



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 16th November 2016 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr B Kennewell (Vice Chairman), Cllr S Berlyn (ex officio),
Cllr Mrs A Chapman (ex officio), Cllr A Keeler, Cllr P Sutton,
Cllr M Telling

In Attendance: Cllr C Baker
Cllr J Steele
Mrs M Dyer, Assistant Clerk, Facilities

Cllr Kennewell opened the meeting by announcing that Cllr Gary Gardiner and Cllr Mrs Gardiner had both regrettably resigned from the Council as they had now moved out of the Village.

Cllr Kennewell advised that as Vice Chairman of this committee he would chair the meeting and that a new Chairman would be appointed at the next meeting scheduled for Tuesday 10th January 2017.

46 Apologies for absence

Apologies were received and accepted from Cllr R Wakefield

47 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.

48 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present

49 Minutes of the Facilities Committee held on 2nd November 2016

RESOLVED: that the minutes of the Meeting held on 2nd November 2016 be approved and duly signed as a correct record.

50 Danbury Parish Council owned Premises

Members had been advised that the next quarterly inspection was due to be undertaken in December 2016 and that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members

50.1 Robins Nest

Nothing to report

50.2 Tennis Club

50.2.1 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, who planned to undertake these works in the Autumn. RESOLVED: that the information was noted by Members

50.2.2 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. Members were advised that at this point the Tennis Club did not wish to take CCTV or decoration of external walls further. Regarding the bike rack and bench the Tennis Club is proposing to locate both at the front of the building near the kitchen window; the Groundsman would be consulted re this. RESOLVED: that the information was noted by Members

50.3 Bowling Club

50.3.1 Fence Panels and Gate

Members were advised that the situation remains as advised for July meeting i.e. Bowling Club Committee had kindly offered to undertake decoration works to fence panels and metal fencing – exterior of panels completed, interior of fence panels and gate and that works would be undertaken late summer/autumn when planting by fence has died back.

RESOLVED: that the information was noted by Members

50.3.2 Rink Edging

Nothing to report

50.3.3 The Green, Hedging and Trees

Members had been supplied with notes from the Meeting held with Bowling Club on 18th October 2016.

RESOLVED: that the information was noted by Members

50.3.4 Legionella

Members were advised that this was also discussed at the 18th October meeting – see notes referred to in Minute No.50.3.3. above and that this topic would also be covered under the item 'Legionella' later in the meeting (Minute No.54 applies).

50.4. Cricket Club

5.4.1 Artificial Wicket (Practice Wicket)

Members had been advised that an order had been placed with Skippers to remove the artificial wicket; the wicket had now been removed but more soil was still to be installed as ground settles.

RESOLVED: that the information was noted by Members

50.5 Footway to Bowling & Tennis Clubs

Members had been advised that Surveyors' quotes would be presented at the full Parish Council meeting on 30th November 2016.

RESOLVED: that the information was noted by Members

50.7 The Old Pavilion

50.7.1 Renovation of Toilets – Fire Risk Assessment

Members had been advised that an order had been placed to relocate the lighting switches from the electrical distribution boards/meter cupboard; awaiting date for works to be carried out.

RESOLVED: that the information was noted by Members

50.7.2 Broadband

Members had been advised that enquiries had been made re obtaining a grant, but advised that this is not now an option as a condition of the grant was to use one of two contractors and their quotes were both too high. The DCA were now investigating if it is possible to have remote access from the Sports & Social Centre.

RESOLVED: that the information was noted by Members

50.8 Sports Centre

50.8.1 Sports Hall Roof

Members had been advised that re damp patches the DCA would investigate internally when they change ceiling panels prior to their December Ball.

RESOLVED: that the information was noted by Members

50.8.2 DCA/DPC Liaison Meeting

Members had been supplied with copy notes from the meeting held on 21st September 2016 and advised that the next meeting was scheduled for Thursday 23rd February 2016 at 11am.

RESOLVED: that the information was noted by Members

50.8.3 Gym Roof

Members had been advised that the fanlight had not leaked to date i.e. 9th November 2016.

RESOLVED: that the information was noted by Members

50.8.4 Electrical Report

Members had been advised that there was nothing additional to report from July meeting i.e. Quote for works awaited and comment re item 19 hand dryers and switching still to be checked with Assessor. Electrical testing for 2016 to be carried out in November.

RESOLVED: that the information was noted by Members

50.8.5 Doors

Members had been advised that as agreed at the September DCA/DPC liaison meeting the DCA would be undertaking painting of the front double doors, but a decision was still to be taken regarding the doors to the side of the Sports Hall, bottle store and emergency exit door from gym.

RESOLVED: that the information was noted by Members

50.8.6 Gutters and Drains

Members were advised that these need clearing out and that a quote was awaited.

RESOLVED: that the information was noted by Members

50.9 Dawson Memorial Fields.

50.9.1 Memorial Bench

Members were advised that the bench had been installed and had been officially 'opened' by Mike Wood's family on 25th October 2016 – Members were shown photographs at the meeting.

RESOLVED: that the information was noted by Members

50.9.2 Notice Board in Mayes Lane Car Park

Costs/styles being researched.

RESOLVED: that the information was noted by Members

50.9.3 Rabbits on Football Pitches

Members had been supplied with a report. Having considered the implications to users of the pitches, there followed a lengthy discussion of the options and outline costs available to resolve this health and safety issue; Cllr Berlyn proposed that the chemical option be employed, this was seconded by Cllr Keeler – three Members voted for the proposal, two Members voted against and one Member abstained. It was agreed that quotes be obtained and circulated to Members for approval.

