



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 15<sup>th</sup> September 2010 at 8pm at the Parish Office**

**Present:** Councillors S. Berlyn (ex officio), H. Clacy (Chairman),  
Mrs S J Court, D. Powell, M. Telling, M. Wood (ex officio)

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

#### **39 Apologies for absence**

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

#### **40 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.

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

No members of the public were present.

#### **42 Minutes of the Facilities Committee held on 14<sup>th</sup> July 2010**

RESOLVED: that the minutes of the Meeting held on 14<sup>th</sup> July 2010 be approved and duly signed as a correct record.

As there were no Members of the Public present it was agreed to change the order of the agenda and discuss those topics listed on the agenda after the 'Exclusion of Press and Public' item at this point of the meeting.

#### **43 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.

#### **44 DCA**

Cllr Berlyn gave a potted history of the DCA for the benefit of the new Councillor Mrs Court who is considering which committees she wishes to join.

#### **44.1 Surveys**

Cllr Clacy updated Members

RESOLVED: that the information was noted by Members

#### **44.2 Quarterly Meeting with DPC**

Members had been supplied with a copy of the notes from meeting held on 23<sup>rd</sup> July 2010.

RESOLVED: that the information was noted by Members

#### **44.3 DCA Board Meeting**

Members had been supplied with copies of the minutes from DCA Board Meeting held on 2<sup>nd</sup> August 2010 and the letter to DPC dated 8<sup>th</sup> September 2010 relating to items discussed at the DCA board meeting for DPC Members to consider. In view of the contents of this letter it was agreed that the quarterly meetings should be put on a more formal basis and that it should be put to Parish Council to formally agree that the Chairman of the Parish Council should also be appointed to attend these meetings in addition to the Chairman and Vice Chairman of Facilities.

RESOLVED: that i) the information was noted by Members

- ii) a proposal be put to Parish Council to formally agree that the Chairman of Parish Council be appointed to attend the meetings with the DCA

#### **44.4 Dawson Suite**

Members had been supplied with a copy of e-mail dated 7<sup>th</sup> September 2010 from the DCA for DPC Members to consider. It was agreed that the Clerk should write to the DCA to ascertain answers to questions raised and then the request for the proposed works be taken to Parish Council at the next scheduled meeting on 29<sup>th</sup> September 2010.

RESOLVED: that i) Clerk write to DCA to obtain further information

- ii) The request for the proposed works be taken to Parish Council

#### **45 Danbury Parish Council owned Premises**

Members had all been supplied with a copy of the updated premises (external) inspection report for September 2010 and advised that the Groundsman continued to inspect the site. It was agreed that in future these inspections should be undertaken every 2 months, completed items should be removed and that where applicable the reference number on the inspection sheet is quoted on the agenda/minutes.

RESOLVED: that i) the information was noted by Members

- ii) external inspections will be carried out every 2 months in future
- iii) Completed items should be removed from the inspections sheets
- iv) Reference numbers from inspection sheets should be cross referenced on agenda/minutes

#### **45.1 Parish Council Office**

**45.1.1** Members were advised that the Moss on the roof of the Parish Office/Tennis Club has now been removed. (Ref PO5)

#### **45.2 Robins Nest**

**45.2.1** Members had been supplied with a copy of the risk assessment for the security of the trailer and wheel clamps and advised that the immobiliser device for tractor had been fitted, but that the insurance company had advised that there is no reduction in the insurance premium for this item having been fitted.

RESOLVED: that the information was noted by Members

**45.2.2** Members were advised that regarding the cracks along the ceiling/wall joints in office (not structural) the work for filling and redecoration was carried out week commencing 30<sup>th</sup> August 2010. (Ref RN1)

**45.2.3** Bank mower: Members were advised that the most suitable machine demonstrated was a Ferris Dual Drive Banks Mower 19/48R with agricultural twin rear wheels (for superior bank control) at a cost is £5,990 ex VAT and that this machine should have a life of 15-20 years. Members were advised that to hire a bank mower currently costs £300 per week; number of hirings would depend on the rate of growth of the grass/conditions etc, but best estimate was 15 times a year therefore £4,500 per annum. Contracting out the cutting of grass on banked areas would cost circa £180 per cut, therefore for 15 cuts would total £2,700 per annum at current rates. Members were reminded that there is £3,400 is the new equipment budget, but that to purchase in this financial year, the remaining £2,590 would need to be taken from another budget head. Following discussion Cllr Telling proposed that purchase of this item be deferred to the next financial year. Cllr Powell seconded, Cllr Berlyn then proposed an amendment to this proposal, namely that the purchase of this item be reconsidered at the last Facilities Committee meeting in the current financial year when budget expenditure for the year would be known.

RESOLVED: that the purchase of a bank mower be deferred to the March 2011 Facilities Committee meeting.

