



## FACILITIES COMMITTEE

### Minutes of the meeting held on Wednesday 13<sup>th</sup> July 2016 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

**Present:** Cllr G Gardiner (Chairman), Cllr B Kennewell (Vice Chairman),  
Cllr S Berlyn (ex officio), Cllr Mrs A Chapman (ex officio),  
Cllr A Keeler, Cllr M Telling, Cllr R Wakefield

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

#### **13 Apologies for absence**

Apologies were received and accepted from Cllr Sutton

#### **14 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 would 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.

None were declared at this point.

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

There were no Members of the Public present

#### **16 Minutes of the Facilities Committee held on 18<sup>th</sup> May 2016**

RESOLVED: that the minutes of the Meeting held on 18<sup>th</sup> May 2016 be approved and duly signed as a correct record.

#### **17 Danbury Parish Council owned Premises**

Members had been supplied with a copy of the report for the quarterly exterior inspection undertaken on 29<sup>th</sup> June 2016 and advised that the Groundsman continued to inspect the site. It was agreed that as there had been no changes recorded for two to five years to the various hairline cracks in the plasterwork for at Robin's Nest, that items RN2, RN3 RN4 and RN9 be removed from the 'External Inspection Report' and that where an item from this report is included as an agenda item that this is noted in the 'Action' column of the report.

RESOLVED: that item RN2, RN3 RN4 and RN9 be removed from the 'External Inspection Report' and that where an item from this report is included as an agenda item that this is noted in the 'Action' column of the report.

## **17.1 Robins Nest**

### **17.1.1 CCTV**

Members had been advised that two further CCTV Cameras had been installed on 1<sup>st</sup> July 2016, with wireless connection to Parish Office. CCTV Sign erected. Protocol re CCTV had been approved by Members at PC meeting on 11th May 2016; Members were advised that now all the works had been completed technical data would be added and would then be supplied to Police and added to the PC Website. RESOLVED: that the information was noted by Members

### **17.1.2 Security Alarm System**

Members had been advised that the Annual Service had been carried out and that the additional security items had been installed with the exception of one outstanding item which had been installed on 4<sup>th</sup> July 2016. Members were advised that some of the additional keys required had been cut and supplied at no charge by Door-Check and that £70.00 had been spent on special order keys. RESOLVED: that the information was noted by Members

### **17.1.3 External Door**

Members had been advised that the Insurance Company's Contractor had returned and rectified the gaps in the door. RESOLVED: that the information was noted by Members

## **17.2 Tennis Club**

### **17.2.1 Building Works**

Members had been reminded that new windows and doors had been installed, but as this did not include the replacement of the small windows, that decoration works would need to be undertaken. RESOLVED: that the information was noted by Members

### **17.2.2 Bench/CCTV/External Walls Redecoration/Bike Rack**

Members had been advised that information had been supplied to the Tennis Club regarding bench, external decoration and a bike rack and that questions/points raised by Members in relation to CCTV had been passed to the Tennis Club for a response. RESOLVED: that the information was noted by Members

## **17.3 Bowling Club**

### **17.3.1 Fence Panels and Gate**

Members had been reminded that the Bowling Club Committee had kindly offered to undertake decoration works to fence panels and metal fencing and advised that the exterior of the fence panels had been completed but the interior of fence panels and gate would be undertaken late summer/autumn when planting by fence had died back. RESOLVED: that the information was noted by Members

### **17.3.2 Rink Edging**

Members had been supplied with copy email regarding this and advised that responsibility for the rink edging rested with the Bowling Club as per the lease agreement. RESOLVED: that the information was noted by Members

## **17.4. Cricket Club**

### **17.4.1 Artificial Wicket (Practice Wicket)**

Members had been advised that the Green keeper had advised that this is no longer fit for purpose and should be removed and that three quotes plus details of grant funding through the ECB had been supplied in September 2015 to the Cricket Club. Members were advised that the Green Keeper had cut a 'fresh' practice wicket for the Club to use. Cllr Berlyn proposed that the artificial practice wicket be removed, this was seconded by Cllr Telling, all Members were in agreement.

