



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 14th September 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 P Sutton, Cllr R Wakefield

In Attendance: Mrs M Saunders, Clerk
Mrs M Dyer, Assistant Clerk, Facilities
Plus two Members of the Public

25 Apologies for absence

Apologies were received and accepted from Cllr M Telling

26 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.

27 Public Question Time (Limited to 15 minutes)

There were no questions raised or comments made.

28 Minutes of the Facilities Committee held on 13th July 2016

RESOLVED: that the minutes of the Meeting held on 13th July 2016 be approved and duly signed as a correct record.

29 Danbury Parish Council owned Premises

Members had been supplied with a copy of the report for the quarterly exterior inspection undertaken on 1st September 2016 and advised that the Groundsman continued to inspect the site. It was agreed to remove the following maintenance issues from the section of the report relating to The Old Pavilion: TOP4, TOP11 and TOP14.

RESOLVED THAT: i) the information was noted by Members
ii) items TOP4, TOP11 and TOP14 be removed from the
'External Inspection Report'.

29.1 Robins Nest

29.1.1 CCTV

Members had been supplied with a copy of the Protocol re CCTV approved by Members at PC meeting on 11th May 2016 with all technical data now added and advised that a copy had been supplied to the Police and added to the PC Website. RESOLVED: that the information was noted by Members

29.2 Tennis Club

29.2.1 Building Works

Members had been reminded that the works had not included replacing small windows and therefore decoration works would be undertaken, but were advised that some of the woodwork on two of the window sills was rotten so these would be replaced by the Tennis Club.

RESOLVED: that the information was noted by Members

29.2.2 Bench/CCTV/External Walls Redecoration/Bike Rack

Members had been reminded 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. The Tennis Club had advised that these would be considered at the next Tennis Club committee meeting.

RESOLVED: that the information was noted by Members.

29.3 Bowling Club

29.3.1 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

29.3.2 Rink Edging

Nothing to report

29.4. Cricket Club

29.4.1 Artificial Wicket (Practice Wicket)

Members had been reminded that the Green keeper had advised that this is no longer fit for purpose and should be removed and advised that three companies had been invited to quote. Members had been supplied with two quotes and advised that the third had notified the Parish Office that they would not be submitting a quote. Members considered the two quotes and following a brief discussion Cllr Berlyn proposed that Skippers Ground Maintenance Limited be appointed to carry out these works at a cost of £970.00 ex VAT; the proposal was seconded by Cllr Sutton; all Members were in agreement.

RESOLVED: that Skippers Ground Maintenance Limited be appointed to remove the artificial wicket, infill with soil, re-seed and remove all waste materials from site at a cost of £970.00 ex VAT.

29.5 Footway to Bowling & Tennis Clubs

Clerk advised that two Civil Engineers had been consulted and that prices may be available at the full Parish Council meeting later in the month.

RESOLVED: that the information was noted by Members

29.6 Youth Shelter

Members were advised that contractors consulted had advised that due to the powder coating finish and that the amount of wear on this is minimal at present, it would not be cost effective at this point in time to strip the shelter down to base metal before repainting; it is therefore not a job suitable for a youth or other group to undertake. Members were all in agreement to leave the shelter as it is for the time being.

RESOLVED: that no redecoration works be undertaken on the youth shelter at this time.

29.7 The Old Pavilion

29.7.1 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. It was agreed to remove this item from the agenda.

RESOLVED THAT: i) that the information was noted by Members
ii) that this item be removed from the agenda.

29.7.2 Renovation of Toilets – Fire Risk Assessment

Members had been supplied with a quote to make amendments to the electrical cupboard as recommended (not compulsory) in the Fire Risk Assessment.

Cllr Mrs Chapman proposed that Danbury Electrical Services Limited be appointed to undertake the works to relocate the lighting switches from the electrical distribution boards/meter cupboard at a cost of £133.00 ex VAT; this was seconded by Cllr Kennewell; all Members were in agreement.

