



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 13th September 2017 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr J Steele (Chairman), Cllr G Chapman (Vice Chairman)
Cllr Berlyn (ex officio), Cllr Mrs A Chapman (ex officio),
Cllr M Telling

In Attendance: Mrs M Saunders, Clerk
Mrs M Dyer, Assistant Clerk, Facilities
Cllr D Carlin
Cllr Mrs Anstee

31 Apologies for absence

Apologies were received and accepted from Cllr A Keeler, Cllr P Sutton and Cllr Mrs Hessing

32 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 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.

Regarding the agenda item relating to fencing for the balancing pond on Dawson Memorial Field, Cllr Steele declared a general point of interest as one of his neighbours works at Danbury Fencing.

33 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present.

34 Open Air Theatre 2018

As The Danbury Players were not yet in a position to present more detailed plans and respond to the questions raised by Members at the July meeting, Members were advised that representatives from Danbury Players would attend the November Facilities Committee meeting.

RESOLVED: that the information was noted by Members.

35 Minutes of the Facilities Committee Meeting held on 12th July 2017

RESOLVED: that the minutes of the Meeting held on 12th July 2017 be approved and duly signed as a correct record.

36 Danbury Parish Council owned Premises

Members had been advised that the next quarterly inspection was due in October 2017 and advised that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

36.1 Robins Nest

36.1.1 Tractor Shed Doors

Members had been advised that these had been monitored for some time re 'wear' at bottom and that a contractor had now been requested to inspect and advise re remedial works.

RESOLVED: that the information was noted by Members.

36.2 Tennis Club

36.2.1 Bench/Bike Rack

Nothing to report.

36.3 Bowling Club

Members had been advised that 'The Green' will be closing on 30th September 2017. At the meeting Members were advised that the Bowling Club had had a survey undertaken on The Green and that the resulting recommendation was that certain chemicals should be applied – neither the Clerk or CCC, which has the contract to maintain The Green, had been made aware in advance of this survey being undertaken. CCC had now been given a copy of the survey and details of the recommended works to consider – response is awaited. The BC had advised that it would cover the costs of the works if they are allowed to proceed.

RESOLVED: that the information was noted by Members.

36.4 Cricket Clubs

Members had been advised that the season had finished on 2nd September 2017 and that CRS Pitchcare had been booked to carry out post season scarifying works. A post season meeting had taken place with representatives from both cricket clubs prior to this meeting, with Cllr Steel, the Clerk and Assistant Clerk present.

Cllr Steele summarised the meeting, advising Members that both teams plan to return next season, that an artificial practice wicket is not required and that various 'housekeeping' matters had been discussed; the mid-season invoices had been issued and paid and the Clerk would shortly be sending out the final invoices.

RESOLVED: that the information was noted by Members.

36.5 Football Clubs

Members had been advised that the Football Season had started on 2nd September 2017 and would continue until 27th May 2018. Adult Clubs who would be playing their homes games here are: Daen Ingas, William de Ferrers and Danbury Mission Adults; the only children's club booked to use the pitches this season is Danbury Mission Youth. Availability of the pitches would be 'advertised' through the football leagues etc.

RESOLVED: that the information was noted by Members.

36.6 Footway to Bowling & Tennis Clubs

Members had been reminded that a section of the footway remains closed and would do so whilst monitoring continues/measurements are taken, pending recommendation for remedial works.

RESOLVED: that the information was noted by Members.

36.7 Mayes Lane Car Park

Members had been reminded that regarding the posts by roadside bank that works were scheduled to be carried out in September which may involve closure of the car park whilst works are carried out.

RESOLVED: that the information was noted by Members.

36.8 The Old Pavilion

36.8.1 Broadband

Members had been advised that information was awaited from DCA, then quotes would be obtained and the Conservation Officer contacted. At the meeting Members were advised that the information had been received the day before this meeting and that the DCA had asked for clarification re who would be paying for this. Assistant Clerk was asked to proceed with obtaining information and prices etc. and ascertain what speed could be achieved, for discussion at a future meeting.

RESOLVED: that prices etc. be obtained as requested at the July meeting plus details of achievable speed.