RESOLVED THAT: i) the information was noted by Members  
ii) the artificial practice wicket be removed

## **17.5 Footway to Bowling & Tennis Clubs**

Members had been advised that several Councillors had visited the Mayes Lane Car Park area and the path down to the Bowling and Tennis Clubs; the whole area is slipping down the bank; the path had now been re-laid again. Civil Engineers were researched and to date one engineer had been arranged to come to site to quote for a survey, awaiting responses from other companies. It is hoped that quotes would be available to present at the full PC meeting on 27th July 2016.

RESOLVED: that the information was noted by Members

## **17.6 Youth Shelter**

Members had been reminded that the type of paint and costs were being researched and that the original supplier was no longer trading. Members were advised that this item was supplied 'powder coated' which is only possible in a factory situation. Quotes were still to be obtained. Members discussed the possibility of users of the shelter being asked to undertake the redecoration work. Assistant Clerk was requested to ascertain how much preparation work would be required and the safety/supervision aspects involved in a youth or other group undertaking this work.

RESOLVED that: it is ascertained how much preparation work would be required and the safety/supervision aspects involved in a youth or other group undertaking this work

## **17.7 The Old Pavilion**

### **17.7.1 Roof**

Members were reminded that the increased insulation and 'walk boards' had been installed in the attic space and that the Chairman and Groundsman were still to inspect works.

RESOLVED: that the information was noted by Members.

### **17.7.2 Exterior Notice Board**

Members had been advised that the notice board with name of the building incorporated had now been delivered and installed by DCA.

RESOLVED: that the information was noted by Members.

### **17.7.3 Renovation of Toilets – Fire Risk Assessment**

Members had been advised that the Fire Risk Assessment had been carried out, the report received and a Fire Information Notice installed in the building. Members were advised that there was a recommendation (not compulsory) in the report re the electrical cupboard. Members requested that a quote be obtained for a new cupboard.

RESOLVED: that a quote be obtained for a new cupboard.

#### **17.7.4 Window Grills/Window Cleaning**

Members had been advised that an order has been placed with Winn Cleaning for one year to clean windows inside and outside involving removal and refitting of window grills – 4 times per year as per Parish Office window cleaning schedule.

RESOLVED: that the information was noted by Members.

#### **17.7.5 Flooring**

Members had been advised that the new flooring had been installed.

RESOLVED: that the information was noted by Members.

#### **17.7.6 Gutters**

Nothing to report

### **17.8 Sports Centre**

#### **17.8.1 Sports Hall Roof**

Members had been reminded that no action agreed, but that it was being monitored. DCA had purchased a Weather Station to monitor direction of wind regarding rain ingress and a report is awaited from DCA. As agreed when works are carried out to the gym roof (see Minute No.17.8.4. 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.

Members were advised that this will be on 3<sup>rd</sup> August 2016.

RESOLVED: that the information was noted by Members.

#### **17.8.2 DCA/DPC Liaison Meeting**

Members had been supplied with notes from the meeting held on 26<sup>th</sup> May 2016.

RESOLVED: that the information was noted by Members.

#### **17.8.3 Lighting Bollards**

Members had been advised that LEDs had now been installed to the other eight bollards and the glass cleaned. Base of all the bollards which had been showing signs of erosion had now been rubbed down and repainted by the reparation team. Members were advised that an order for £40 had been placed under Clerk's powers for a new top for one of the bollards. Regarding the sensor for these lights Members were advised that as it is sited on the roof of The Old Pavilion it is in the shadow, which will account for why it sometimes triggers the bollard lights coming on before it is dark.

RESOLVED: that the information was noted by Members.