### **45.3. Tennis Club**

**45.3.1** See minute No 45.1.1 above. (Ref TC8)

RESOLVED: that the information was noted by Members

**45.3.2** Members were advised that glass should be replaced later this month (Ref TC4).

RESOLVED: that the information was noted by Members

### **45.4. Bowling Club**

**45.4.1** Members were advised that the Bowling Club had been advised that their request for interim footway work would be deferred pending the results of the drainage project tenders (footway is part of these works) and that the problem with the watering system has been resolved.

RESOLVED: that the information was noted by Members

### **45.5. Cricket Club**

**45.5.1** Members were advised that Danbury Cricket Club season finished on 28<sup>th</sup> August 2010.

RESOLVED: that the information was noted by Members

**45.5.2** Members were advised that Little Baddow Cricket Club had contacted the Parish Office to request use of the cricket wicket in the 2011 season for some of their games. The Grounds Keeper (CBC) had been consulted and had advised that assuming Danbury Cricket Club plan to play only on Saturday in 2011 that it would be possible for another cricket club to play on some Sundays (not every Sunday). Danbury Cricket Club had been asked for details of their plans for the 2011 season, response is awaited.

RESOLVED: that the information was noted by Members

## **45.6 Royal British Legion**

**45.6.1** Members were advised that all works to items detailed on report had now been completed.

RESOLVED: that the information was noted by Members

**45.6.2** Members were advised that the revised lease was now with RBL and will be included on the Parish Council agenda.

RESOLVED: that the information was noted by Members

## **45.7. Sports Centre**

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

Members were advised that the additional sign had been delivered and installed.

RESOLVED: that the information was noted by Members

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

Members were advised that all works had now been completed and test certificates supplied to DPC and that a new element had now been fitted to water storage heater (this cost had been covered by DCA). (Ref SS24)

RESOLVED: that the information was noted by Members

### **45.7.3 Leak under stairs**

Members were advised that one contractor will carry out investigative work when weather conditions were appropriate to establish the root of problem; depending on results of these investigations/works recommended this contractor had indicated at this point that his company would be prepared to guarantee the works for a period of 5 years. The other contractor had advised that his company does not give written guarantees, but would return to rectify any works they had undertaken which were not satisfactory. (Ref SS29)

RESOLVED: that the information was noted by Members

### **45.7.4 Legionella**

Legionella testing; Members were advised that the chlorification of the water tanks had taken place on 21<sup>st</sup> July 2010 by Aldous & Stamp and that the DCA had paid for this. Also advised that the schematic drawing of the water system was carried out at the same time (cost covered by the DPC), one set of drawings supplied to DCA, remainder filed at DPC office. Members were also advised that DCA tests were carried out weekly on showers and water temperature was checked monthly, all data was recorded/dated in the 'Water Testing Book' which was filed in the reception office.

RESOLVED: that the information was noted by Members

### **45.7.5 Main Road Car Park**

Members were advised that in early August the centre manager had advised the Parish Office that he had received complaints from sport centre users regarding the condition of the car park especially the holes by the RBL building. Members were advised that the Groundsman had laid some Grade II Type Granite to rectify. Clerk to write to the Centre Manager to request that any centre user with a complaint of this nature is asked to contact the Parish Office.

RESOLVED: that i) the information was noted by Members

- ii) the Clerk writes to the Centre Manager to request that any centre user with a complaint of this nature is asked to contact the Parish Office.

#### **45.7.6 Disabled Ramps at rear of building**

Members were advised that this work had now been completed. (Ref SS31)

RESOLVED: that the information was noted by Members

#### **45.7.7 Gym Wall**

Members were advised that work was in hand regarding the filling, decorating and insertion of monitoring pins.

RESOLVED: that the information was noted by Members

#### **45.8 Dawson Memorial Fields**

**45.8.1** Members were advised that the Mother and baby venture trial had started on 26<sup>th</sup> July 2010, but organiser had had no uptake. Invoice had already been issued for the full trial period

RECOMMENDED: that a cancellation fee of £50 be applied to replace the full fee; to be referred to Resources Committee

**45.8.2** Pitch renovation for 2010/2011: Members were advised that the Clerk was still researching this as requested by Councillors at the July meeting.

RESOLVED: that the information was noted by Members

**45.8.3** CCTV in Mayes Lane Car Park: Members were advised that details and cost of installing system linked to spare line from DCA building were still awaited, but that Contractor has been chased. Members requested that Clerk also obtain information on the type of recording i.e. 30 day loop and range etc.

RESOLVED: that i) the information was noted by Members

- ii) Clerk obtain more information on the type of recording and range of camera

#### **45.9 Parish Council Land**

##### **45.9.1 Eves Corner – Pond**

Members were advised that Cllrs Clacy and Pemberton plus the Clerk met with Carla Davis from BTCV on 1st September 2010 to assess work required and had been supplied with a report from the meeting. Two dates for clearance work at this pond advised as Friday 8<sup>th</sup> and Friday 15<sup>th</sup> October 2010. It was agreed that for a variety of reasons it was not practical for Councillors to carry out pond maintenance work outside scheduled BTCV sessions.

RESOLVED: that i) the information was noted by Members

- ii) Parish Councillors will not carry out pond maintenance work outside scheduled BTCV sessions.

