



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 11th March 2020 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr G Chapman (Chairman), Cllr Mrs M Hessing (Vice Chairman),
Cllr Berlyn (ex officio), Cllr Mrs A Chapman (ex officio),
Cllr A Keeler, Cllr J Thombs

In Attendance: Ms M Harper, Clerk
Mrs M Dyer, Assistant Clerk, Facilities

19/20.91 Apologies for absence

There were no apologies for absence

19/20.91A 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 Berlyn declared a non pecuniary interest, advising that he had recently employed at his home one of the Contractors who had submitted quotes for works at the Sports & Social Centre.

19/20.92 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present.

19/20.93 Minutes of Facilities Committee Meeting held on 15th January 2020

RESOLVED: that the minutes of the Meeting held on 15th January 2020 be approved and duly signed as a correct record.

Cllr Chapman requested that his thanks to the Assistant Clerk for the volume of work involved in the production of reports for this agenda, and to the Clerk for the detailed analysis of the Disability Audit, be formally recorded in the minutes.

19/20.94 Actions Arising

Members noted the information in the report updated on 3rd March 2020.

19/20.95 Danbury Parish Council owned Premises

Members noted the information in the report relating to the external inspection undertaken on 3rd March 2020.

19/20.96 Sports Centre

19/20.96.1 DCA/DPC Liaison Group

With reference to the liaison meeting held on 4th December 2019, Members considered the suggestion put forward that this group become a Sub Committee of the Facilities Committee. Following discussion, which considered the Clerk's powers and the current number of Cllrs, Cllr Chapman proposed that the DCA is approached to put forward a Member of the DCA to be co-opted onto the Facilities Committee; this was seconded by Cllr Mrs Hessing; all Members were in agreement.

Members noted that the date for the next meeting was still to be advised.

RESOLVED: that the DCA is approached to put forward a Member of the DCA to be co-opted onto the Facilities Committee

19/20.96.2 Snooker Hall

Members noted cost of £525.00 ex VAT for interim repair works to roof. Members considered quotes supplied for replacement roof. Cllr Mrs Chapman proposed that Mansard Roofing Limited be appointed to undertake works to replace roof at a cost of £6,760.00, plus a contingency of up to £2,025.00 to allow for any defective decking (in part or in total); Cllr Thombs proposed an amendment that the order is placed in the new financial year; the original proposal plus amendment was seconded by Cllr Mrs Hessing; five Members supported the proposal and amendment, one Member abstained.

Members considered quotes supplied to decorate the exterior of the snooker hall. It was noted that one contractor had not given a detailed enough quote. Due to cost of these works, and acknowledging that given the south facing location of this building, redecoration works would be required every few years, Members requested that costs for uPVC cladding be researched again. Assistant Clerk reminded Members that as this building is within a conservation area, that the Conservation Officer would have to be consulted first.

RESOLVED THAT: i) Mansard Roofing Limited be appointed to undertake works to replace roof at a cost of £6,760.00, plus a contingency of up to £2,025.00 to allow for any defective decking (in part or in total)
ii) the Conservation Officer be consulted regarding replacing the wooden cladding with uPVC cladding.

19/20.96.3 Concrete Bollard by Staff Parking Area

Members were advised that a new quote would be brought to the May meeting as the company that had quoted was now unable to undertake these works.

19/20.96.4 Rear Door to Changing Rooms

Members considered quote to rectify damage to bottom of door. Cllr Berlyn proposed that Shaun Chapman be appointed to carry out these works at a cost of £295.00 ex VAT; this was seconded by Cllr Mrs Chapman; all Members were in agreement.