#### **17.8.4 Gym Roof**

Members had been reminded that the order had been placed to remove the defunct fan above the treadmills and advised that works will would be undertake on 3<sup>rd</sup> August 2016. (Also see 17.8.1. above)

RESOLVED: that the information was noted by Members.

#### **17.8.5 Football Shower Area**

Members had been advised that works to rectify damage from leak were now completed.

RESOLVED: that the information was noted by Members.

#### **17.8.6 Electrical Report**

Members had been advised that a quote for works was awaited and the comment re item 19 hand dryers and switching was still to be checked with the Assessor.

RESOLVED: that the information was noted by Members.

### **17.8.7 Doors**

With reference to doors to side of sports hall, gym emergency exit door, bottle store and main entry doors to Sports Centre (SS44, SS45 & SS46 on quarterly premises inspection report – Minute No.17 above applies) Assistant Clerk advised costs quoted by one contractor. Members discussed works and costs and agreed that no action should be taken at this point and that Members would undertake a site visit to assess the condition of the doors in particular the front entry doors and the metal ridge on the ground.

RESOLVED: that no action should be taken at this point and that Members would undertake a site visit to assess the condition of the doors in particular the front entry doors and the metal ridge on the ground.

## **17.9 Dawson Memorial Fields.**

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

Members had been advised that all the paperwork regarding the bouncy castle had been received, the hire form had been completed and £500 bond received from DCA. At the meeting Members were advised that due to inclement weather the bouncy castle could not be erected and the event was not as well attended as was hoped. Members advised that if the Groundsman gives a satisfactory report regarding the condition of the field, the £500 bond money can be returned to the DCA.

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

- ii) the £500 bond money be returned to the DCA providing a satisfactory report is received from the Groundsman

### **17.9.2 Football Pitches**

Members had been advised that drainage works had been completed, including pitch seeding and fertilising works which had been undertaken today (13<sup>th</sup> July 2016) and that no grants were available from Essex Football Association.

RESOLVED: that the information was noted by Members.

### **17.9.3 Memorial Bench**

Members had been advised that the wording had been agreed and the bench ordered. At the meeting Members were advised that the bench was scheduled to be delivered on 14<sup>th</sup> July 2016. Outline plans for an 'official opening' were discussed – Cllr Berlyn advised he would visit the Parish Office on 14<sup>th</sup> July to discuss some ideas he had.

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

- ii) Cllr Berlyn would visit the Parish Office on 14<sup>th</sup> July to discuss some ideas he had.

### **17.9.4 Footpath Map Signs (on side of Robin's Nest & The Old Pavilion)**

Members had been supplied with details of inaccuracies advised by Cllr Keeler and a quote to amend artwork and supply 2 x vandal proof signs. It was agreed that as these inaccuracies were very minor i.e. relating to public pay phones and toilets that it was unnecessary and not prudent to spend £200 of parish funds, but that in future when any literature/sign is reprinted that a line is included advising '*Correct at time of printing/production*'.

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

- ii) in future when any literature/sign is reprinted that a line is included advising '*Correct at time of printing/production*'.

## **17.10 Parish Council Land**

### **17.10.1 Eves Corner Pond**

Members had been advised that a meeting had taken place on 27<sup>th</sup> May 2016 with TCV to assess works required and had been supplied with notes relating to works recommended at this pond and the pond at Runsell Green (Minute No.17.10.2.3 below). Three dates have been booked for works to this pond (2 days needed) plus one day for Runsell Green, namely: Tuesday 27<sup>th</sup> September, Tuesday 4<sup>th</sup> October and Wednesday 12<sup>th</sup> October (days/location to be agreed nearer the time) plus a fourth day reserved in case a third day is needed at Eves Corner (Tuesday 18<sup>th</sup> October). Order to be placed with TCV.

RESOLVED: that the information was noted by Members.

### **17.10.2 Runsell Green**

#### **17.10.2.1 Notice Board**

Members had been advised that the order had been placed for renovation works and that depending on weather conditions works would be carried out w/c 18<sup>th</sup> or w/c 25<sup>th</sup> July 2016.

