



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 10<sup>th</sup> February 2016 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury**

**Present:** Cllr S Berlyn (ex officio), Cllr Mrs Chapman (ex officio),  
Cllr G Gardiner, Cllr A Keeler, Cllr P Sutton, Cllr M Telling,

**In Attendance:** Mrs M Dyer, Assistant Clerk, Facilities  
Mr S Holland, DCA

#### **76 Chairman for this Meeting**

Due to the absence of both the Chairman and Vice Chairman it was necessary to vote in a Member to chair this meeting. Cllr Gardiner proposed that Cllr Berlyn chair the meeting, Cllr Telling seconded the proposal. All Members were in agreement.

**RESOLVED:** that Cllr Berlyn chair this meeting

#### **77 Apologies for absence**

Apologies were received and accepted from Cllr A Allen, Cllr B Kennewell, Cllr R Wakefield and Cllr M Wood

#### **78 Declarations of Interest**

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were 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 pecuniary one. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified the Monitoring Officer about it. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA.

Cllr Mrs Chapman declared a non pecuniary interest in the item relating to the Helen Rollason Charity Event (Minute No.81.8.2.2 below applies)

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

Mr Holland from the DCA outlined to Members the history and current situation with the now defunct fan in the gym at the Sports Centre and suggested a possible solution to the problem. Mr Holland was thanked and advised that his comments and suggestions would be considered later in the meeting.

Mr Holland then left the meeting.

#### **80 Minutes of the Facilities Committee held on 9<sup>th</sup> December 2015**

**RESOLVED:** that the minutes of the Meeting held on 9<sup>th</sup> December 2015 be approved and duly signed as a correct record.

## **81 Danbury Parish Council owned Premises**

Members had been advised that the next quarterly exterior inspection is scheduled to be undertaken in March 2016 and that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members

### **81.1 Robins Nest**

#### **81.1.1 CCTV**

Members had been reminded that as agreed only one CCTV is to be installed to cover Robins Nest/compound, with wireless connection to Parish Office and that approval had now been received from ECC to install a small wireless receiver unit to the front apex of the Parish Office building and that the Parish Council had agreed that the Clerk be authorised to add the CCTV to the Parish Council's Lease with the Essex County Council for the Old School House Parish Council Minute No. 138.2applies. Members were advised that installation would be undertaken in March 2016 and that Protocol will be required re CCTV. Sign has been erected in the area to be covered by CCTV.

RESOLVED: that the information was noted by Members

#### **81.1.2 Cart lodge**

Nothing to report

#### **81.1.3 Locks/Security**

Members had been advised that the new deadlock, hinges and 'Birmingham' Bars as agreed at the December meeting had been installed; Members had been supplied with details of further works recommended by the Locksmith. Members were all in agreement that these additional works were not required. Members had been supplied with reviews and quotes from three companies who had been invited to review alarm security at this building, quote for 'perimeter shocks' for doors and windows to the building and quote for the annual service contract. Members were advised that only £200 remains in this budget category. Members accepted that as advised by all three companies that 'perimeter shocks' for this building were not suitable. Following discussion and consideration of the reviews and costs submitted Cllr Gardiner proposed that two of the companies be asked to quote for annual servicing, including replacement of two sounder boxes, surface contact for main entry door and gate, additional movement detector in tractor shed and GSM speech dialler; this was seconded by Cllr Telling, all Members were in agreement.

RESOLVED that: i) the information was noted by Members

ii) additional works to the doors were not required

iii) quotes be obtained for annual servicing, including replacement of two sounder boxes, surface contact for main entry door and gate, additional movement detector in tractor shed and GSM speech dialler

### **81.2 Tennis Club**

#### **81.2.1 Subsidence at rear of back court**

Nothing to report, situation will continue to be monitored.

RESOLVED: that the information was noted by Members

#### **81.2.2 Building Works**

Members were advised that works to install new windows and doors will commence in 5-6 weeks' time.

RESOLVED: that the information was noted by Members

### **81.3 Bowling Club**

Members were advised that the Bowling Club will be having two opens days this year on Sunday 15th and Sunday 22<sup>nd</sup> May.

RESOLVED: that the information was noted by Members

### **81.4 Cricket Club**

#### **81.4.1 Artificial wicket**

Nothing to report re artificial wicket, but Members were advised that Danbury Cricket Club had sent their apologies as it had been hoped a representative would attend this meeting, but had advised that last season had seen them add a *'good few extra Players'* and that they now have a *'growing core of very keen 21-25 year olds and have some developing talent. This will really help drive things forward'*.

RESOLVED: that the information was noted by Members

#### **81.4.2 New Club**

Members had been advised that the new Club, Oaklands Cricket Club, had confirmed in writing that they had been accepted into the league and plan to play their homes games next season at Danbury.