RESOLVED: that Shaun Chapman be appointed to carry out these works at a cost of £295.00 ex VAT

19/20.96.5 White Railings alongside Path

Members considered quote to prepare and paint white railings. Cllr Mrs Chapman proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £410.00 ex VAT; this was seconded by Cllr Keeler; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £410.00 ex VAT

19/20.96.6 Path to Sports Centre (by white railings)

Members considered quote to re-lay 8 x paving slabs. Cllr Mrs Hessing proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £140.00 ex VAT; this was seconded by Cllr Thombs; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £140.00 ex VAT

19/20.96.7 Wall underneath window at rear (exterior to bar area)

Members considered quote to supply and fit flashing. Cllr Mrs Chapman proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £120.00 ex VAT; this was seconded by Cllr Thombs; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £120.00 ex VAT

19/20.96.8 Manhole Covers

Members considered costs to replace 4 manhole covers in the lower corridor i.e. Sports Hall level. It was noted that one Contractor had not given a detailed enough quote. Assistant Clerk to contact Contractor for further information. Cllr Thombs proposed that a maximum budget of £3,580.00 ex VAT be allocated to these works and that the final decision regarding appointing a contractor be made by the Chairman of the Facilities Committee and the Clerk; this was seconded by Cllr Mrs Hessing; five Members supported the proposal, one Member abstained.

RESOLVED: that a maximum budget of £3,580.00 ex VAT be allocated to these works and that the final decision regarding appointing a contractor be made by the Chairman of the Facilities Committee and the Clerk.

19.20.97 The Old Pavilion

Regarding damage to the gate to the external storage area and the installation of wooden posts at the garden area, Members were advised that the company that had quoted was now unable to undertake these works. It was noted that repairs to the gate needed to be undertaken as soon as possible, but that quotes for the wooden posts would be brought to the May meeting.

Members considered quotes for redecoration of the exterior. Cllr Thombs proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £1,975.00 ex VAT, plus a contingency of £275.00 ex VAT for minor repairs; this was seconded by Cllr Mrs Chapman; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £1,975.00 ex VAT, plus a contingency of £275.00 ex VAT for minor repairs

19/20.98 Dawson Memorial Fields

19/20.98.1 Cricket Wicket

Members noted that teams from the Elliott Davis London Cricket League would be playing here every Sunday from 26th April 2020.

19/20.98.2 Play in the Park 2020

Members noted that dates for above had now been confirmed by CCC as below:

Tuesday 4th Aug PM – Assault Course 1st 2 Bounce

Thursday 13th Aug AM – Parkour Team Kinetix

Thursday 20th Aug AM – Skateboarding Team Rubicon

Monday 24th Aug PM – Assault Course 1st 2 Bounce

Members noted the conditions per Service Level Agreement supplied.

19/20.98.3 Grounds Maintenance Works

Members noted that these additional works had been completed. It was noted that the Contractor had done an excellent job. Assistant Clerk was asked to discuss with the Contractor the flail cut on the hedges in Mayes Lane (ECC Highways land).

19/20.98.4 Playground Inspection 2018/Yellow Gates

Members considered quotes to repaint the gates at the playground and the two gates leading to Dawson Memorial Field from the main road. Cllr Berlyn proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £620.00 ex VAT; Cllr Mrs Hessing seconded the proposal; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £620.00 ex VAT.

19/20.98.5 Bollard Lights

Members considered quotes to renovate and repaint the nine bollard lights in the Main Road car park leading to the Sports Centre. Cllr Mrs Hessing proposed that Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £280.00 ex VAT; Cllr Thombs seconded the proposal; all Members were in agreement. Assistant Clerk to follow up query raised by Cllr Berlyn with the electrical company regarding the difference in the 'colour of the light' emanating from one of the lighting bollards.

RESOLVED: Chambers Building & Interiors Limited be appointed to carry out these works at a cost of £280.00 ex VAT.

19/20.98.6 Seat by Basketball Court

Members considered costs, styles and materials for a replacement seat; Members had been advised that the cost to install a bench would be in the region of £225.00 ex VAT. Cllr Mrs Chapman proposed that a brown traditional seat made from recycled plastic be purchased from MARMAX Products Limited at a cost of £324.00 plus £45 delivery ex VAT; Cllr Mrs Hessing seconded the proposal; all Members were in agreement.

RESOLVED: that a brown traditional seat made from recycled plastic be purchased from MARMAX Products Limited at a cost of £324.00 plus £45 delivery ex VAT.