36.8.2 Windows

Members had been reminded that hirers of this building had complained that because of the external grills they could not open the windows very widely. Members were supplied with copy of a quote obtained for roller shutters (open lattice type as required by Conservation Officer) on two windows and advised that planning application costs would be in the region of £200. Due to the high costs of roller shutters and the relatively low number of extremely hot days that could be experienced, costs for free standing fans as an alternative cheaper solution had also been obtained and details had been supplied to Members. Following discussion where Members were all in agreement that the high cost of shutters could not be justified, Cllr Mrs Chapman proposed that two 30" Igenix Tower Fans be purchased in the next financial year through Viking at £27.99 ex VAT each (NB this is 2017 price); Cllr Mr Chapman seconded the proposal; four Members supported the proposal, one Member abstained.

RESOLVED: that two 30" Igenix Tower Fans be purchased in the next financial year through Viking at £27.99 ex VAT each (NB this is 2017 price).

36.9 Sports Centre

36.9.1 Sports Hall Roof

Members had been advised that works had been approved at the PC Extraordinary Meeting held on 4th September 2017. At the meeting Clerk advised that the order had been placed and a date was now awaited for works to commence.

RESOLVED: that the information was noted by Members.

36.9.2 DCA/DPC Liaison Meeting

Members had been advised that the next meeting was scheduled for Tuesday 17th October 2017.

RESOLVED: that the information was noted by Members.

36.9.3 Doors

Members had been advised that works, including painting, to the two damaged side doors to Sports Hall, plus painting and remedial works to fire exit door and bottle store door had all now been completed.

RESOLVED: that the information was noted by Members.

36.9.4 Internal Drains – Access to Internal Manholes

Members had been advised that the DCA had carried out works to ‘uncover’ the manhole covers to facilitate the annual flush through of the drains and advised that Metro Rod had been scheduled to carry out the annual flush on 7th September 2017. At the meeting Members were advised that including these four now uncovered manholes in the annual flush through, had significantly increased this charge, but Members were in agreement that the works had proceeded, but that quotes would be obtained from alternative contractors for next year’s annual flush through.

RESOLVED THAT: i) the information was noted by Members
ii) quotes be obtained from alternative contractors for next year’s annual flush through

36.9.5 Carpet between the two sets of front entrance doors

Regarding the ‘lumps’ under this carpet, Members had been advised that this issue had now been rectified and a new carpet installed.

RESOLVED: that the information was noted by Members.

36.9.6 Sponsor Opportunity

Members had been advised that details of the Sponsor and mock-up of proposed sign were still awaited from the DCA.

RESOLVED: that the information was noted by Members.

36.9.7 Inspection of Fire Escapes

Members had been advised that as a result of the Annual Risk Assessment, the DCA had been advised to have the above carried out. Three companies had been briefed; two had submitted quotes which had been supplied to Members. Members were advised at the meeting that this inspection should be carried out every five years. Cllr Chapman proposed that Michael Horrigan Associates be appointed to inspect and report on the structural condition of three staircases for a fee of £450.00 ex VAT; Cllr Telling seconded the proposal, all Members were in agreement.

RESOLVED: that Michael Horrigan Associates be appointed to inspect and report on the structural condition of three staircases for a fee of £450.00

36.10 Dawson Memorial Fields.

36.10.1 Drones

Members had been advised that the policy proposed by Facilities Committee had been taken to the Parish Council Meeting held on 26th July 2017 and the following had been agreed: *“Drones/Model aircraft are not flown on or over Parish Council land or property except by the emergency services or with prior written permission from Danbury Parish Council”*. PC Minute No.47.4 applies. At the meeting the Clerk advised this policy is on the notice board on Robins Nest and on the PC web site.

RESOLVED: that the information was noted by Members.

36.10.2 Rabbits

Members had been advised that the test as agreed using a deterrent method was to have been undertaken w/c 11th September 2017 on Pitch 4 and part of Pitch 3, but at the meeting were advised that due to inclement weather it had not been possible to apply the product. The Contractor would liaise with the Groundsman re an alternative date. Members were advised that following his site visit the Contractor had recommended that a larger area be treated rather than just a section as discussed at the July meeting.

RESOLVED: that the information was noted by Members.

36.10.3 Memorial Bench

Members had been supplied with details of a request for consideration from a family for a Memorial Bench for two of their deceased relatives who had resided in Danbury. Cllr Berlyn proposed that this request be granted, Cllr Telling seconded the proposal, all Members were in agreement.

RESOLVED: that a bench may be installed in memory of Mr & Mrs Thorpe on Dawson Memorial Field.

