



## FACILITIES COMMITTEE

### Minutes of the meeting held on Wednesday 13<sup>th</sup> April 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 B Kennewell, Cllr P Sutton

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

Due to the resignation of Cllr Allen, as Vice Chairman of Facilities, Cllr Kennewell chaired the meeting. At the next meeting (May) the Committee will be electing a new Chair and Vice Chairman.

#### **89 Apologies for absence**

Apologies were received and accepted from Cllr M Telling and Cllr R Wakefield.

#### **90 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.

No declarations of interest were declared at this point.

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

There were no Members of the Public present.

#### **92 Minutes of the Facilities Committee held on 10<sup>th</sup> February 2016**

RESOLVED: that the minutes of the Meeting held on 10<sup>th</sup> February 2016 be approved and duly signed as a correct record.

#### **93 Danbury Parish Council owned Premises**

Members had been supplied with a copy of the report for the quarterly exterior inspection undertaken on 22<sup>nd</sup> March 2016 and advised that the Groundsman continued to inspect the site. It was pointed out to the Members that whilst some of the works identified would be suitable to be undertaken by the reparation team that availability was limited at the moment. Members requested that a card be sent to the team leader thanking him for all his work and wishing him a speedy recovery and that the Bowling Club Chairman be approached re assistance with works at the Bowling Club. Members were advised that the new door installed at Robins Nest by

the Insurance Company had developed gaps; the Insurance Company had been duly advised and was making arrangements for an inspection/works to be carried out as appropriate. Members were advised that three quotes would be obtained in relation to the footway to the Bowling and Tennis Clubs; type of paint suitable for the youth shelter would be researched.

RESOLVED THAT: i) that the information was noted by Members  
ii) a card be sent to the reparation Team Leader  
iii) quotes be obtained for the footway to the Bowling & Tennis Clubs; type of paint for the youth shelter be researched; Bowling club Chairman be approached re works at the Bowling Club

## **93.1 Robins Nest**

### **93.1.1 CCTV**

Members had been advised that CCTV had been installed on 4<sup>th</sup> April 2016 covering Robins Nest/compound, with wireless connection to Parish Office and had been supplied with one static image so that coverage could be discussed at meeting; CCTV Sign erected and Members advised that Protocol re CCTV was being written, to be presented to Members for approval at a future meeting. At the meeting Members were supplied with a quote to install further cameras to increase the coverage at this site. Following consideration and discussion of the current coverage, Cllr Gardiner proposed that two further cameras (location to be agreed) be installed by Stealth Electronics Limited at a cost of £633 .00 ex VAT; this was seconded by Cllr Mrs Chapman, all Members were in agreement.

RESOLVED: that Stealth Electronics be appointed to install a further two CCTV cameras at locations to be agreed at a cost of £633.00 ex VAT

### **93.1.2 Cart lodge**

In view of other works being undertaken at this site Members were all in agreement that a cart lodge was not required at this time.

RESOLVED: that a cart lodge is not required at this site at this time.

### **93.1.3 Security**

Members had been supplied with revised quotes for consideration regarding changes to the current security alarm system and annual maintenance. Following consideration and discussion Cllr Berlyn proposed that Panther Security be appointed to take over the service of the existing system and install additional security devices as agreed at a cost of £995 ex VAT; this was seconded by Cllr Gardiner, all Members were in agreement.

RESOLVED: that Panther Security be appointed to take over the service of the existing system and install additional security devices as agreed at a cost of £995 ex VAT

## **93.2 Tennis Club**

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

Nothing to report, situation will continue to be monitored.

RESOLVED: that the information was noted by Members

### **93.2.2 Building Works**

Members had been advised that new windows and doors had been installed and had been supplied with photographs.

RESOLVED: that the information was noted by Members

### **93.3 Bowling Club**

Nothing to report

### **93.4. Cricket Club**

#### **93.4.1 Artificial wicket**

Nothing to report

#### **93.4.2 Fixtures**

Members had been supplied with details of fixtures for Danbury CC and the new Club, Oaklands CC.

