



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 22nd May 2019 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllr Berlyn (ex officio), Cllr Mrs A Chapman (ex officio),
Cllr G Chapman, Cllr D Chesterman, Cllr Mrs M Hessing,
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

In the absence of the Chairman for Facilities Committee 2018/19, the Chairman of the Parish Council, Cllr Berlyn, chaired the first item on the agenda.

19/20.1 Election of Chairman for 2019/20

Cllr Mrs Hessing proposed Cllr Chapman; this was seconded by Cllr Keeler. There were no further nominations and Cllr Chapman was elected unanimously.

RESOLVED: that Cllr Chapman be elected as Chairman of the Committee for the municipal year 2019/20.

Cllr Chapman then duly took his 'seat' as Chairman of Facilities Committee.

19/20.2 Election of Vice-Chairman for 2019/20

Cllr Mrs Chapman proposed Cllr Mrs Hessing; this was seconded by Cllr Sutton.

There were no further nominations and Cllr Mrs Hessing was elected unanimously.

RESOLVED: that Cllr Mrs Hessing be elected as Vice Chairman of the Committee for the municipal year 2019/20.

19/20.3 Apologies for absence

Apologies were received and accepted from Cllr Mrs L Anstee.

19/20.4 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

19/20.5 Public Question Time (Limited to 15 minutes)

The Member of the Public present, who advised he was a Member of Danbury Tennis Club (DTC), said that DTC was very pleased to learn that the Groundsman had returned to work and praised him for his work and his help to the Tennis Club.

19/20.6 Minutes of Facilities Committee Meeting held on 13th March 2019

RESOLVED: that the minutes of the Meeting held on 13th March 2019 be approved and duly signed as a correct record.

19/20.7 Actions Arising

RESOLVED THAT: i) that the items referring to WIFI which will be discussed at the next DCA/DPC Liaison meeting remain as 'ongoing' on this report.

ii) the information was noted by Members

19/20.8 Danbury Parish Council owned Premises

Members had been supplied with a copy of the inspection undertaken on 15th May 2019 and advised that the (temporary) Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

19/20.8.1 Robins Nest

Members had been advised that a 4th CCTV camera had now been installed and the existing three cameras had been serviced; CCTV Protocol had been duly amended to reflect the changes and a revised copy would be supplied to the Police. Members then discussed the fourth CCTV and its range/scope and it was agreed that a motion sensor light be investigated for installation in the vicinity of the fourth CCTV.

RESOLVED THAT: i) the information was noted by Members

ii) a motion sensor light be investigated for installation in the vicinity of the fourth CCTV.

19/20.8.2 Tennis Club Bench

Members had been advised that the bench had now been delivered and was awaiting installation.

RESOLVED: that the information was noted by Members.

19/20.8.3 Cricket Club

The Clerk gave an update re storage area for the roller and advised that the new gate was scheduled to be installed w/c 27th May 2019.

RESOLVED: that the information was noted by Members.

19/20.8.4 Temporary Path to Tennis and Bowling Clubs

Members had been advised that a date was awaited for works to path to commence. Members were advised that some of the Heras fencing put in place to stop people using the bank to reach the Bowling and Tennis Clubs had been damaged and in order to stop access to the bank it was recommended that the Heras fencing be extended to the end of the tree line. Members acknowledged this was a Health & Safety issue and agreed that additional Heras fencing panels and bases be purchased to replace the broken panels and to extend the fence line.

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

ii) additional Heras fencing panels and bases be purchased to replace the broken panels and to extend the fence line.

The Member of the Public left the meeting at this point.

19/20.8.5 The Old Pavilion

19/20.8.5.1 No Parking Zone/Main Road Car Park

Members had been advised that to re-mark the disabled bay, create staff parking bays (both near Sports Centre entrance) and install double yellow lines outside The Old Pavilion would cost £725 ex VAT. But as an item further on in the agenda also involved line marking, this was brought forward (Minute No.19/20.8.5.2 applies) to be discussed as one item.

19/20.8.5.2 Disabled Parking Bay

Members had been supplied with a request for a disabled bay near to this building and advised that if this was marked out at same time as works outlined above (Minute No.19/20.8.5.1 applies), the total cost would be £775 ex VAT. Members considered the request and discussed the location in terms of safety and location to the building. Cllr Mrs Hessing then proposed that a new disabled bay be installed at the end of The Old Pavilion (right hand side after height barrier), that the disabled bay near the Sports Centre be re-marked, staff parking bays be created and double yellow lines be installed outside The Old Pavilion through The Linemaster at a cost of £775 ex VAT; this was seconded by Cllr Mrs Chapman, all Members were in agreement.