Members were advised that at the pond maintenance session in February 2010 there were no fish in this pond, but that over recent months fish had been placed in the pond (not by or with the knowledge of DPC). During the hot summer weather the water level fell and the fish became distressed and the Environment Agency was concerned from the fishes' health aspect and the legal licence aspect – this is not an appropriate location for fish. It has been agreed that an article will be included in the Danbury Times in relation to fish and the pond.

RESOLVED: that the information was noted by Members

### **45.9.2 Eves Corner – Lease**

Members were advised that the National Trust had responded regarding revision to the lease in respect of trees, which would be considered at the PC meeting on 29<sup>th</sup> September 2010.

RESOLVED: that the information was noted by Members

### **45.9.3 Runsell Green – Pond**

Members were advised that Cllrs Clacy and Pemberton plus the Clerk met with Carla Davis from BTCV on 1st September 2010 to assess work required and had been supplied with a report from the meeting. Two dates for clearance work at this pond advised as Friday 8<sup>th</sup> and Friday 15<sup>th</sup> October 2010. It was agreed that for a variety of reasons it was not practical for Councillors to carry out pond maintenance work outside scheduled BTCV sessions.

RESOLVED: that i) the information was noted by Members

ii) Parish Councillors will not carry out pond maintenance work outside scheduled BTCV sessions

Members were advised that with regards to the query raised in July re cutting back the vegetation a bit closer to the pond, the Groundsman had advised that he doesn't cut back closer to the pond until late August/early September due to the voles and other wildlife there during the summer months.

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 had been advised. ECC Highways had been chased, who was following the matter up with the contractor.

RESOLVED: that the information was noted by Members

### **45.9.4 Allotments**

Members were advised that the Clerk had written to the Allotment holder who was querying the arrangement re water supply and that all allotment holders had been reminded in writing to act responsible with the water. Members were also advised that the Parish Council was now a member of the Allotment Association.

RESOLVED: that the information was noted by Members

Members were advised that the Clerk had received the revised budget scheme direct debit notification for the water at the allotment site, which was showing a massive increase from £10.64 to £25.67 this has been queried with the water company, Clerk and Groundsman had been to the site and checks are being made for a possible leak.

RESOLVED: that the information was noted by Members

## **45.10 Play Areas**

### **45.10.1 Climbing Frame with ladder**

Members were advised that there was no change - condition was being monitored. Suitable replacement and grant were being investigated. Members were reminded that the style had to be agreed before grants could be applied for. Cllr Mrs Burton is working with the Clerk to select a suitable item for the space available.

RESOLVED: that the information was noted by Members

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

Members were advised that at the session on Wednesday 4<sup>th</sup> August 2010 1pm to 3.30pm CBC had advised that 18 children attended the session and that on Wednesday 11<sup>th</sup> August 2010 9.30 am to 12 noon 33 children attended.

RESOLVED: that the information was noted by Members

#### **45.10.3 NEOS**

Members were advised that this session took place on 24<sup>th</sup> August 2010 and that participation figures were still awaited from CBC

RESOLVED: that the information was noted by Members

### **46 Trees**

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

Members were advised that Essex Arboriculture had visited the site and works are required to a tree close to the fire damaged trees and that this work was scheduled to take place on Wednesday 22<sup>nd</sup> September 2010 at 8am (DCA Manager is very kindly working with Clerk to close that area of the car park.)

RESOLVED: that the information was noted by Members

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

Members were advised that the Groundsman continued to carry out these works

RESOLVED: that the information was noted by Members

#### **46.3. Annual Tree Survey**

Members were advised that an order had been placed for this and would take place later this month.

RESOLVED: that the information was noted by Members

### **47 Danbury Times**

Article for the forthcoming edition suggested: request from residents for activities at the DCA

RESOLVED: that the information was noted by Members

### **48 Car Parking**

Members were advised that re modular banks Clerk had ascertained that with regards to the new glass recycling bins the size was acceptable to the DCA and they would be emptied on a fortnightly basis. Members were advised that the Parish Council had approved the removal of the modular banks, subject to the highways signs being amended prior to removal (2 signs involved: one at entrance of Mayes Lane car park and the other on the corner of Mayes Lane and Main Road) – this was in hand with Highways (awaiting contractor to cover up the recycling element of the signs, new signs are not possible at present due to budget constraints.)

RESOLVED: that the information was noted by Members

### **49 Matters to Report**

Cllr Powell expressed concern at the amount of budget items to be considered.

Cllr Wood expressed concern at builders lorries parking at Eves Corner and the gaps between the posts. Cllr Berlyn expressed concern regarding parking at Elm Green.

20<sup>th</sup> October 2010 is the date when the Government Spending Review will be issued.

**50 Dates of Meetings in 2010**

Wednesdays 3<sup>rd</sup> November, 10<sup>th</sup> November and Tuesday 7<sup>th</sup> December.

Business having been concluded the Chairman closed the meeting at 10pm

Cllr H. Clacy, Chairman

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