RESOLVED: that Danbury Electrical Services Limited be appointed to undertake the works to relocate the lighting switches from the electrical distribution boards/meter cupboard at a cost of £133.00 ex VAT

29.7.3 Gutters

Nothing to report and as agreed in Minute No.29 this item will be removed from the agenda for the time being.

RESOLVED THAT: i) that the information was noted by Members
ii) that this item be removed from the agenda.

29.8 Sports Centre

29.8.1 Sports Hall Roof & Gym Roof

It was agreed at the request of the Clerk that these two items be discussed together. Members had been reminded that no action had been agreed regarding the Sports Hall Roof, but that it was being monitored and that the DCA had purchased a Weather Station to monitor direction of wind regarding rain ingress - a report was awaited from DCA. The Clerk updated Members at the meeting advising that the DCA had removed the fan from inside of the Gym ceiling and a photograph was shown to Members; this action would be monitored to see if there is any water ingress. A quote of £1,595.00, plus £240 to have an electrician on site, had been received to carry out works if the DCA's action is not successful. Regarding the Sports Hall Roof the Clerk advised that ridge tiles need fixing; re the water stains in the centre of the sports hall ceiling tiles it is not known if this is coming from the cupola in the centre of this roof. Members were advised that up to £4,000 should be budgeted for to carry out the work to the ridge tiles and the gym roof if this deems to be necessary. Following discussion, Cllr Kennewell proposed that the Clerk liaises with the DCA re the works they had undertaken, then as appropriate the Clerk be authorised to order works for the Gym Roof and ridge tiles on the Sports Hall up to a

total value of £4,000.00 ex VAT. This was seconded by Cllr Mrs Chapman, all Members were in agreement.

RESOLVED THAT: i) that the information was noted by Members
ii) the Clerk liaises with the DCA re the works they had undertaken to the Gym Roof, then as appropriate the Clerk be authorised to order works for the Gym Roof and ridge tiles on the Sports Hall up to a total value of £4,000.00 ex VAT.

29.8.2 DCA/DPC Liaison Meeting

Members had been advised that the next meeting was scheduled for Wednesday 21st September 2016.

RESOLVED: that the information was noted by Members

29.8.3 Lighting Bollards

Members had been advised that having become detached, the sensor had been reinstated in a new location on the side of The Old Pavilion, which would stop the bollard lights coming on before it is dark.

RESOLVED: that the information was noted by Members

29.8.4 Electrical Report

Members had been advised that here was nothing additional to report from July meeting i.e. quote for works was awaited and comment re item 19 hand dryers and switching was still to be checked with Assessor.

RESOLVED: that the information was noted by Members

29.8.5 Doors

Some Members had undertaken a site visit to the Sports Centre and their findings were discussed at the meeting. It was agreed that this matter would be discussed with the DCA at the forthcoming meeting on 21st September 2016.

RESOLVED THAT: i) the information was noted by Members
ii) the condition of the doors be discussed with the DCA at the forthcoming meeting on 21st September 2016.

29.9 Dawson Memorial Fields.

29.9.1 Village Fayre 10th July 2016

Members had been advised that as the report from the Groundsman was satisfactory the £500 bond money had been returned to the DCA.

RESOLVED: that the information was noted by Members

29.9.2 Football Pitches

Members had been advised that the 2016/17 Football season had commenced on Saturday 3rd September.

RESOLVED: that the information was noted by Members

29.9.3 Memorial Bench

Members had been advised that the bench had been delivered and was awaiting installation. Date and arrangements for 'official opening' were still to be agreed.

RESOLVED: that the information was noted by Members

29.9.4 Notice Board in Mayes Lane Car Park

Following discussion it was agreed that prices be obtained for a notice board which could be attached to the wall of Robin's Nest/Tractor Shed.

RESOLVED: that the information was noted by Members.