36.10.4 Electric Car Point

This topic re installation of an electric car point on Dawson Memorial Field had been referred from the last PC meeting. Following brief discussion it was agreed that the conditions within the Deed of Gift for Dawson Memorial Field be reviewed and electric car points be researched: looking at how the system works, implications, costs etc.

RESOLVED: that the conditions within the Deed of Gift for Dawson Memorial Field be reviewed, then electric car points be researched: looking at how the system works, implications, costs etc.

36.10.5 Balancing Pond

Members were supplied with quotes for new fencing required. Cllr Berlyn proposed that Danbury Fencing be appointed to carry out these works at a cost of £452.00 ex VAT; Cllr Mrs Chapman seconded the proposal, all Members were in agreement.

RESOLVED: that Danbury Fencing be appointed to carry out these works at a cost of £452.00 ex VAT;

36.11 Parish Council Land

36.11.1 Eves Corner Pond

Regarding the first stage works, Members had been advised that National Trust Staff and Volunteers had carried out works to reduce reeds, clear inlets etc. on 16th August 2017; photographs were shown at the meeting of the works carried out.

Dredging specification had been received from NT and recommended contractors had been contacted for site meetings/quotes – nothing to report. Members had been supplied with information from Great Baddow PC re works carried out on their ponds.

RESOLVED: that the information was noted by Members.

36.11.2 Runsell Green Pond

Members had been advised that the 'Wild Flower Meadow' planted in front of the pond by the school children of the village was thriving and was a haven for an abundance of wild life including bees; photographs were shown at the meeting. The Conservation Volunteers (TCV) had supplied a post planting management programme for the Groundsman and a copy had been supplied to Members for information. A site visit had been arranged with TCV for Friday 15th September 2017 to discuss pond works required. Members were pleased with the success of the 'Wild Flower Meadow' and requested that copies of the photographs be sent to the three village schools, put on the web site and featured in the next edition of Danbury Times.

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

- ii) copies of the photographs be sent to the three village schools, put on the web site and featured in the next edition of Danbury Times.

36.12.3 Allotments

36.12.3.1 Land Registry

Members had been reminded that as a basis for valuation had now been established; the allotment site would now be registered at Land Registry. At the meeting Members were advised that the process had now started.

RESOLVED: that the information was noted by Members.

36.12.3.2 Meeting with Allotment Holders

Members had been advised that further update re actions/works agreed at the September 2016 meeting had been sent to Allotment holders and that most issues had now been addressed with just an issue relating to hedges to be resolved.

RESOLVED: that the information was noted by Members.

36.12.3.3 Vacant Plot – New Sheds

Members had been reminded that one plot had been left vacant pending grant availability for new sheds; information for plot holders re applying for a grant had been sent to all allotment holders in July 2017, but to date no response received either from individuals or the 'Plot Holders Group' which was to have been formed.

RESOLVED: that the information was noted by Members.

36.13 Play Areas

36.13.1 Annual Play Equipment Inspection 2017

Members had been reminded that the inspection had been carried out on 18th May 2017 and that all findings were either low or very low risk and were being addressed as appropriate by the Groundsman; most had been completed - Assistant Clerk was liaising with the Groundsman.

RESOLVED: that the information was noted by Members.

36.13.2 Play in the Park 2017

Members were advised that sessions had taken place on 2nd and 16th August, with additional activity of assault course inflatable at the 16th August session. Official report was awaited from CCC, but figures obtained on the day: 2nd August: 54; 16th August: 87 aged 5 & over and 22 under 5's, total 109. There had been requests that in future DPC doesn't have its Summer PITP sessions on Wednesdays, as Danbury Lakes hold 'Wild Wednesdays' weekly during the school summer holidays.

RESOLVED: that the information was noted by Members.

36.14 Elm Green

36.14.1 War Memorial

Members discussed the cleaning of the Memorial and recarving of names. It was agreed that initially quotes re obtained just to clean the Memorial, as the inscriptions were re-cut 9 years ago. Once cleaning has been carried out the legibility of names would be reviewed. Grants for these works would be investigated and also the whereabouts of the original metal cross.

RESOLVED: that quotes be obtained to clean the Memorial; grants to be investigated and the whereabouts of the original metal cross established.