RESOLVED: that the chemical option be employed and that quotes be obtained and circulated to Members for approval.

50.9.4 Bin by Youth Shelter

Members had been supplied with details of a request for a bin to be installed by the Youth Shelter. Following discussion and consideration of the options and costs supplied, Cllr Telling proposed that a metal bin with a metal liner be purchased from Broxap at a cost of £195.00 ex VAT; this was seconded by Cllr Mrs Chapman, all Members were in agreement.

RESOLVED: that a metal bin with a metal liner be purchased from Broxap at a cost of £195.00 ex VAT

50.10 Parish Council Land

50.10.1 Eves Corner Pond

Members had been advised that works had been carried out under TCV supervision on two days namely Tuesday 4th October and Wednesday 12th October, but as TCV had only been able to bring a reduced number of volunteers to the 12th October session that a 'free' session would take place on Wednesday 30th November. There was another date reserved with TCV for Tuesday 24th January 2017 for further works at Eves Corner Pond if required; copy emails had been supplied to Members.

Members were advised that the Assistant Clerk was investigating with National Trust what changes would be permitted to the pond.

RESOLVED: that the information was noted by Members

50.10.2 Runsell Green

50.10.2.1 Pond

Members were advised that works had been carried out on Tuesday 27th September 2016 and that it had been a successful session.

RESOLVED: that the information was noted by Members

50.10.3 Allotments

50.10.3.1 Land Registry

Members were reminded 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.

50.10.3.2 Meeting with Allotment Holders

Members had been advised that this had been held on Tuesday 20th September 2016 and had been supplied with copies of the notes.

RESOLVED: that the information was noted by Members

50.11 Play Areas

50.11.1 Annual Play Equipment Inspection 2015/2016

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

50.11.2 Essex Playing Fields Association Competition 2016

Members had been advised that Danbury Parish Council had been awarded 7 certificates:

Football Pitch 1	Runner Up
Football Pitch 2	Gold Award
Football Pitch 3	Gold Award
Football Pitch 4	Gold Award
Cricket Ground	Silver Award
Playing Fields	Gold Award
Playground	Silver Award

Members expressed their thanks to Parish Council Groundsman Mr Robin Dickens for all his work resulting in these awards.

RESOLVED: that the information was noted by Members

51 Trees

51.1 Tree Survey 2015

Members had been advised that the order had been placed for the medium and low priority works and were advised at the meeting that these works had now been completed.

RESOLVED: that the information was noted by Members

51.2 Trees at Pedlars Path

Members had been advised that since the site meeting reported to Members at the September meeting, one resident from Landisdale had advised that they were consulting their Insurance Company. TPOs for trees in this area being researched.

RESOLVED: that the information was noted by Members

51.3 Tree Survey 2016

Members had been advised that an order had been placed and that the survey was scheduled to commence w/c 14th November 2016.

RESOLVED: that the information was noted by Members

52 Danbury Times

Cllr Mrs Chapman advised that proofs were awaited, pending report to be included from the Parish Council meeting being held on 29th November 2016 and that the printed copies would be collected from the printer on 9th December 2016; distributors would be able to collect their copies from Mayes Lane Car Park that day, but Cllr Mrs Chapman would email all distributors with full details/time. Members were asked to submit any articles for future Danbury Times, but were reminded that the next issue, Spring 2017, would be publicising the Annual Parish Meeting and would include the annual and committee reports, so space would be limited.

RESOLVED: that the information was noted by Members

53 ECC Winter Salt Bag Scheme

Members had been reminded 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 Members for support, but to date nobody had indicated they would be able to assist. The Assistant Clerk was in the process of establishing with previous season's salt team members their availability for the coming season.

RESOLVED: that the information was noted by Members

54 Legionella

Members were advised that clarified costs had been emailed to and approved by Members, order had been placed with the Contractor and that the practicalities of weekly flushing at the Bowling Club during the club's closed period/draining down of system were being discussed with the Bowling Club and the Contractor. Awaiting cost for new tank for Bowling Club. Contractor had advised that *"Our engineer did visit and I'm afraid transfer to mains wouldn't be practical due to the high volume of water used in a very short space of time (The mains supply wouldn't be able to keep up with the demand)."* Members had been advised that a neighbouring Parish Council would like to join DPC's Legionella training session (includes a test) and share the cost, which would be held in meeting room at The Old School House in January 2017. It had been proposed that from DPC the trainees would consist of all 4 Members of Staff and two Cllrs. Reservations were expressed re the training session and who should attend; it was agreed that the Chair of the Council, Cllr Berlyn, would discuss this with the Clerk. Members had been supplied with the proposed 'Water Hygiene Policy' for approval and adoption by the Council. Cllr Mrs Chapman proposed that this policy be approved by the Facilities Committee and that a recommendation be made to Parish Council to approve and adopt; this was seconded by Cllr Sutton, all Members were in agreement.

RESOLVED that: i) the information was noted by Members

ii) the Chairman discuss with the Clerk attendance at the training session

iii) a recommendation be made to Parish Council to approve and adopt the 'Water Hygiene Policy'

55 Matters to Report

Cllr Keeler advised that he felt very strongly re the retention of area to the right of the Medical Centre known as Bay Green Meadow as a green space and posed the possibility of it being changed to a 'Village Green'. It was pointed out that this area of land is currently in private ownership. It was agreed that this topic would be put on the Parish Council agenda for 30th November 2016.

56 Meetings in 2017

Tuesday 10th January

Wednesdays: 8th February, 17th May, 12th July, 13th September,
8th November (Budget) and 15th November.

There being no further business the meeting was closed at 8.58pm

Chairman

Signed Date