RESOLVED: that the information was noted by Members.

#### **17.10.2.2 Charity Event**

Members had been advised that regarding the Helen Rollason Charity Cycle event on Sunday 8<sup>th</sup> May 2016 details had been passed to Editor of Danbury Times for inclusion in summer edition.

RESOLVED: that the information was noted by Members.

#### **17.10.2.3 Pond**

Members had been advised that a meeting had taken place on 27<sup>th</sup> May 2016 with TCV to assess works required and had been supplied with notes relating to works recommended at this pond and the pond at Eves Corner (Minute No.17.10.1 above). Three dates have been booked for works to this pond (1 day needed) plus two days for Eves Corner, namely: Tuesday 27<sup>th</sup> September, Tuesday 4<sup>th</sup> October and Wednesday 12<sup>th</sup> October (days/location to be agreed nearer the time). Order to be placed with TCV.

RESOLVED: that the information was noted by Members.

### **17.10.3 Allotments**

#### **17.10.3.1 Renovation works - Sheds**

Members had been advised that the order had been placed for renovation works and that depending on weather conditions works would be carried out w/c 18<sup>th</sup> or w/c 25<sup>th</sup> July 2016.

RESOLVED: that the information was noted by Members.

#### **17.10.3.2 Land Registry**

Members had agreed that the Allotments Land should be registered at Land Registry. Research had been undertaken regarding the basis for valuation and had been advised by another Parish Council with allotments that: *“You don’t need to assign a value to them or describe them as anything other than community assets held in trust by the Parish Council. All the TC amenity areas and open sites are described as community assets and listed at a nominal value of £1 each. They only gain a market value if they were to be sold. The Parish Council would then have to get the Valuation Agency to give the market value”.*

RESOLVED: that the information was noted by Members.

### **17.10.3 Plots**

Members had been advised that an inspection would be undertaken prior to this meeting to check the condition of the plots and that it may be necessary to hold a meeting at the Parish Office with allotment holders to discuss the site. At the meeting Members were shown photographs of Plot No.1 and the letter dated 22<sup>nd</sup> June 2016 sent to the allotment holder was read out. Members were also shown photographs of the hedges next to plots 1/10 and plot 7. Regarding Plot 1 Members were very concerned with the condition of this plot, that it was not being kept to the standard required and that it appeared that weed killer had been used over the whole plot – concern was expressed that this may then mean that nothing could be cultivated on this plot for many months. Cllr Berlyn then proposed that the agreement with this allotment holder be terminated and the holder is asked what was used on the plot; this was seconded by Cllr Wakefield, all Members were in agreement. Regarding the hedges Assistant Clerk to discuss/agree next step with the Clerk. With regards to facilitating a meeting in September at the Parish Office Members agreed that this could be organised and that together with the Clerk and Assistant Clerk that Cllrs Berlyn and Gardiner would attend.

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

- ii) that the agreement with this allotment holder for Plot No.1 be terminated and the holder is asked what was used on the plot
- iii) regarding the hedges Assistant Clerk to discuss/agree next step with the Clerk.
- iv) a meeting be convened in September with the allotment holders; Cllrs Berlyn and Gardiner to attend

### **17.10.4 Elm Green Notice Board**

Members had been advised that the order had been placed for renovation works and that depending on weather conditions works would be carried out w/c 18<sup>th</sup> or w/c 25<sup>th</sup> July 2016.

RESOLVED: that the information was noted by Members.

### **17.11 Play Areas**

#### **17.11.1 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 new financial year (i.e. from April 2016), but would not be ordered pending results of 2016 Inspection see Minute No.17.11.2 below.

RESOLVED: that the information was noted by Members.

#### **17.11.2 Annual Play Equipment Inspection 2016**

A copy of the inspection was emailed to all Cllrs and a hard copy was available to view in Parish Office. Members had been advised that all findings were either low or very low and were being addressed as appropriate/quotes were being obtained for parts/works.

