



Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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17 May 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the Leisure, Activities and Facilities Committee meeting of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury** on **Monday 23 May** commencing at **7.30 pm**.

Yours sincerely

Ms M Harper
Clerk to Danbury Parish Council

Distribution: Members of Committee as follows:

Councillors: J Armstrong, S Berlyn, C Chaney, A Chapman, G Chapman, M Hessing, A Keeler, N Orange and P Sutton

AGENDA

22/23.01 Election of Chair and Vice Chair

To elect Chair of the Committee

22/23.02 Election of Chair and Vice Chair

To elect Vice Chair of the Committee

22/23.03 Apologies for absence

22/23.04 Declarations of Interest

Members are required to declare any personal or prejudicial interests 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 leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

22/23.05 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

22/23.06 To approve Minutes of the Facilities Committee meeting held 7 March 2022

To approve the minutes of the Facilities Committee meeting held on 7 March 2022

22/23.07 To approve Minutes of the Leisure & Activities Committee meeting held 7 April 2022

To approve the minutes of the Leisure & Activities Committee meeting held on 7 April 2022

22/23.08 To approve Minutes of the Leisure & Activities Sub Committee meeting held 22 April 2022

To approve the minutes of the Leisure & Activities Sub Committee meeting held on 22 April 2022

22/23.09 Actions from the Minutes

To note actions (Appendix 1)

22/23.10 Sub Committees and Working Groups

22/23.10.1 To agree that the Leisure, Activities & Facilities Committee set up the following Sub Committees

- Play Project – retaining the existing Terms of Reference (Appendix 2)
- Sports & Social Centre – Terms of Reference attached (Appendix 3)

22/23.10.2 To agree the membership of the Sub Committees

22/23.10.3 To agree the membership of the Turnaround Working Group who meet with the DCA and Lifestyle Fitness to review performance of the Sports & Social Centre

23/23.11 External Inspection

To note that there is a broken tile on the roof of the Sports Centre – we are waiting for confirmation from cricket teams regarding insurance claim

22/23.12 Asset Maintenance – delegated powers

To note that the damaged bench in the children play- area has been repaired

To note that alternative quotes are being sought for the replacement roof at Eves Corner Shelter and refurbishment works at Runsell Green Shelter

22/23.13 Assets

To consider purchase of a new dog waste bin to replace the one located in Mayes Lane carpark at the entrance to Pitch 2 as the existing bin is very rusty and in poor condition, up to a cost of £400.00 including installation.

22/23.14 Electric Charging Points

22/23.14.1 To note that the funding application has been submitted to Essex County Council for electric charging points and, following meeting with the scheme administrators we are waiting for to find out if we have been awarded any funding

22/23.14.2 To agree that if funding is awarded, the Clerk will continue to work with Sustainable Danbury on a plan for having electrical charging point installed at either both or one of the carparks

22/23.15 Dawson Memorial Fields

22/23.15.1 Potential Subsidence

To consider the report from Cllr Armstrong (Appendix 4 – to follow)

22/23.15.2 Cycle Racks cycling

To consider the repositioning of the cycle rack in Main Road carpark; this will necessitate around 1metre of hedge to be cut from the area shown. Cost will be available at the meeting



22/23.15.3 Clock on Copula at Sports & Social Centre

To note that the site inspection has been booked for 21 June, subject to confirmation of internal access requirements. Following the inspection, a report will be made available on the suitability and costs of installation and maintenance

22/23.16 Play Project

To note the updated project report (Appendix 5)

22/23.17 Play Equipment Annual Safety Inspection Report

To consider the report and the comments added to the report by the Clerk (Appendix 6)

22/23.18 Request from Resident to hold a children party on Pitch 2

To consider the request from a resident to hold a children's birthday party on Pitch 2 at the end of June with outside caterers and a bouncy castle (they are not hiring the Sports Hall).

22/23.19 Community Engagement

Committee to highlight any issues they believe residents should be made aware of

22/23.20 Matters for Report (for information only)

To note information

22/23.21 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission 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

Recommendation – to exclude the press and public to consider matters of a contractual nature

22/23.22 Update

To consider the report from the Clerk in relation to the Transfer of Business (Appendix 7)

22/23.23 Dates of next meeting

Monday 13 June to be held at the Parish Office at 7.30pm