RESOLVED: that a new disabled bay be installed at the end of The Old Pavilion (right hand side after height barrier), that the disabled bay near the Sports Centre be re-marked, staff parking bays be created and double yellow lines be installed outside The Old Pavilion through The Linemaster at a cost of £775 ex VAT.

19/20.8.5.3 Additional Fencing

Members had been advised that due to creation of storage area at the side, fencing requirements had been amended and that the costs had been approved under the Clerk's emergency powers in conjunction with the Vice Chairman of the Facilities Committee; recommendation/costs for fencing at other end of building were awaited.

RESOLVED: that the information was noted by Members.

19/20.8.6 Sports Centre

19/20.8.6.1 Internal Drains

Members had been advised that a copy of the report for survey of drains funded by DCA in February 2019 was awaited from DCA.

RESOLVED: that the information was noted by Members.

19/20.8.6.2 Disabled Parking Bay

See Minute No.19/20.8.5.2 above

19/20.8.6.3 Staff Parking Bays

See Minute No.19/20.8.5.2 above

19/20.8.6.4 Maintenance items to lower roof/rear stairs

Members had been advised that per the external premises' inspection (Minute No.19/20.8) a quote was in hand.

RESOLVED: that the information was noted by Members.

19/20.9 Dawson Memorial Fields

19/20.9.1 Essex Playing Fields Competition 2019

Members had been advised that the entry form had been submitted and that the results would be announced in October 2019.

RESOLVED: that the information was noted by Members.

19/20.9.2 Football Pitches

Members had been supplied with a quote for the annual fertilisation programme. Following consideration of the options and discussion of the projected usage of the four pitches for the coming season, Cllr Mrs Chapman proposed that Rigby Taylor be appointed to supply and apply selective herbicide, liquid fertiliser and seaweed to all four pitches at a cost of £863.00 ex VAT; this was seconded by Cllr Berlyn, all Members were in agreement.

RESOLVED: that Rigby Taylor be appointed to supply and apply selective herbicide, liquid fertiliser and seaweed to all four pitches at a cost of £863.00 ex VAT.

19/20.10 Trees

19/20.10.1 Tree Survey 2018 Works

Members had been advised that planning permission had been received for the TPO trees and that works would commence on Tuesday 4th June 2019; chippings, once 'broken down' (approx. 2 months) will then be used for mulching works by volunteers, who would also carry out works to remove ivy. Responsibility for trees would now pass to the Environment Committee.

RESOLVED: that the information was noted by Members.

19/20.10.2 Tree Survey 2019

Members had been advised that quotes were in hand for the survey to be undertaken late September/early October. Responsibility for trees would now pass to the Environment Committee.

RESOLVED: that the information was noted by Members.

19/20.11 Bus Shelters

Members had been advised that responsibility for these has been transferred from Environment Committee to Facilities Committee. DPC owns 6 bus shelters; three had required works, a quote had been received and approved for works to one, order placed and works were scheduled to be carried out on 23rd May 2019; quotes in hand for works to the other two and that a budget had already been agreed and it had been resolved that the decision re costs/appointment of contractor be undertaken by the Clerk in conjunction with the Chairman of the Committee.

RESOLVED: that the information was noted by Members.

19/20.12 Notice Boards

Members had been advised that the cost for annual refurbishment of notice boards at Elm Green and Runsell Green would be as in 2018, i.e. £130.00 ex VAT.

Following discussion re the general value/perceived usage of notice boards, Cllr Chesterman proposed that the two notice boards be refurbished by Chambers Building & Interiors at a cost of £130.00 ex VAT; this was seconded by Cllr Keeler, all Members were in agreement.

RESOLVED: that the two notice boards be refurbished by Chambers Building & Interiors at a cost of £130.00 ex VAT

19/20.13 Danbury Times

Members were advised that 2,200 copies are produced and reminded to submit any articles for future editions to Cllr Mrs Chapman. Next issue would be the Summer 2019 edition.

19/20.14 Matters to Report

Members were advised that ECC would be operating the Winter Salt Scheme for winter 2019/2020. The Assistant Clerk was asked to contact Cllr Spence re Danbury PC being supplied with additional salt.

19/20.15 Meetings in 2018

Wednesdays: 17th July, 11th September, Thursday 7th November (budget) and Wednesday 13th November.

19/20.16 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

There were no Members of the Public present.

19/20.17 Robins Nest

Clerk gave a brief update, advising Members that the Groundsman was back working part time, returning to full time hours in June 2019. Costs for equipment maintenance checks were in hand and a skip would be hired to facilitate removal of obsolete items from the Groundsman's compound.

RESOLVED: that the information was noted by Members.

There being no further business the meeting was closed at 8.44pm

Chairman

Signed Date