RESOLVED: that the information was noted by Members

### **93.5 The Old Pavilion**

#### **93.5.1 Roof and Exterior Painting of Building**

Members had been advised that in respect of the roof, increased insulation and 'walk boards' had been installed in the attic space and re the exterior that the shingles at the apex facing the field and barge boards had been replaced and the new barge boards

decorated (a photograph was shown to the Members at the meeting). Cllr Berlyn offered, with the assistance of the Groundsman, to undertake an inspection of the attic re insulation and walk boards.

RESOLVED THAT: i) the information was noted by Members

ii) Cllr Berlyn and the Groundsman undertake an inspection of the works in the attic

#### **93.5.2 Exterior Notice Board**

Members were advised that the DCA were still to order and install a notice board with name of the building incorporated.

RESOLVED: that the information was noted by Members

#### **93.5.3 Renovation of Toilets**

Members had been advised that the outstanding additional works requiring new parts had now been completed and the works required by the Building Inspector i.e. a blue handle being installed on the door in the Disabled Toilet and the locks being changed to show vacant/engaged had also now been completed. Members had been reminded that the Building Inspector had advised that due to these works a new Fire Risk Assessment had to be carried out. Members were advised that a Fire Risk Assessment by Eastern Fire would cost £80 ex VAT. Cllr Berlyn proposed that Eastern Fire be appointed to carry out a Fire Risk Assessment at The Old Pavilion at a cost of £80 ex VAT; Cllr Mrs Chapman seconded the proposal, all Members were in agreement.

RESOLVED: that Eastern Fire be appointed to carry out a Fire Risk Assessment at The Old Pavilion at a cost of £80 ex VAT

#### **93.5.4 Window Grills/Window Cleaning**

Members were reminded that as agreed at the last meeting, Minute No.81.5.4 applies, Winn Cleaning will undertake this task to establish actual time required and therefore cost involved in cleaning windows inside and outside which involves removing/refitting window grills.

RESOLVED: that the information was noted by Members

### **93.5.5 Flooring**

Members were advised that as works to toilet and attic have now been completed, quotes were in hand with three companies for new flooring (site visits arranged for w/c 18<sup>th</sup> April 2016).

RESOLVED: that the information was noted by Members

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

Members had been advised that artwork for the signs on this building and on Robin's Nest had been approved (copies of the artwork had been supplied to Members) and production was in hand.

RESOLVED: that the information was noted by Members

### **93.5.7 Gutters**

Members had been advised of the effectiveness of gutter 'Hedgehogs' as follows: proving effective at front of building, but not at back due to overhang from roof (keep coming out).

RESOLVED: that the information was noted by Members

## **93.6 Sports Centre**

### **93.6.1 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. As agreed when works are carried out to the gym roof (see Minute No 93.6.5. below) and a cherry picker is on site it will 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.

RESOLVED: that the information was noted by Members

### **93.6.2 DCA/DPC Liaison Meeting**

Members had been supplied with notes from the meeting held on 23<sup>rd</sup> February 2016 and advised that the next meeting was scheduled for Thursday 26<sup>th</sup> May 2016.

RESOLVED: that the information was noted by Members

### **93.6.3 Lighting Bollards**

Members had been reminded that one bollard had had a LED lamp installed as an experiment, this had proven successful. At the meeting Members were supplied with a quote to install LED to the other eight bollards. Cllr Berlyn proposed that LED be installed to the other eight bollards by Danbury Electrical at a cost of £475.00 ex VAT; this was seconded by Cllr Keeler, all Members were in agreement. It was agreed that as LED lights will be installed thereby reducing power costs, the option to turn off bollard lights at night will not now be pursued. Members had been reminded that the base of all the bollards which were showing signs of erosion would be rubbed down and repainted by the reparation team in the Spring 2016.

RESOLVED THAT: i) the information was noted by Members

ii) LED lights be installed to eight bollards by Danbury Electrical at a cost of £475.00 ex VAT

iii) turning off bollard lights at night will not be investigated further

### **93.6.4 Toilet Renovation Works**

Members had been advised that the mirrors had now been installed and therefore all works were now complete.

RESOLVED: that the information was noted by Members

### **93.6.5 Gym Roof**

Members had been advised that the order had been placed to remove the defunct fan above the treadmills – date was awaited for the works. (Also see 93.6.1. above)  
RESOLVED: that the information was noted by Members.

