



## FACILITIES COMMITTEE

### Minutes of the meeting held on Wednesday 17<sup>th</sup> July 2019 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

**Present:** Cllr G Chapman (Chairman), Cllr Mrs M Hessing (vice Chairman),  
Cllr Mrs A Chapman (ex officio), Cllr Mrs Anstee,  
Cllr D Chesterman, Cllr A Keeler, Cllr P Sutton, Cllr J Thombs

**In Attendance:** Ms M Harper, Clerk  
Mrs M Dyer, Assistant Clerk, Facilities  
One Member of the Public

#### **19/20.18 Apologies for absence**

Apologies were received and accepted from Cllr S Berlyn

#### **19/20.19 Declarations of Interest**

All Members are 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.

There were no declarations of interest at this point

With agreement of Members the following agenda was brought forward as the Member of Public present had indicated that they wished to speak about this item.

#### **19/20.20 Dawson Memorial Field -The Den**

The Clerk advised Members that 'the den' had been taken down on the advice of the Police and that this topic would be on the agenda for the Parish Council Meeting on 31<sup>st</sup> July 2019.

RESOLVED: that the information was noted by Members.

#### **19/20.21 Public Question Time (Limited to 15 minutes)**

The Member of the Public present spoke about 'the den'.

The Member of the Public then left the meeting

#### **19/20.22 Minutes of Facilities Committee Meeting held on 22<sup>nd</sup> May 2019**

RESOLVED: that the minutes of the Meeting held on 22<sup>nd</sup> May 2019 be approved and duly signed as a correct record.

### **19/20.23 Actions Arising**

RESOLVED: that the information was noted by Members.

### **19/20.24 Danbury Parish Council owned Premises**

#### **19/20.24.1 Premises Inspection:**

Members had been supplied with a copy of the inspection undertaken on 2<sup>nd</sup> July 2019 and advised that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

#### **19.20.24.2 Disability Audit**

Deferred to the September meeting

#### **19/20.24.3 Robins Nest CCTV/Mayes Lane Car Park Height Barrier**

Members had been advised that a motion sensor light would not assist in the reading of number plates of vehicles entering the site, therefore research had been undertaken to ascertain if the installation of an additional camera would achieve this. Members were supplied with a report and costing from the Contractor, advising that none of the manufacturers consulted could guarantee a clear recording. Following a brief discussion Cllr Mrs Chapman proposed that an additional camera should not be installed; this was seconded by Cllr Keeler; all Members were in agreement.

RESOLVED: that an additional camera should not be installed.

#### **19/20.24.4 Tennis Club Bench**

Members had been advised that the bench had now been installed.

RESOLVED: that the information was noted by Members.

#### **19/20.24.5 Cricket Club**

Members had been advised that the roller was now being stored behind The Old Pavilion, plus hose, all under cover and chained and that a new gate and yellow lines had been installed.

RESOLVED: that the information was noted by Members.

#### **19/20.24.6 Temporary Path to Tennis and Bowling Clubs**

Members had been advised that the temporary path had been installed and that additional Heras fencing had been purchased and installed.

RESOLVED: that the information was noted by Members.

#### **19/20.24.7 The Old Pavilion**

##### **19/20.24.7.1 No Parking Zone/Main Road Car Park**

Members had been advised that works to remark the disabled bay near Sports Centre, to create staff parking bays and to install double yellow lines outside The Old Pavilion had been completed.

RESOLVED: that the information was noted by Members.

##### **19/20.24.7.2 Additional Fencing (at end of building facing Sports Centre)**

Members had been advised that the Contractor had revisited the site and still recommended the type of fencing proposed at the initial site visit. Members had been supplied with a further copy of the visual and costs. As it is now apparent that the fencing required needs to be extended to the fence line of the neighbouring property, the costs supplied are not relevant. Cllr Mrs Hessing proposed that if revised costings are available, this item be referred to the Parish Council meeting for a decision; this was seconded by Cllr Sutton; all Members were in agreement.

