



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 11th September 2019 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr Mrs M Hessing (vice Chairman), Cllr S Berlyn (ex officio)
Cllr Mrs Anstee, Cllr D Chesterman, Cllr A Keeler, Cllr P Sutton,
Cllr J Thombs

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

19/20.37 Apologies for absence

Apologies were received and accepted from Cllr Mrs Chapman and Cllr Chapman.

19/20.38 Declarations of Interest

All Members are 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 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 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.

There were no declarations at this point.

19/20.39 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present.

19/20.40 Minutes of Facilities Committee Meeting held on 17th July 2019

RESOLVED: that the minutes of the Meeting held on 17th July 2019 be approved and duly signed as a correct record.

19/20.41 Actions Arising

RESOLVED: that the information was noted by Members.

19/20.42 Danbury Parish Council owned Premises

Inspection: Members had been supplied with a copy of the inspection undertaken on 3rd September 2019.

RESOLVED: that the information was noted by Members.

Disability Audit: Members has been supplied with a report, which included one quote to have an access audit carried out at the Sports & Social Centre. Following discussion Cllr Chesterman proposed that further quotes be obtained and that the Clerk be authorised to appoint a contractor up to a budget of £600 ex VAT; this was seconded by Cllr Mrs Anstee, all Members were in agreement.

RESOLVED: that further quotes be obtained to carry out an access audit at the Sports & Social Centre and that the Clerk be authorised to appoint a contractor up to a budget of £600 ex VAT.

19/20.42.1 The Old Pavilion

42.1.1 Additional Fencing (at end of building facing Sports Centre)

Members considered costs advised at meeting and report re clearance works required to install the recommended fencing. Following discussions about the original reason for investigating additional fencing, Cllr Chesterman proposed that this additional fencing is not installed at this time, this was seconded by Cllr Mrs Hessing. All Members were in agreement.

RESOLVED: that additional fencing is not installed at this time.

42.1.2 Bollards to side of entry door

Members considered costs involved to remove bollards and install prikka strip spikes, then Cllr Berlyn proposed that these works be deferred until further notice, this was seconded by Cllr Tombs, all Members were in agreement.

RESOLVED: that removal of the Bollards be deferred until further notice.

42.1.3 WIFI

Members noted the report from the DCA/DPC meeting held on 8th August 2019

RESOLVED: that the information was noted

19/20.42.2 Sports Centre

42.2.1 DCA/DPC Liaison Meeting

Members noted the report from the DCA/DPC meeting held on 8th August 2019

RESOLVED: that the information was noted

42.2.2 Internal Drains

Members noted that per the action as agreed at the meeting held on 8th August 2019 that the matter had been investigated and that no works were required.

RESOLVED: that the information was noted

42.2.3 WIFI Access for Youth Shelter

Members noted the decision from the DCA as advised at the meeting held on 8th August 2019. Members then discussed whether options to facilitate this service should be researched. Cllr Mrs Hessing proposed that research should be undertaken regarding options available to provide a WIFI service at the Youth Shelter (which may also be an option for The Old Pavilion) and the cost implications; this was seconded by Cllr Chesterman, six Members voted for the proposal, one Member abstained.

RESOLVED that: i) the information was noted by Members

- ii) research should be undertaken regarding options available to provide a WIFI service at the Youth Shelter (and The Old Pavilion) and the cost implications

42.2.4 Maintenance items to lower roof

Members noted that additional quotes had been received and reviewed by the Clerk and Chair of Facilities. At the meeting Members were advised that further vandalism had occurred, with roof tiles being removed and damaged, and that costs were awaited for the additional work.

RESOLVED: that the information was noted

19/20.43 Dawson Memorial Fields

43.1 Football Pitches

Members note that a new cross bar had been purchased and installed on Pitch 3. Members had been advised that works may be required to Pitch 3; an inspection was awaited and quotes for works would be supplied if works are required. Members noted that a meeting had been held with some of the football teams prior to this Facilities meeting.

RESOLVED: that the information was noted

43.2 Cricket Wicket

Members noted that the cricket season had ended on 31st August 2019, that post season works had been undertaken on 4th September 2019 and that replacement fencing and poles had been purchased to protect the post season works.

RESOLVED: that the information was noted

43.3 Independent Play Equipment Inspection 2018

Members noted that the Reparation Team had only partially completed the cleaning and painting of the playground gates and the main road field gates, but had used all the paint supplied; it was noted the quality of work was low. Members were in agreement that quotes should be obtained for completion of works (including an additional coat of paint) by a professional decorator.