### **93.6.6 Drain in Football Changing Room**

Members had been advised that works had commenced on 5<sup>th</sup> April 2016, but that in undertaking these works the Contractor had discovered an issue with the nearby shower unit and faulty seal causing a water leak which had spread under the vinyl by the drain. The Chairman and Clerk gave a report on this matter and on an issue with the boiler and the hot water. Following lengthy discussion including responsibility for routine maintenance, Cllr Berlyn proposed that the Parish Council pay for investigative work to establish the extent of the problem and costs to rectify; that the Clerk is empowered to employ Complete Construction to urgently carry out investigations in the shower and toilet/changing room area, to produce a plan of action to solve the problem and rectify existing damage, to a limit of £2,000.00 ex VAT for the investigative work; responsibility for repair costs to be determined. Cllr Gardiner seconded the proposal; all Members were in agreement. Also discussed was implementing an internal building checking system.

RESOLVED THAT: i) the information was noted by Members.  
ii) the Parish Council pay for investigative work to establish the extent of the problem and costs to rectify; that the Clerk is empowered to employ Complete Construction to urgently carry out investigations in the shower and toilet/changing room area, to produce a plan of action to solve the problem and rectify existing damage, to a limit of £2,000.00 ex VAT for the investigative work; responsibility for repair costs to be determined.

## **93.7 Dawson Memorial Fields.**

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

Members had been advised that there are no longer plans to have pony rides at this event. Members requested that the organisers be asked if they plan to have a bouncy castle and if they do that the Parish Council would require a copy of the company's public liability insurance and risk assessment and assurance that if the weather is inclement that the bouncy castle would not be installed.

RESOLVED THAT: i) the information was noted by Members.  
ii) the organisers be asked if they plan to have a bouncy castle and if they do that the Parish Council would require a copy of the company's public liability insurance and risk assessment and assurance that if the weather is inclement that the bouncy castle would not be installed.

### **93.7.3 Danbury Mission Youth Football**

Members were advised that the Danbury Mission Youth Football Organiser had been duly advised that further drainage works on the football pitches would be considered as part of the Strategic Plan.

RESOLVED: that the information was noted by Members.

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

Members had been advised that the section of damaged fencing been replaced.

RESOLVED: that the information was noted by Members.

### **93.7.5 Football Pitches**

Members had been supplied with copy quote to fertilise 4 football pitches and cricket outfield (3 options). Cllr Mrs Chapman proposed that Rigby Taylor be appointed to supply and apply selective herbicide, liquid fertiliser and seaweed at a cost of £833 ex VAT; Cllr Keeler seconded the proposal, all Members were in agreement. Regarding drainage issues with the football pitches Members had been advised that the Parish Office had been in contact with the Essex Branch of The Football Association for assistance in the form of advice and a possible grant and that an Essex FA pitch consultant had visited the site on 5<sup>th</sup> April 2016; report now awaited. RESOLVED THAT: i) the information was noted by Members.

- ii) Rigby Taylor be appointed to supply and apply selective herbicide, liquid fertiliser and seaweed at a cost of £833 ex VAT

### **93.7.6 Memorial Bench**

Members were advised that one of the memorial benches on Dawson Memorial Field needs to be replaced, but that the family had advised that they do not wish to replace the bench at this time. Members were advised that the bench is a well-used bench, that needs to be replaced for safety reasons and that the cost of a replacement would be £591.84 ex VAT and installation. It was proposed to Members that as this bench faces the football and cricket pitches that it should be dedicated to the memory of Cllr Mike Wood as a long serving Parish Council Member and supporter of all sports at Dawson Memorial Field. Cllr Gardiner proposed that a new bench be purchased from Orchard Street Furniture at a cost of £591.84 ex VAT and dedicated to Cllr Mike Wood; this was seconded by Cllr Sutton, all Members were in agreement.

RESOLVED THAT: i) the information was noted by Members.

- ii) a new bench be purchased from Orchard Street Furniture at a cost of £591.84 ex VAT and dedicated to Cllr Mike Wood

### **93.7.7 Mobile Shop**

Members had been supplied with a letter requesting parking/trading from a mobile shop in the car park and advised that the Parish Office had already advised the company that there was usually a sign in the car parks advising 'No Trading', but that a new sign was in production. Members confirmed that the 'Deed of Gift' does not allow trading on Dawson Memorial Field.