RESOLVED: that if revised costings are available, this item be referred to the Parish Council meeting for a decision

#### **19/20.24.7.3 Disabled Parking Bay**

Members had been advised that the new disabled bay had been installed next to The Old Pavilion.

RESOLVED: that the information was noted by Members.

#### **19/20.24.7.4 External Decorating**

Members had been supplied with a quote to decorate just the front door (plus minor works to the Sports & Social Centre) and a quote to decorate the door and the rest of building (excluding Cedar Shingles). Following discussion Cllr Mrs Hessing proposed that these works be put on hold until 2020 and further quotes obtained; this was seconded by Cllr Keeler. All Members were in agreement.

RESOLVED: that these works be put on hold until 2020 and further quotes obtained.

#### **19/20.24.8 Sports Centre**

##### **19/20.24.8.1 Internal Drains**

Members had been advised that the report had now been received by the Clerk and that it would be discussed at the next DCA/DPC Liaison Meeting (date still to be set).

RESOLVED: that the information was noted by Members.

##### **19/20.24.8.2 Disabled Parking Bay**

Members had been advised that this had now been reinstated as part of works detailed in Minute No.19/20.24.7.1 above.

RESOLVED: that the information was noted by Members.

##### **19/20.24.8.3 Staff Parking Bays**

Members had been advised that these had now been installed as part of works detailed in Minute No.19/20.24.7.1 above.

RESOLVED: that the information was noted by Members.

##### **19/20.24.8.4 Maintenance to lower roof**

Members had been advised that per the external premises' inspection, in addition Members should now note that the lead flashing had been 'removed' from this area. A revised quote was supplied to Members at the meeting. It was acknowledged that these works need to be carried out as soon as possible and further quotes obtained. Cllr Chesterman proposed that a maximum budget of £2,000.00 be allocated for these works to be carried out and the decision re appointment of contractor be delegated to the Clerk and the Chair of Facilities. Cllr Keeler proposed an amendment to the original i.e. addition of "within a suitable time frame". This was seconded by Cllr Chesterman. All Members were in agreement.

RESOLVED: that a maximum budget of £2,000.00 be allocated for these works to be carried out within a suitable time frame and the decision re appointment of contractor be delegated to the Clerk and the Chair of Facilities.

#### **19/20.25 Dawson Memorial Fields**

##### **19/20.25.1 Football Pitches**

Members had been advised that the annual fertilisation programme had been completed and that temporary cover for pitch preparation was being researched. The new season starts on Sunday 1<sup>st</sup> September, with a new adult team 'Danbury Athletics FC' playing their home games here. Members had also been advised that prior to being taken down at end of the last season, there had been vandalism to

the cross bar of one goal post on Pitch 3 and that a new cross bar at a cost of £165 plus £40 delivery ex VAT would be purchased for the new season

RESOLVED: that the information was noted by Members.

#### **19/20.25.2 Independent Play Equipment Inspection 2019**

Members had been advised that this had been undertaken on 30<sup>th</sup> April 2019 (a copy of report had been emailed to all Members) and that findings were either low or very low, and have, or are in the process of, being addressed.

RESOLVED: that the information was noted by Members.

#### **19/20.26 Bus Shelters**

Members had been advised that works had been completed on one shelter and quotes for works to two other shelters were in hand. Member were reminded that the budget had already been agreed and resolved by the Environment Committee, so when received the decision regarding cost/contractor would be undertaken by the Clerk in conjunction with Chairman of the Facilities Committee. Members were supplied with a map to show location of the six Parish Council owned bus shelters.

RESOLVED: that the information was noted by Members.

#### **19/20.27 Notice Boards**

Members had been advised that the order had been placed for the annual refurbishment of the notice boards at Elm Green Runsell Green, date for works awaited.

RESOLVED: that the information was noted by Members.

#### **19/20.28 Danbury Village Sign at Eves Corner**

Members had been supplied with a quote for refurbishment works. Cllr Mrs Hessing proposed that Bakers of Danbury be appointed to carry out these works at a cost of £1440.00 ex VAT, subject to approval by Resources Committee as this was an unbudgeted item. This was seconded by Cllr Chesterman. Seven Members were in agreement, one Member abstained.