RESOLVED: that the information was noted by Members

#### **81.4.3 2016 Season**

Members had been advised that the order had been placed with the Green Keeper based on two teams playing home games here next season.

RESOLVED: that the information was noted by Members

### **81.5. The Old Pavilion**

#### **81.5.1 Roof and Exterior Painting of Building (two agenda items were considered together)**

Roof: Based on report by Cllrs Berlyn and Allen it had been agreed that no further works were required to the roof, but that the insulation layer be increased (doubled) and 'walk boards' installed.

Exterior Painting: Reparation had completed this work, but higher level works could not be undertaken by the reparation team or Groundsman.

Quotes had been supplied to Members for increased insulation layer and installation of 'walk boards' and to replace shingles at apex facing field (above where entry door used to be) and repair or replace the apex wood panels, plus decorate. Following discussion of the quotes Cllr Mrs Chapman proposed that Bakers of Danbury be appointed to carry out these works at a combined cost of £1,015.00 ex VAT. This was seconded by Cllr Keeler. All Members were in agreement

RESOLVED: that Bakers of Danbury be appointed to carry out these works at a combined cost of £1,015.00 ex VAT.

#### **81.5.2 Exterior Notice Board**

Members had been reminded that as the exterior painting had been completed the DCA would now order and install a notice board with name of the building incorporated. DCA to be asked for an update

RESOLVED THAT: i) that the information was noted by Members  
ii) DCA to be asked for an update

#### **81.5.3 Renovation of Toilets**

Members had been advised that the project had now been completed with some additional works outstanding which required new parts, that the Building Inspector had approved the works subject to a blue handle being installed on the door in the

Disabled Toilet and the locks being changed to show vacant/engaged. The Building Inspector had also advised that due to these works a new Fire Risk Assessment must be carried out. At the Parish Council meeting held on 27<sup>th</sup> January 2016 minute no.141 applies, it was agreed that costs should be investigated for new flooring for this building.

RESOLVED: that the information was noted by Members

#### **81.5.4 Window Grills Renovation and Window Cleaning**

Regarding window grills renovation: Members had been reminded that the Groundsman would undertake this work with the Reparation Team – removing and treating one at a time subject to Reparation availability and weather conditions.

Regarding window cleaning: Members had been advised that the window cleaner had advised that it is not possible to hose clean through the grills as hosing windows requires using purified water through a brush system and brushes will not fit through the grills and that best option is to remove the grills clean the windows the traditional way. At the meeting Members were advised a guide price for doing this plus a price for cleaning the inside of the windows – as a firm quote could not be given as the Window Cleaner bases his price on the time it actually takes to undertake a job and it is unknown at this stage how long it will take to remove and refit the grills. Cllr Telling proposed that the Window Cleaner (Winn Cleaning) be appointed to undertake this task to establish actual time and therefore cost for cleaning the windows inside and out and removing/refitting the window grills. Cllr Gardiner seconded the proposal. All Members were in approval.

RESOLVED: that Winn Cleaning be appointed to undertake this task to establish actual time and therefore cost for cleaning the windows inside and out and removing/refitting the window grills.

#### **81.5.5 Information and Warning Signs on Building**

Members had been supplied with quotes for signs on this building, on Robin's Nest and at Eves Corner pond (see minute No.81.8.1.1below). Following consideration of the quotes Cllr Sutton proposed that Directa be appointed to produce the 6 x signs at a cost of £330.00 including artwork (Ex VAT)

RESSOLVED: that Directa be appointed to produce the 6 x signs at a cost of £330.00 including artwork (Ex VAT)

#### **81.5.6 Gutters**

Members had been reminded that the gutter 'Hedgehogs' had been installed and were being monitored

RESOLVED: that the information was noted by Members.

### **81.6 Sports Centre**

#### **81.6.1 Sports Hall Roof**

Members had been reminded that no action had been agreed, but that it was being monitored and advised that DCA had purchased a Weather Station to monitor direction of wind regarding rain ingress. But it had been proposed that when works are carried out to the gym roof and a cherry picker is on site it could be utilised to inspect this roof to establish possible ingress point(s) for water causing 'wet patches', one in the corner and one in the centre of the sports hall ceiling tiles. See minute No 81.6.5 below.

#### **81.6.2 DCA/DPC Liaison Meeting**

Members had been advised that the next meeting is scheduled for Thursday 23<sup>rd</sup> February 2016.

RESOLVED: that the information was noted by Members.

### **81.6.3 Lighting Bollards**

Members had been advised that one bollard had had a LED lamp installed and the experiment was now underway. Cllr Berlyn expressed concern that the inside of the glass cover on the test lamp appeared to be dirty. The option to turn off these lights at night was being investigated at request of DCA. Members had been reminded that the base of all the bollards which were showing signs of erosion and would be rubbed down and repainted by the reparation team in the Spring 2016.

