



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on 10th November 2010 at 8pm at the Parish Office**

**Present:** Councillors Mrs Y. Burton, H. Clacy (Chairman), Mrs S-J. Court,  
A. Pemberton, D. Powell, M. Wood (ex officio)

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

#### **60 Apologies for absence**

Apologies were received and accepted from Cllr Berlyn, Cllr Langley and Cllr Telling

#### **61 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.

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

No members of the public were present.

#### **63 Minutes of the Facilities Committee held on 3<sup>rd</sup> November 2010**

RESOLVED: that the Minutes of meeting held on 3<sup>rd</sup> November 2010 be approved and duly signed as a correct record.

#### **64 Danbury Parish Council owned Premises**

Members had been supplied with a copy of the updated premises (external) inspection report for November 2010 and advised that the Groundsman continued to inspect the site.

Fire Extinguishers across all DPC buildings: Members had been advised that CO2 extinguishers need updating and supplied with copy letter detailing costs etc. Cllr Telling proposed that this service be carried out incorporating new horns, Cllr Mrs Burton seconded. All Members agreed.

RESOLVED: that i) the information was noted by Members  
ii) C2 Fire Protection be appointed to carry out the service with new horns at a cost of £249 ex VAT

#### **64.1 Parish Council Office**

**64.1.1** Members were advised that PAT tests for electrical equipment had been booked for 7<sup>th</sup> December 2010.

RESOLVED: that the information was noted by Members.

## **64.2 Robins Nest**

**64.2.1** Bank mower: Members were advised that there was budget available to purchase this item in this financial year; Clerk had spoken to supplier who had advised that the item cost had increased by 3%, but that he would absorb this increase (but the extra discount offered in September would not apply) if an order was placed within one week. Cllr Pemberton proposed that a Ferris Dual Drive Bank Mower 19/48R with agricultural rear wheels be purchased at cost of £6,085, Cllr Mrs Court seconded the proposal. All Members agreed.

RESOLVED: that a Ferris Dual Drive Bank Mower 19/48R with agricultural rear wheels be purchased at a cost of £6,085 ex VAT

**64.2.2** Members were advised that PAT tests for electrical equipment had been booked for 7<sup>th</sup> December 2010.

RESOLVED: that the information was noted by Members.

## **64.3. Tennis Club**

**64.3.1** Members were advised that the glass replacement in the club windows was carried out on 16<sup>th</sup> October 2010 (Ref TC4)

## **64.4. Bowling Club**

**64.4.1** Members were advised that, regarding a new watering system, on 29<sup>th</sup> September 2010 Parish Council had authorised Bowling Club to proceed with proposed update delegating responsibility for the works to the Bowling Club; Bowling Club to bear all costs.

RESOLVED: that the information was noted by Members.

## **64.5. Cricket Club**

**64.5.1** Members were advised that Little Baddow Cricket Club may be sharing the wicket with Danbury CC for next season, subject to approval by their league (AGM end November 2010) and confirmation of wicket costs from DPC for next season. Danbury CC requirements will also be confirmed after the league AGM. Members then discussed ways to increase usage of the wicket, once Danbury CC and Little Baddow CC requirements are known. These included contacting other Cricket Clubs, CBC to ascertain if they have a waiting list of clubs requiring a wicket, Essex Playing Fields Association for advise/grant and publicity in local press.

RESOLVED: that i) the information be noted by Members

- ii) once requirements for Danbury CC and Little Baddow CC are known, availability will be publicised through a variety of mediums as outlined above.

## **64.6 Royal British Legion**

**64.6.1** Members were advised that RBL are obtaining a quote for a gate to be installed in fencing at rear of building to facilitate access for removal of debris.

RESOLVED: that the information was noted by Members.

## **64.7 Sports Centre**

### **64.7.1 Surveys**

Members were advised that these had been completed and received; contents to be considered by PC Chairman, Facilities Chairman and Clerk, after which a recommended programme of works will be brought to the Facilities Committee.

RESOLVED: that the information was noted by Members.

### **64.7.2 Leak under stairs**

Members were advised that investigative work had now been undertaken by the contractor and quote for recommended remedial work received and that this needs to be considered in line with quote already received from another contractor and survey just undertaken (Ref SS29)

RESOLVED: that the information was noted by Members.

### **64.7.3 Gym Wall**

Members were advised that filling, decorating and insertion of monitoring pins had been completed and that a quote received for £695 ex VAT had been received for a structural engineer to monitor this on a 1, 2, 4, 6, 9 and 12 month time scale (subject to readings), but that the Clerk is still awaiting a response from the PC Insurance Company before this route is pursued. Clerk has chased Insurance Company.

RESOLVED: that the information was noted by Members.