29.10 Parish Council Land

29.10.1 Eves Corner Pond

Members had been advised that an order had been placed with TCV for two days to carry out recommended works, namely Tuesday 4th October and Wednesday 12th October; plus another date had been reserved with TCV for further works at Eves Corner Pond if required, namely Wednesday 19th October 2016 (NB this had been changed from the reserve date previously advised). 'Advertisements' would be placed calling for volunteers from the village and Parish Council to assist the TCV. Cllr Berlyn put forward a suggestion that this pond be 'opened out' to extend the 'duck pond' element, making it a more 'landscaped and manicured' area thus reducing the reed area. Following discussion it was agreed that in the first instance that The National Trust as owners of Eves Corner be approached re what changes would be permitted and then if NT would permit changes this be added to the list for consideration as part of the Five Year Strategic Plan.

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

- ii) The National Trust as owners of Eves Corner be approached re what changes would be permitted to Eves Corner Pond and then if NT would permit changes this be added to the list for consideration as part of the Five Year Strategic Plan.

29.10.2 Runsell Green

29.10.2.1 Notice Board

Members had been advised that renovation works had been completed and photographs were shown at the meeting.

RESOLVED: that the information was noted by Members.

29.10.2.2 Pond

Members had been advised that an order had been placed with TCV for one day to carry out recommended works, namely Tuesday 27th September 2016.

'Advertisements' would be placed calling for volunteers from the village and Parish Council to assist the TCV.

RESOLVED: that the information was noted by Members.

29.10.3 Allotments

29.10.3.1 Renovation works – Sheds

Members had been advised that renovation works had been completed and photographs were shown at the meeting.

RESOLVED: that the information was noted by Members.

29.10.3.2 Land Registry

Members had been advised that as a basis for valuation had now been established, the allotment site would now be registered at Land Registry.

RESOLVED: that the information was noted by Members.

29.10.3.3 Plots

Members had been advised that a letter had been sent to the Allotment Holder for Plot 1 re termination of his agreement with a request for details of what had been put on the plot. Re hedges Groundsman had removed some hedge trimmings from the site. Meeting with allotment holders had been arranged for Tuesday 20th September 2016.

RESOLVED: that the information was noted by Members.

29.10.4 Elm Green Notice Board

Members had been advised that renovation works had been completed and photographs were shown at the meeting.

RESOLVED: that the information was noted by Members.

29.11 Play Areas

29.11.1 Annual Play Equipment Inspection 2015/2016

Members had been supplied with three quotes for works to scramble net and swings from 2015 inspection plus items from 2016 inspection. Following discussion Cllr Mrs Chapman proposed that Wicksteed be appointed to carry out the works at a cost of £2,893.90 ex VAT and that as this exceeds the monies allocated, the additional should be taken from Budget Category 4172 – Grounds Maintenance Budget; this was seconded by Cllr Sutton. All Members were in agreement.

RESOLVED: that Wicksteed be appointed to carry out the works at a cost of £2,893.90 ex VAT

29.11.2 Play in the Park 2016

Members had been supplied with a copy of the report for all Play in the Park sessions in the district and advised that in relation to the figures recorded by CCC, The 4 Children Group were also present on the two Danbury days and for their activities recorded 41 under 5's on 3rd August and 52 on 17th, so total number of children for Danbury was 85 for 3rd August (NB windy day) and 116 for the 17th August (sunny day and Mobile Zoo present as an additional activity).

RESOLVED: that the information was noted by Members.

29.11.3 Essex 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.

30 Trees

30.1 Tree Survey 2015

Members had been reminded that the 'High Priority' works had been completed and had been supplied with quotes for Medium and Low Priority Works. Following discussion Cllr Berlyn proposed that DF Clark be appointed to carry out the medium and low priority works at a cost of £2,015.00 ex VAT; this was seconded by Cllr Wakefield, five Members supported the proposal, one Member abstained and one Member opposed the proposal.