RESOLVED: that the information was noted by Members.

### **81.6.4 Toilet Renovation Works**

Members had been advised that these works had been completed, with the exception of mirrors which are still to be sourced and installed, but that these were not included in original specification/budget.

RESOLVED: that the information was noted by Members.

### **81.6.5 Gym Roof**

Members had been supplied with three quotes to remove the existing redundant extractor fan from the gym roof (which was causing a leak above the treadmills) and reinstating roof tiles. Having considered Mr Holland's report and suggestion from the beginning of the meeting and the quotes, plus taking into account utilising the Cherry Picker to investigate the Sports Hall Roof (see minute No.81.6.1 above) Cllr Telling proposed that Complete Construction be appointed to carry out these works and the Sports Hall roof inspection at a cost of £1,245.00 ex VAT.

Cllr Mrs Chapman seconded the proposal. All Members were in agreement.

RESOLVED: that Complete Construction be appointed to carry out these works and the Sports Hall roof inspection at a cost of £1,245.00 ex VAT.

### **81.6.6 Drain in Football Changing Room**

Members had been supplied with quotes to remove the damaged manhole and surround and fit a double seal manhole cover and surround and redress vinyl etc. Following consideration of the quotes Cllr Mrs Chapman proposed that Complete Construction be appointed to carry out these works at a cost of £745.00 ex VAT.

Cllr Gardiner seconded the proposal. All Members were in agreement.

RESOLVED: that Complete Construction be appointed to carry out these works at a cost of £745.00 ex VAT.

### **81.6.7 Fire in Ladies Shower/Changing Room**

Members were reminded that this was an insurance claim, that the quote had been approved by insurance company and advised that the Parish Council was in receipt of the payment from Insurance Company. Members were advised that all works (flooring, electrical and decoration) had now been completed.

RESOLVED: that the information was noted by Members.

## **81.7 Dawson Memorial Fields.**

### **81.7.1 Village Fayre 10<sup>th</sup> July 2016**

Members had been advised that concerns re pony rides and queries re other elements of the event raised by Members and the Groundsman had been passed to the event organiser. Organisers had hoped to attend this meeting but were unable to and sent their apologies. Members were advised that there will be no fairground rides, that the £500 bond will be paid in advance of the event and that the music/noise

will be the same as in 2015. Information requested regarding pony rides was still to be provided.

RESOLVED: that the information was noted by Members.

### **81.7.2 Best Kept Playing Fields Competition 2015**

Members had been supplied with copy email clarifying judging criteria.

RESOLVED: that the information was noted by Members.

### **81.7.3 Danbury Mission Youth Football**

Members had been advised that the organisers had been advised of the outcome of the Facilities Committee decision re pitch usage and that pitch reports were now being given on Fridays. Members had been supplied with a further email regarding drainage improvements. It was agreed that further drainage works be considered as part of the strategic plan – Danbury Mission to be advised accordingly.

RESOLVED that: i) the information was noted by Members

ii) further drainage works on the football pitches be considered as part of the strategic plan; Danbury Mission to be advised accordingly

### **81.7.4 Boundary between Frettons and Dawson Memorial Field**

Members had been advised that a section of fencing needs to be replaced.

RESOLVED: that the information was noted by Members

## **81.8 Parish Council Land**

### **81.8.1 Eves Corner**

#### **81.8.1.1 Pond**

Sign requesting that residents do not put fish or other creatures in the pond: costs had been supplied to Members and contractor approved as party of signage for The Old Pavilion – see Minute No.81.5.5 above.

RESOLVED: that the information was noted by Members

#### **81.8.1.2 Litter**

Members were advised the cost to have all bins emptied on the weeks not currently covered by CCC so that bins will then be emptied weekly would be £65 per week a total of £1,690.00 ex VAT for the year. Cllr Keeler proposed that CCC be appointed to empty all the village bins at a cost of £65 per week ex VAT; this was seconded by Cllr Telling, all Members were in agreement.

RESOLVED: that CCC be appointed to empty all the village bins at a cost of £65 per week ex VAT.

### **81.8.2 Runsell Green**

#### **81.8.2.1 Notice Board**

Noticeboard: Members were reminded that costs were being investigated regarding renovation works and for a replacement

RESOLVED: that the information was noted by Members.

### **81.8.2 Charity Event**

Members had been supplied with details of a request from the Helen Rollason Charity to have a refreshment stop on the green by the layby as part of the charity cycle event on Sunday 8<sup>th</sup> May 2016. Cllr Gardiner proposed that permission be given to the Helen Rollason Charity to site its refreshment facility on the green at Runsell Green; Cllr Keeler seconded the proposal. Cllr Mrs Chapman abstained from the vote having declared a non pecuniary interest in this item at the beginning of the meeting; all other Members were in agreement with the proposal.

