Lane Car Park CCTV: Members were advised that details and costs of installing system linked to spare line from DCA building still to be advised.

RESOLVED: that the information was noted by Members.

### **31.9. Parish Council Land**

#### **31.9.1 Eves Corner – Pond**

Members were advised that two Councillors and the Clerk would meet with Carla Davis from BTCV in September to assess work required/discuss practicality of work being carried out by DPC Members without BTCV present/purchase of appropriate recommended equipment in relation to this pond and the one at Runsell Green.

RESOLVED: that the information was noted by Members.

### **31.9.2 Eves Corner – Lease**

Members were advised that the Clerk was liaising with NT re possible change to lease in respect of trees for this item to then be considered at the July Parish Council meeting.

RESOLVED: that the information was noted by Members.

### **31.9.3 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. Members requested the Clerk ascertain if the vegetation can be cut back a bit closer to the pond

RESOLVED: that

- i) the information was noted by Members.
- ii) the Clerk ascertain if the vegetation can be cut back a bit closer to the pond

With reference to highways work to gulley, Members were advised that a date is still to be advised for the jetting and weed clearance work. Members requested that Clerk chase ECC regarding this work – important it is carried out before autumn/winter .

RESOLVED: that Clerk chase ECC Highways re date for this work to be carried out.

Please see minute No.34.9.1 – this information also applies to Runsell Green pond

RESOLVED: that the information was noted by Members.

### **31.9.4 Allotments**

Members considered an e-mail and request from an allotment holder. Regarding water usage on the site Members agreed that the present system was the fairest and most sensible way of providing water equally to all allotment holders and agreed to write to all holders to remind them to act responsibly with water usage. Members had been supplied with details of membership to the Allotment Association. Cllr Telling proposed that the Parish Council should become a member, Cllr Clacy seconded, all Members were in agreement.

RESOLVED that:

- i) the Allotment Holder should be advised that the currently system re water supply will not be changed
- ii) all allotment holders should be written to remind them to act responsibly with the water
- iii) the Parish Council should become a member of the Allotment Assoc at an annual fee of £55 ex VAT plus 10p for a share.

## **31.10 Play Areas**

### **31.10.1 Climbing Frame with ladder**

Members were advised that its condition continues to be monitored and that a suitable replacement was being investigated. Members requested that the Clerk actively seek a grant for this.

RESOLVED: that a grant is investigated for a replacement unit.

The one Member of the Public departed at this point.

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

Members were advised that CBC advised that 11 children took part in this session

RESOLVED: that the information was noted by Members.

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

Members were reminded that two sessions are 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.

### **31.10.4 Annual Safety Inspections for Equipment**

As previously advised the Inspection was carried out by Wicksteed on 4<sup>th</sup> May 2010 and that the only item requiring action was new swing cradle seats. Members were advised that these were delivered on Thursday 10<sup>th</sup> June 2010 and have been fitted by the Groundsman.

RESOLVED: that the information was noted by Members.

### **31.10.5 NEOS**

Members were reminded that this is booked for 24<sup>th</sup> August 2010 and that publicity is in hand – Members were shown a copy of the poster and advised that no further dates available.

RESOLVED: that the information was noted by Members.

## **32 Trees**

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

Members were advised that the Parish Office has been advised that Essex Arboriculture will be visiting the site to inspect the tree close to the fire damaged trees, which may need attention.

RESOLVED: that the information was noted by Members.

### **32.2. 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.

### **32.3. Annual Tree Survey**

Members considered quotes from three consultants. Cllr Clacy proposed that DF Clark be retained to carry out this work, Cllr Langley seconded all Members agreed.

RESOLVED: that DF Clark is retained to carry out the annual tree survey for 2010 at a cost of £420 ex VAT.

## **33 Danbury Times**

Cllr Telling advised that the next meeting is scheduled for Tuesday 31<sup>st</sup> August 2010 at 2pm in the Parish Office and that copy is required for this magazine – including copy from the Chairman of each Council committee. It was noted that articles may also come out of the parish review.

RESOLVED: that the information was noted by Members.

## **34 Car Parking**

Members were advised that CBC have confirmed that they will remove the modular banks from Mayes Lane car park and are prepared to provide two glass recycling wheelie bins alongside the other DCA refuse and recycling 'bins'. This will now be taken to Parish Council for consideration. Members requested that Clerk ascertain how often these would be emptied and that the size is acceptable to the DCA

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

ii) the Clerk ascertain how often these would be emptied and that the size is acceptable to the DCA

**35 Matters to Report**

There were no matters to report

**36 Dates of Meetings in 2010**

Wednesdays 15<sup>th</sup> September, 3<sup>rd</sup> November, 10<sup>th</sup> November & Tuesday 7<sup>th</sup> December.

**37 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.

**38 DCA**

Members were advised that the next quarterly meeting is scheduled for Friday 23<sup>rd</sup> July 2010. Members considered quotes from four contractors to fill and insert monitoring pins into gym wall. It was agreed that Maldon Building Services should be appointed to carry out this work. It was unanimously agreed that a full survey of the DCA building should be undertaken to establish works required/priority, the Clerk to investigate the most appropriate surveyor to carry out this work, consulting CBS. The Clerk was given a budget to work within and Members agreed that within this figure the Clerk has authority to proceed without bringing the matter back to the next Facilities Committee meeting, providing the Chairman of Facilities is in agreement.

- RESOLVED that
- i) the information was noted by Members
  - ii) Maldon Building Services be appointed to carry out filling, inserting monitoring pins and decorating the gym wall at a cost of £255 ex VAT
  - iii) the Clerk was authorised to appoint a surveyor to carry out a survey of the DCA building within the budget set in consultation with the Chairman of Facilities Committee.

Cllr H. Clacy  
Chairman

Signed ..... Date .....