36.14.2 Temporary Barriers

Members were advised that the Clerk and Cllr G Chapman would report at Parish Council meeting on 27th September 2017 re barriers for 'the green' at Elm Green, but it had been agreed that the barriers, to be ordered for the Christmas Tree at Eves Corner would be used around the War Memorial for the forthcoming Fireworks event.

RESOLVED: that the information was noted by Members.

37 Trees

37.1 Trees at Pedlars Path

Members had been reminded that the paperwork to request TPOs for trees in this area had been received and is to be completed. Cllr Mrs Chapman offered to assist. RESOLVED: that the information was noted by Members.

37.2 Tree Survey 2016

Regarding 'Sonic Tomography' and climbing inspection re T21 at Pedlars Path it was agreed that the Assistant Clerk would review this with Cllr Mrs Chapman and the new Consultant at DF Clark.

RESOLVED: the regarding 'Sonic Tomography' and climbing inspection re T21 at Pedlars Path it was agreed that the Assistant Clerk would review this with Cllr Mrs Chapman and the new Consultant at DF Clark.

37.3 Copper Sycamore/Copper Maple on Dawson Memorial Field

Members were advised that the request to allow this tree, currently part of the hedge to grow to maturity, had been conveyed to the Groundsman; He had advised that this may result in complaints from neighbouring properties who value the clear view across Dawson Memorial Field and the Crouch Valley to Canvey Island. It was agreed that Cllr Mrs Chapman would talk to the neighbours regarding this potential 'tree'.

RESOLVED: that Cllr Mrs Chapman would talk to the neighbours regarding this potential 'tree'

37.4 Landisdale

Members had been supplied with a copy letter relating to a subsidence issue and advised that this has been passed to the PC Insurance Company, Hiscox (via Came & Co) for action.

RESOLVED: that the information was noted by Members.

37.5 Tree Survey 2017

Members had been advised that the cost was awaited and would then be booked for October 2017.

RESOLVED: that the information was noted by Members.

37.6 Tree at Lingwood Common

Members were shown photographs showing a fallen Oak that was dangerous and needed to be removed. Cllr Mrs Chapman proposed that DF Clarke be appointed to remove the tree at a cost of £600.00 ex VAT; Cllr Chapman seconded the proposal, all Members were in agreement.

RESOLVED: that DF Clarke be appointed to remove the tree at a cost of £600.00 ex VAT.

38 Danbury Times

Cllr Mrs Chapman thanked all those who had helped with the Summer edition and advised that the winter edition would be ready to be distributed end November/beginning December. The front cover would feature the DPC Christmas card. Articles discussed for inclusion in the winter edition included: the location of defibrillators in the village and how to access them – Cllr Berlyn to write this article (it was also agreed that this information should be included on the DPC web site); plus articles on the cricket clubs/season and the ponds.

RESOLVED: that the information was noted by Members.

39 ECC Winter Salt Bag Scheme

Members were reminded that salt had been ordered and letters sent to salt team members to ascertain availability for coming season; identified gaps in coverage would then be subject to a 'recruitment' drive to be undertaken by Cllr Carlin.

RESOLVED: that the information was noted by Members.

40 Legionella

40.1 General

Members were reminded that there is a system in place for readings under new contract in place.

RESOLVED: that the information was noted by Members.

40.2 Bowling Club

Members had been advised that the damaged custom made jacket for exterior tank would be replaced free of charge by the Contractor - date to be advised.

RESOLVED: that the information was noted by Members.

40.3. Sports & Social Centre

At the meeting the Clerk advised that a new contract was in place with Clearwater, that the hot water calorifiers had passed the tests and that the tank had now been disinfected and would be tested again in two weeks.

RESOLVED: that the information was noted by Members.

41 Christmas Tree Fencing/Decorations

Members had been reminded that the order was to be placed for 8 x green barriers and matching colour cable ties to be researched. Regarding tree lights: 500 required at a cost of £125 - £150; Cllrs Mr & Mrs Chapman researching, Clerk will then place order.

RESOLVED: that the information was noted by Members.

42 Dog Bins

42.1 West Belvedere

Members had been advised that Cllr Baker had carried out research with residents re locations for the two new bins; Assistant Clerk to now discuss with CCC Street Care and Dog Warden, then orders can be placed.

RESOLVED: that the information was noted by Members.

43 Matters to Report

There were no matters reported.

44 Meetings in 2017

Wednesdays: 8th November (Budget) and 15th November.

There being no further business the meeting was closed at 9.10pm

Chairman

Signed Date