RESOLVED: that the information was noted by Members.

#### **17.11.3 Play in the Park 2016**

Members had been reminded 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.

RESOLVED: that the information was noted by Members.

#### **17.11.4Essex Playing Fields Association Competition 2016**

Members had been reminded that the entry had been submitted and advised that the results would be announced at the EPFA AGM in October 2016.

RESOLVED: that the information was noted by Members.

### **18 Trees**

#### **18.1 Tree Survey 2015**

Members had been reminded that the 'High Priority' works had been completed and that the Medium Priority Works would need to be carried out before Autumn 2016 and that quotes would be presented at the September meeting. Members had been supplied with a further copy of the item deferred from April meeting: 'Site Visit & Observations' from the November 2015 Survey – with 'observations' highlighted for Members to note/discuss/consider, and had been reminded that a hard copy of the complete survey is available to view in the office or it can be emailed to Members on request (NB 2Mb). Members briefly discussed and agreed no actions required at this time.

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

ii) no actions are required in relation to the 'Site Visit & Observations' section of the survey

#### **18.2 Trees at Pedlars Path**

Members had been supplied with copy email from ECC PRoW and response from DPC Tree Consultant and advised that a quote is awaited for the works. Members had also been supplied with copy letters from 2 residents and were advised that the fee for the DPC Tree Consultant to visit both properties/trees in question and the matter above raised by the ECC PRoW and write a report/recommendations would be £120 ex VAT. Members discussed and agreed that initially Cllr Berlyn and Cllr Mrs Chapman and one of the Parish Council's Tree Wardens should visit and meet with the two residents; Assistant Clerk to liaise with all parties to find a mutually convenient date.

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

ii) a meeting be arranged with the two residents, Cllr Berlyn and Cllr Mrs Chapman and a DPC Tree Warden to view the site/trees

### **19 Danbury Times**

Cllr Mrs Chapman advised Members that the Summer edition was due to be delivered on 14<sup>th</sup> July 2016 and that members of the delivery team could collect their copies from Mayes Lane Car Park on 15<sup>th</sup> July 2016.

RESOLVED: that the information was noted by Members.

### **20 ECC Winter Salt Bag Scheme**

Members had been advised that this will operate for winter 2016/17, that the close date for participation is 22<sup>nd</sup> July 2016 and that the Assistant Clerk had emailed all Members for support. Assistant Clerk advised Members that as the last few winters had not been severe that members of the salt team would be unlikely to require further bags this season. Assistant Clerk to check with some of the salt team re supplies and the Groundsman re storage space within the compound.

RESOLVED: that DPC would participate in the scheme for 2016/17, but that the Assistant Clerk would check with some of the salt team re supplies and the Groundsman re storage space within the compound and then make a decision if a delivery of 1 tonne of salt was required this year.



**21 Legionella**

Members had been advised that the Legionella Assessment Review was undertaken on 31<sup>st</sup> May 2016 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), had been supplied with the relevant pages from the report and advised that a meeting was being arranged to discuss findings with Assessor. Cllr Berlyn asked that with regards to the new requirements/checks additional to those in the previous Review that it is established whether these are statutory or just recommended.

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

ii) it is established if changes from previous review are statutory or recommended requirements

**22 Litter Bin outside Danbury Medical Centre**

Members had been advised that one of the Parish Council volunteer litter pickers had requested that a litter bin be installed outside the new Medical Centre and costs were advised. Members discussed and asked that the Volunteer be contacted to establish whether nearby litter bins are full and that the situation re rubbish in this location is monitored pending further discussion.

RESOLVED: that the Volunteer be contacted to establish whether nearby litter bins are full and that the situation re rubbish in this location is monitored pending further discussion.

**23 Matters to Report**

There were no matters reported

**24 Meetings in 2016**

Wednesdays 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 9.35pm

Chairman

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