RESOLVED: that the Helen Rollason Charity be permitted to site their refreshment facility on the green at Runsell Green as part of its cycle event on Sunday 8<sup>th</sup> May 2016

### **81.8.3 Allotments**

Members had been reminded that contractor/costs were being investigated regarding renovation works required on the sheds.

RESOLVED: that the information was noted by Members.

### **81.8.4 Elm Green**

Noticeboard: Members were reminded that costs were being investigated regarding renovation works and for a replacement

RESOLVED: that the information was noted by Members.

## **81.9 Play Areas**

### **81.9.1 Annual Play Equipment Inspection 2015**

Members had been reminded that works to scramble net and swings had been budgeted for to be carried out in the next financial year

RESOLVED: that the information was noted by Members.

### **81.9.2 Play in the Park 2016**

Members had been advised that CCC would be operating this scheme again this year during the Easter and Summer school holidays and that Easter is so early this year a session for this holiday had not been booked. Two dates had been provisionally booked for the summer holidays: morning sessions on Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August, and the Mobile Zoo had been provisionally booked for the 17<sup>th</sup> August session with a total cost will be £551.75, which would be £51.75 over the budget allocated for this activity. Members had been supplied with a copy of general information sheet and details of the Mobile Zoo and advised that the Mobile Zoo had been very popular at other venues last summer and been recommended by the Bumblebee Children's Centre staff. Cllr Mrs Chapman proposed that two sessions of Play in the Park be booked for the mornings of Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August with the Mobile Zoo as an additional activity on 17<sup>th</sup> August at a total cost of £551.75 - £51.75 over the allocated budget. Cllr Telling seconded the proposal. All Members were in agreement.

RESOLVED: that two sessions of Play in the Park be booked for the mornings of Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August with the Mobile Zoo as an additional activity on 17<sup>th</sup> August at a total cost of £551.75 - £51.75 over the allocated budget.

### **81.9.3 Essex Playing Fields Association**

Members had been supplied with a copy of the Autumn 2015 newsletter.

RESOLVED: that the information was noted by Members.

## **82 Trees**

### **82.1 Tree Survey**

Members had been supplied with a summary sheet detailing recommended works and quotes from three contractors and advised that there was £785 left in the 2015/16 budget. If requested copy of the full survey will be emailed to Members. Members were all in agreement that just the high priority works be carried out in this financial year. Cllr Gardiner then proposed that DF Clark be appointed to carry out the high priority items at a cost of £90 ex VAT; Cllr Keeler seconded the proposal; all Members were in agreement.

RESOLVED THAT: i) the information be noted by Members  
ii) copy of full survey will be forwarded to Members on request  
iii) DF Clark be appointed to carry out the high priority items at a cost of £90 ex VAT

## **83 Danbury Times**

Members were advised that there had been a meeting held on 10<sup>th</sup> February and that Committee Chairmen were requested to supply their committee report for this APM notification issue by end of February.

RESOLVED THAT: i) the information was noted by Members  
ii) Committee Chairmen supply their committee report for the APM notification issue of Danbury Times by end of February

## **84 ECC Winter Salt Bag Scheme**

Members had been advised that paperwork had been received from all 'Salt Team' Members and that all salt had been delivered.

RESOLVED: that the information was noted by Members.

## **85 Policy for Memorial Benches**

Members had been supplied with the revised policy incorporating Members revisions for approval. Cllr Telling proposed that the revised policy be approved; Cllr Mrs Chapman seconded the proposal. All Members were in approval.

RESOLVED: that the revised Policy for Memorial Benches be approved.

## **86 Legionella**

Members had been advised that a Legionella Assessment Review of all DPC buildings is now due and a quote for this plus a quote for the annual clean and chlorination of the irrigation cold water in the Bowling Club was advised to Members at the meeting. It was agreed that further quotes be obtained.

RESOLVED: that further quotes be obtained for the Assessment Review and the clean and chlorination of the Bowling Club cold water tank.

## **87 Matters to Report**

Members were advised that a £200 donation had been received from The Danbury Society towards the Christmas Tree. Members requested that formal thanks to The Danbury Society be included in the Clerk's report in the next edition of The Danbury Times.

RESOLVED: that formal thanks to The Danbury Society be included in the Clerk's report in the next edition of The Danbury Times.



**88 Meetings in 2016**

Wednesdays 13<sup>th</sup> April, 18<sup>th</sup> May, 13<sup>th</sup> July, 14<sup>th</sup> September, 2<sup>nd</sup> November (Budget) and 16<sup>th</sup> November

There being no further business the meeting was closed at 9.02pm.

Chairman

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