### **64.7.4 External Works (fascia boards, soffits, guttering and downpipes)**

Members had been supplied with copies of quotes from three contractors and advised that if any problems are identified in respect to the roof once the scaffolding is in place there will be additional costs to rectify. Members considered the three quotes then Cllr Mrs Burton proposed that Maldon Building Services be appointed to carry out the works at a cost of £9,204 ex VAT, Cllr Wood seconded the proposal, all Members agreed.

RESOLVED: that Maldon Building Services be appointed to carry out the works as detailed in the Clerk's letter/MBS quote at a cost of £9,204 ex VAT

### **64.7.5 Window Winder in main gym**

Members were advised that a window winder in the gym is not working – window won't close. Members all agreed that only this should be serviced.

RESOLVED: that only the faulty window winder should be serviced at this time.

## **64.8 Dawson Memorial Fields**

**64.8.1** Pitch renovation for 2010/2011: Members were advised that the Clerk is researching as requested by Councillors at July meeting, but that an allowance made for this work is included in 2011/12 budget.

RESOLVED: that the information was noted by Members.

**64.8.2** Mayes Lane Car Park: CCTV - Members had been supplied with information as requested by Councillors in September plus costs. Members requested that Clerk obtain a quote for black/white camera and ascertain from other councils their experience of CCTV for review at a future Facilities Committee meeting.

RESOLVED: that costs for black/white camera be obtained and research CCTV usage/experience through other Parish Councils.

## **65.9. Parish Council Land**

### **65.9.1 Eves Corner – Pond**

Members were advised that Councillors at the Environment Committee meeting had reported that the work carried out had been very productive and an excellent result had been achieved – the pond is now looking very good after the two working party sessions in October 2010.

RESOLVED: that the information was noted by members

### **65.9.2 Eves Corner – Christmas Tree**

Members were advised that a 20ft Norway Spruce tree had been ordered at a cost of £200 including delivery ex VAT, and will be in situ for the Christmas Carol event on 15<sup>th</sup> December 2010, also that a £200 donation towards costs had been received from The Danbury Society. Following a brief discussion regarding the Christmas Carol event Cllr Powell offered to liaise with Mrs Blyth and The Danbury Mission regarding music as The Salvation Army band was unable to attend this year.

RESOLVED that: i) the information was noted by members  
ii) Cllr Powell to liaise with Mrs Blyth and The Danbury Mission re music

### **65.9.3 Runsell Green – Pond**

Members were advised that pond clearance work carried out on 22<sup>nd</sup> October 2010 had been very productive and that a hibernaculum had been successfully constructed.

RESOLVED: that the information was noted by members

With reference to highways work to gulley, jetting and weed clearance Members were advised that there was no change to the information supplied at the September 2010 meeting i.e. that ECC have placed an order, but that no date for work has been advised; ECC Highways has been chased, and is following up with the contractor. The Clerk continues to chase.

RESOLVED: that the information was noted by members

### **65.9.3 Allotments**

Members were advised that the situation remains as per minute No.56 from Facilities meeting of 3<sup>rd</sup> November 2010, i.e. *“The Clerk explained that there would be some changes in allotment holders from April, 2011. It was thought a good idea to split the largest plot into two. Water readings had been checked from the site but there appeared to be no leaks. It was felt that the allotment holders had to pay the full price for the water. On the bills the water had increased by 10p a cubic metre.”*

RESOLVED: that the information was noted by members

## **65.10 Play Areas**

### **65.10.1 Climbing Frame with ladder**

Members were advised that the condition continues to be monitored, that Cllr Mrs Burton and the Clerk are working together: one supplier has submitted quote, other options and grants still to be investigated.

RESOLVED: that the information was noted by members

### **65.10.2 NEOS**

Members were reminded that this session took place on 24<sup>th</sup> August 2010 and advised that participation figures are still awaited from CBC, who has been chased several times.

RESOLVED: that the information was noted by members

## **66 Trees**

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

Members were advised that these works had been completed on 22<sup>nd</sup> September 2010 and that the Costs had been covered by Frettons.

RESOLVED: that the information was noted by members

## **66.2 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

## **66.3 Annual Tree Survey**

Members were advised that this had been completed and had been supplied with a copy of the Tree Surgery Report and costs involved. Members had been advised that regarding the trees at Eves Corner in view of the change in the lease with The National Trust, that NT had been advised of the works required to the trees on that site. Members discussed the survey plus costs quoted to carry out the recommended works. It was agreed the High Priority works should proceed now and that at the December Facilities meeting Clerk is to confirm monies remaining from the 2010/11 budget for Members to discuss/decide which of the Medium Priority works should proceed in this financial year; the remaining Medium Priority works, plus Low Priority works will be factored into the 2011/12 budget.