RESOLVED THAT: i) the information was noted by Members

- ii) DF Clark be appointed to carry out the medium and low priority works at a cost of £2,015.00 ex VAT

30.2 Trees at Pedlars Path

Members had been advised that Cllr Mrs Chapman, one of the DPC Tree Wardens, the Clerk and Assistant Clerk had undertaken a site visit to this area and supplied with copies of letters sent to the residents concerned. Photographs taken at each property were shown to Members at the meeting. In conjunction with the photographs, and taking into account the concerns raised by each resident, Members discussed the individual cases and were all in agreement that they supported the recommendations by the Arboricultural Consultant who had carried out the survey in relation to the Parish Council trees neighbouring these properties. Members were reminded that the 2016 survey would be undertaken in October/November. The option to request TPOs for the trees in Pedlars Path was

put forward and would be researched and brought back to the March 2017 Facilities Committee meeting. In relation to the email from the ECC PRoW the Assistant Clerk to contact the PRoW to clarify tree in question.

RESOLVED THAT: i) the information was noted by Members
ii) no action to be taken in relation to trees from Pedlars Path alongside Landisdale properties.
iii) the Assistant Clerk to contact the ECC PRoW to clarify tree in question.
iv) TPOs for trees in Pedlars Path to be researched and brought back to the March 2017 Facilities Committee meeting

30.3 Tree Survey 2016

Members had been supplied with a quote. Cllr Sutton proposed that DF Clark be appointed to carry out the 2016 Survey after all works from 2015 Survey had been completed (Minute No. 30.1 applies) at a cost of £800.00 ex VAT; Cllr Mrs Chapman seconded the proposal; all Members were in agreement.

RESOLVED: that DF Clark be appointed to carry out the 2016 Survey after all works from 2015 Survey had been completed

31 Danbury Times

Regarding articles for future Danbury Times the Groundsman had requested that a request be included asking residents not to disperse ashes (human or pets) on the playing field. Members discussed and were in agreement that this was not appropriate.

RESOLVED: that it would not be appropriate for the topic re ashes on the playing field to be included in The Danbury Times.

32 ECC Winter Salt Bag Scheme

Members had been advised that this would operate for winter 2016/17 and that ECC had been advised that DPC would be participating, but would not require the one tonne of salt this year. The Assistant Clerk had emailed all Parish Council Members for support – awaiting responses. Assistant Clerk will establish with previous season's 'Salt Team Members' availability for this season and if there are 'gaps' will contact PC Members for assistance in recruiting new 'Salt Team Members'

RESOLVED: that the information was noted by Members.

33 Legionella

Members had been reminded that the Legionella Assessment Review had been undertaken on 31st 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) and copies of the relevant pages from the report had been supplied to Members for the July Facilities Committee meeting. Members had been advised that the Clerk and Assistant Clerk had met with the Assessor to discuss findings and to establish if changes from previous review were statutory or just recommended; Members were supplied with details and associated costs for some elements. These were discussed for some considerable time. It was agreed that the preferred option was to appoint an external company to undertake the regular checks for one year and to undertake the 'one-off' elements identified in the report, but as some elements of the costings were not clear that these should be clarified and then details emailed to Members for approval. In addition comments/recommendation re the Bowling Club and overall responsible person be discussed with the Assessor.

- RESOLVED THAT:
- i) the information was noted by Members.
 - ii) that costs for one year of regular checks and the 'one –off' elements should be clarified and then details emailed to Members for approval;
 - iii) comments/recommendation re the Bowling Club and overall responsible person be discussed with the Assessor.

34 Litter Bin outside Danbury Medical Centre

Members had been supplied with comments from two residents who litter pick in this area. Members discussed and were all in agreement that this should not be pursued.

RESOLVED: that installation of a litter bin outside Danbury Medical Centre should not be pursued.

35 Children's Centre

With reference Parish Council Meeting Minute No.50 27th July 2016 (copy supplied) Members had been requested to consider/discuss ideas to put forward to the September PC meeting. No ideas were put forward. The Clerk stressed the importance for Members to consider and put forward thoughts re this area of The Old Schoolhouse.

RESOLVED: that the information was noted by Members.

36 Matters to Report

There were no matters reported.

37 Meetings in 2016

Wednesdays 2nd November (Budget) and 16th November

There being no further business the meeting was closed at 9.35pm

Chairman

Signed Date