RESOLVED THAT: i) the information was noted

ii) quotes should be obtained for completion of works (including an additional coat of paint) by a professional decorator.

43.4 Independent Play Equipment Inspection 2019

Members considered the findings in the report and discussed the works undertaken, proposed action or decision. It was agreed that whilst it was acknowledged that they were low risk, the areas by the benches should be over seeded, that an alternative surface by the youth shelter be investigated and that the paintwork on the spinning pole be renovated. Quotes for grass mats to be obtained for November budget meeting

RESOLVED: that the areas by the benches should be over seeded, that an alternative surface by the youth shelter be investigated and that the paintwork on the spinning pole be renovated. Quotes for grass mats to be obtained.

43.5 Lighting Bollards

Members considered if this work should be undertaken by the Reparation Team as had been proposed or if quotes should be obtained for works to be carried out by a professional decorator. (NB last renovated in July 2016). Following discussion Cllr Berlyn proposed that quotes be obtained by a professional decorator, Cllr Mrs Anstee seconded the proposal, all Members were in agreement.

RESOLVED: that quotes be obtained by a professional decorator to carry this renovation work.

43.6 Damage to Memorial Bench

Members considered replacement cost for a new bench. Following discussion, it was agreed that quotes be obtained to replace the damaged areas.

RESOLVED: that quotes be obtained to replace the damaged areas.

43.7 Damage to a cradle swing

Members noted that one of the cradle swings had been vandalised and had been removed from site; quotes in hand for replacement.

RESOLVED: that the information was noted

43.8 5 Bar Gate (by basketball court)

Members noted that this gate had been deteriorating, but had now been removed by vandals. At the meeting Members were shown visuals of proposed metal gates.

Following discussion, it was agreed that 'coloured' metal gates be researched.

RESOLVED: that 'coloured' metal gates be researched.

19/20.44 Allotments

Members considered if this work should be undertaken by the Reparation Team as had been proposed or if quotes should be obtained for works to be carried out by a professional decorator. Following discussion Cllr Berlyn proposed that quotes be obtained by a professional decorator, Cllr Chesterman seconded the proposal, all Members were in agreement.

RESOLVED: that quotes be obtained by a professional decorator to carry this renovation work.

19/20.45 Bus Shelters

45.1 Repairs

Members noted that the decision regarding the cost and contractor would be undertaken by the Clerk in conjunction with Chairman of the Facilities Committee on receipt of contractor availability information.

RESOLVED: that the information was noted

45.2 Cleaning

Members considered the quotes received for the three-year period commencing January 2020. Cllr Thombs proposed that Monthind Clean be awarded the contract, Cllr Chesterman seconded the proposal; six Members were in agreement, one Member abstained.

RESOLVED: that Monthind Clean be awarded the contract.

19/20.46 Danbury Village Sign at Eves Corner

Members noted that the order had been placed and works would be carried out September/October 2019.

RESOLVED: that the information was noted

19/20.47 Bench at Eves Corner Pond

Members noted that the order had been placed for works and a date for works was awaited.

RESOLVED: that the information was noted

19/20.48 Dog Waste Bins

Members were advised that these were still being researched.

RESOLVED: that the information was noted

19/20.49 Budget 2020/21 and Future Projects

At the meeting Members were supplied with a copy of the draft budget for 2020/21 and advised that the budget would be agreed at the next meeting for recommendation to the Resources Committee. Members had been supplied with a list of possible future projects/works to consider and requested to advise the

Assistant Clerk which projects should be researched in terms of costs for consideration at the November budget meeting.

RESOLVED: that the information was noted

19/20.50 Danbury Times

Members were reminded to submit any articles for future Danbury Times to Cllr Mrs Chapman

RESOLVED: that the information was noted

19/20.51 Matters to Report

Members were advised that costs were being obtained for CCC recycling service for the Parish Office to be considered at a future meeting; that a volunteer was requested to collect some litter picking kits from CCC and that costs were awaited to repair the height barrier in the Mayes Lane Car Park, which had been hit again.

19/20.52 Remaining Meetings in 2019

Thursday 7th November (budget) and Wednesday 13th November.

There being no further business the meeting was closed at 10.05pm

Chairman

Signed Date