RESOLVED: that Bakers of Danbury be appointed to carry out these works at a cost of £1440.00 ex VAT, subject to approval by Resources Committee as this was an unbudgeted item.

#### **19/20.29 Bench at Eves Corner Pond**

Members had been supplied with a quote to repair the bench. Cllr Mrs Chapman proposed that Chambers Building & Interiors Limited be appointed to carry out repairs to the bench at Eves Corner Pond at a cost of £150.00 ex VAT; this was seconded by Cllr Thombs; all Members were in agreement.

RESOLVED: that Chambers Building & Interiors Limited be appointed to carry out repairs to the bench at Eves Corner Pond at a cost of £150.00 ex VAT

#### **19/20.30 Elm Green: Fencing re 2019 Scouts Fire Works Event**

Members had been advised that in 2018 fencing was hired as part of the Scouts' fence panel order at a cost of £129.00 to the Parish Council. Cllr Keeler proposed that for this year's event £250.00 be allocated to the hiring of fence panels as part of the Scouts' order; this was seconded by Cllr Mrs Hessing; all Members were in agreement.

RESOLVED: that for this year's Scouts Fire Works Event £250.00 be allocated to the hiring of fence panels as part of the Scouts' order

### **19/20.31 Update re Groundsman & Groundsman's Tasks**

The Clerk updated Members advising that the Groundsman leaves on Friday 19<sup>th</sup> July 2019, that recruitment is in hand and that interviews will be carried out w/c 29<sup>th</sup> July 2019 and it is hoped that a replacement will be in post early September. Members had been advised that temporary contracts would be issued for most of the Groundsman's tasks until this post is filled, but that whilst contracts are being investigated, daily litter picking/litter bin emptying during the busy summer period may have to be undertaken by volunteers. Six Members very kindly advised that they would be willing and available to undertake these tasks – a rota will be drawn up. RESOLVED that: i) the information was noted by Members  
ii) if necessary, Members will undertake daily litter picking/litter bin emptying during the busy summer period - a rota will be drawn up

### **19.20.32 Drinking Water Fountain(s)**

Members had been advised that a proposal had been received from a resident requesting that the PC considers installing a 'water refill station' as a capital project in the village "*A great eco-friendly project for both villagers and visitors*". The resident also made some suggestions for suitable locations. Some initial research had been conducted and 'A How To Guide', which included outline costs for a variety of projects already undertaken, had been forwarded by email to Members. At the meeting the Members discussed this potential project, taking into account the pros and cons outlined in the document. Cllr Mrs Anstee then proposed that this concept should be researched/progressed further in terms of costs etc for the most suitable locations in areas of highest footfall; this was seconded by Cllr Mrs Hessing; seven Members were in agreement with the proposal, one Member abstained. RESOLVED: that this concept should be researched/progressed further in terms of costs etc for the most suitable locations in areas of highest footfall.

### **19.20.33 Dog Waste Bins**

Members had been advised that requests had very recently been received for a further five dog waste bins to be installed in the village; feasibility and costs were currently being researched in conjunction with CCC and would be brought to the September meeting. RESOLVED: that the information was noted by Members.

### **19/20.34 Danbury Times**

Cllr Mrs Chapman advised that the Summer edition would be ready 19<sup>th</sup> July 2019 and delivery to the distribution teams would be completed by 22<sup>nd</sup> July 2019.

### **19/20.35 Matters to Report**

Two topics were raised the first was 'Climate Emergency' - for the PC to consider its part in actions it can take. The second topic raised was anti-social behaviour in the village over the previous weekend occurring on village social media streams and actually in the village.

**19/20.36 Remaining Meetings in 2019**

Wednesday 11<sup>th</sup> September, Thursday 7<sup>th</sup> November (budget) and Wednesday 13<sup>th</sup> November.

There being no further business the meeting was closed at 9.15pm

Chairman

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