RESOLVED: that

- i) the information was noted by Members
- ii) DF Clark be appointed to carry out the High Priority works at at a cost of £225 ex VAT
- iii) the Clerk confirms budget remaining/Cllrs discuss Medium Priority works at December Facilities Meeting

## **67 Elm Green Parking**

Members were advised that there had been numerous complaints regarding cars parking on the Green and that this matter had been taken to the Environment Committee in September. Environment Minute No.34.13 applies: *“Complaints have been received from residents regarding cars parking on the Green at Elm Green. The Groundsman had been placing flyers under windscreens requesting that people do not park on the green. It is thought this has only occurred since a new business had opened in the area. The Police Community Support Officers had no jurisdiction over this area. It had been suggested that a letter be written to all businesses in the area requesting staff and clients do not park on the Green. Essex County Highways had suggested that a sign be erected stating “NO PARKING”. The Clerk informed the meeting that to erect a sign on Village Green was not permitted. The Parish Council could be requested to take the sign down. Wooden bollards were discussed but it was thought that these may require planning consent as in the Conservation Area. Members requested that the options be put together and taken to the Facilities Committee for a course of action.*

*RESOLVED: that this item be taken to Facilities Committee for a course of action”*

Members had been supplied with a copy of an e-mail from one concerned resident which updated the situation regarding further investigative work Clerk had undertaken regarding this matter, but also contained a request for the Facilities Committee to consider. Members were advised that since the Clerk had received this request/preparing the agenda it had been confirmed that it is not the customers of the business mentioned in the resident's e-mail.

RESOLVED: that the Clerk respond to the resident accordingly

Members discussed this matter, and inconsiderate parking generally, and it was agreed that it should be taken to Parish Council for a decision as to which Committee should be responsible for parking issues generally.

RESOLVED: that the parking at Elm Green and parking generally be taken to Parish Council for a decision regarding Committee responsibility.

### **68 Salt/Grit Box Southview Road/Woodhill Road**

Members had been supplied with a copy e-mail request for a salt/grit box at Southview Road/Woodhill Road. Members considered the request, but agreed that for budgetary reasons the Facilities Committee were unable to assist on this occasion.

RESOLVED: that the Clerk advise the resident that due to budget constraints DPC would be unable to fund a salt/grit box at Southview Road/Woodhill Road at this time.

### **69 Danbury Times**

Members discussed distribution for the winter issue and suggested articles for the spring edition, namely cricket (reference minute 64.5.1), village plan review and parking.

RESOLVED: that the information was noted by members

### **70 Car Parking**

Regarding the modular recycling banks in the Mayes Lane car park members were advised that amendments to signs by ECC Highways Department have to be completed before CBC can be asked to remove the modular banks. Members were advised that ECC had advised that amendments are scheduled to take place this month.

RESOLVED: that the information was noted by members

### **71 Terms of Reference for Facilities Committee**

Members had been supplied with a copy of the above to consider. Members requested that the numbering of this paper be amended as advised and that in regards to point 2a) Parish Council should decide if certain items/areas of responsibility should be delegated to Environment Committee.

RESOLVED that:

- i) amendments to numbering be made as advised
- ii) Parish Council should decide which Committee should take responsibility for the areas detailed in 2a) of the Terms of Reference for Facilities Committee

### **72 Three Year Plan**

Members had been asked to consider if there were any further items to be included. Members only had one question in relation to this: within this plan is the allowance of £1,000 for CCTV available this year if Members decide to proceed with this form of security.

RESOLVED: that

- i) no further items were requested by Facilities Committee for inclusion in the Three Year Plan
- ii) that Clerk advise at what point of the Three Year Plan the CCTV allowance appears

### **73 Application for Preliminary Consent for Inclusion in the Mid Essex Pharmaceutical list (Applicant: Heathland Medicines Ltd; Proposed Premises: Lee House, Eves Corner)**

Members had been supplied with all correspondence/comments received by the NHS in relation to the above application and reminded that the close date for any further comments is 16<sup>th</sup> November 2010. Members discussed the correspondence/comments received to date, but agreed that there should be no

change or additional comments to those already submitted by DPC regarding this application.

RESOLVED: that no further letter/comment from DPC should be submitted.

**74 Matters to Report**

There were no matters to report

**75 Date of Last Meeting in 2010**

Tuesday 7<sup>th</sup> December.

**76 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.

There were no Members of the Press or Public present.

**77 DCA**

**77.1 Quarterly Meeting with DPC**

Members had been supplied with notes from the meeting held on 27<sup>th</sup> September 2010 and advised that the next meeting was scheduled for Friday 12<sup>th</sup> November 2010.

RESOLVED: that the information was noted by members

**77.2 Dawson Suite**

Members were advised that the further information requested by the Facilities Committee at the September meeting and the actual DCA request had been taken to the Parish Council meeting on 29<sup>th</sup> September 2010. Members had been supplied with copy letter confirming works etc. as requested by Parish Council.

RESOLVED: that the information was noted by members

Business having been concluded the Chairman closed the meeting at 9.45pm

Cllr H. Clacy  
Chairman

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