19/20.98.7 Youth Shelter

Members noted the indicative cost to decorate the Youth Shelter; no further action required at this time.

19/20.98.8 Running Track

Members considered a request from a resident for the installation of a running track on Dawson Memorial Field, but were all in agreement that this was not feasible, given the current usage and layout of the field.

19/20.98.9 Fitness Class for Dogs and Owners on Field

Members considered a request from a dog walker/trainer to hold weekly fitness sessions for dog owners and their dogs. Members were not opposed to the proposal, but requested that more information be obtained and brought to the May meeting for consideration.

19/20.99 Disability Audit

Members considered and discussed the report and timetable of actions proposed by the Clerk as a result of the Disability Audit undertaken in November 2019. It was noted that the next stage would be to discuss with the DCA the actions that fall under their responsibility and to obtain costs for those deemed to be the responsibility of the Parish Council.

19/20.100 Bowling Green – Sinking Corner

Members noted that the report and costs to rectify this issue had been presented and approved at the full Parish Council meeting held on 29th January 2020 Minute No.19/20.87 applies. At this meeting the Clerk updated Members advising that the ground works (guttering) had been undertaken at a cost of £2,140.00 and confirming that Root2Shoot's costs, including supply of the soil, would be £8,300.00 ex VAT; the Bowling Club will cover cost to move the delivered soil from Mayes Lane Car Park to the Bowling Club.

19/20.101 Parish Office

Members noted that ECC had authorised the installation of PIR lights on side of rear wall by roadway/pedestrian access to Parish Offices and that two solar powered lights had now been installed. Thanks were conveyed to Cllr Thombs for installing the lights.

19/20.102 Elm Green

Members were advised that a new quote to install posts to deter parking would be brought to the May meeting as the company that had quoted was now unable to undertake these works.

19/20.103 Allotments

Members noted that gates had kindly been decorated by an allotment holder, at no cost to the Parish Council other than materials.

19/20.104 Eves Corner

Members noted contents of the report relating to the footway leading from Maldon Road by the pedestrian crossing alongside the pond to the road by the shops, which advised that the Assistant Clerk was liaising with the National Trust Estates Manager regarding the defective footway.

19/20.105 Climate Change

Members considered Chelmsford's Action Plan to Tackle Climate Emergency per email from Chelmsford City Council (CCC) dated 29th January 2020. The following ideas were put forward in relation to areas of responsibility of the Facilities Committee, namely:

Solar Panels to be installed on The Old Pavilion roof - Assistant Clerk to check if these are possible on a shingle roof, and if so, to then investigate with Conservation Officer.

To install LED lights when any lighting needs replacing.

Installation of multi-section recycling bins at various locations in the village (to replace current mixed-refuse single bins) – Assistant Clerk to check if CCC would be able to empty-multi section bins and, if feasible, to ascertain costs; if not feasible costs to be obtained from a 'private' company, plus costs for bins to be researched.

In the Parish Council office to reduce paper usage and photocopying; stop using paper cups for water at meetings; make more use of 'tablets'.

19/20.106 Danbury Times

Cllr Mrs Chapman advised Members that the Spring edition would be available on 20th April for distribution after Easter.

19/20.107 Matters to Report

Members were reminded that no decisions may lawfully be made under this agenda item - however matters may be discussed which involve exchanges of information only.

Cllr Berlyn advised Members that the Corona Virus and its impact would be on the forthcoming Parish Council meeting agenda and that Members and Staff need to be aware that the Annual Parish Meeting may be cancelled/postponed.

Cllr Thombs advised that one of the spinners on the climbing frame for older children was jammed and won't spin. Assistant Clerk, Facilities, to contact Wickstead.

Cllr Mrs Hessing advised that lighting (solar powered, possibly) was required by both bus stops serving Danbury Palace. Information to be passed to Assistant Clerk, Environment to contact ECC and/or Danbury Palace Management.

19/20.108 Meetings in 2020

Wednesdays 13th May, 15th July, 16th September, Tuesday 3rd November (budget), Wednesday 11th November.

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There being no further business the meeting was closed at 9.58pm

Chairman

Signed Date