RESOLVED: that no trading is allowed on Dawson Memorial Field as stipulated in the 'Deed of Dedication'

## **93.8 Parish Council Land**

### **93.8.1 Eves Corner**

#### **93.8.1.1 Pond**

Members had been supplied with a copy of artwork approved for sign requesting fish are not put in the pond and advised that production in hand.

RESOLVED: that the information was noted by Members.

#### **93.8.1.2 Litter**

Members had been advised that the order had been placed for the weekly emptying of all village bins (i.e. 26 weeks to supplement the fortnightly service currently provided by CCC).

RESOLVED: that the information was noted by Members.

## **93.8.2 Runsell Green**

### **93.8.2.1 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.

### **93.8.2.2 Charity Event Sunday 8<sup>th</sup> May 2016**

Members had been advised that regarding the Helen Rollason Charity Cycle event that the organiser had been advised that a refreshment site may be located at Runsell Green.

RESOLVED: that the information was noted by Members.

## **93.8.3 Allotments**

### **93.8.3.1 Renovation Works to Sheds**

Work in progress re contractor/costs

RESOLVED: that the information was noted by Members.

### **93.8.3.2 Land Registry**

Members considered whether the Allotments Land should be registered at Land Registry. Members were all in agreement that they should be registered; Assistant Clerk to research valuation, as a valuation would be required to proceed with the registration.

RESOLVED: that the Allotment Land be registered at Land Registry, once a basis for a valuation has been established.

## **93.8.4 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.

## **93.9 Play Areas**

### **93.9.1 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 and advised that these works would not be ordered until the 2016 inspection had been undertaken/report received pending other works (see Minute No.93.9.2 below)

RESOLVED: that the information was noted by Members.

### **93.9.2 Annual Play Equipment Inspection 2016**

Members had been advised that an order had been placed and that the inspection would be carried out in May 2016

RESOLVED: that the information was noted by Members.

### **93.9.3 Play in the Park 2016**

Members had been advised that two dates had been booked for the summer holidays, namely Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August, both morning sessions and the Mobile Zoo has been booked for the 17<sup>th</sup> August session; total cost will be £551.75.

RESOLVED: that the information was noted by Members.

### **93.9.4 Essex Playing Fields Association Competition 2016**

Members had been advised that the entry had been submitted.

RESOLVED: that the information was noted by Members.

**94 Trees**

**94.1 Tree Survey 2015**

Members had been advised that an order had been placed for the ‘High Priority’ works and that the Medium Priority Works would need to be carried out before Autumn 2016. Members had been supplied with a copy of ‘Site Visit & Observations’ from the November 2015 Tree Survey, with ‘observations’ for Members to note/discuss/consider highlighted. Members had been advised that a hard copy of the complete survey is available to view in the office or that it can be emailed to Members on request (NB 2Mb). It was agreed that discussion of the observations from the Tree Survey be deferred to the next meeting.

RESOLVED THAT: i) the information was noted by Members.  
ii) discussion of the observations from the Tree Survey be deferred to the next meeting.

**95 Danbury Times**

Members were advised that the Spring edition had been printed and delivered.

RESOLVED: that the information was noted by Members.

**96 ECC Winter Salt Bag Scheme**

Nothing to report

**97 Legionella**

Members had been advised that due to time constraints further quotes obtained had been forwarded to Members for a decision and an order duly placed with Clearwater to carry out the annual clean and chlorination of the irrigation cold water tank at the Bowling Club on 15<sup>th</sup> April 2016 and, at a date to be confirmed, for the Legionella Assessment Review to be undertaken at buildings on Dawson Memorial Field i.e. Robin’s Nest, Tennis Club, Bowling Club, The Old Pavilion and the external tap at the Sports Centre (Review of Sports Centre is responsibility of DCA).

RESOLVED: that the information was noted by Members.

**98 Matters to Report**

There were no matters reported

**99 Meetings in 2016**

Wednesdays 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 9.36pm.

Chairman

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