

**Minutes of the Leisure, Activities & Facilities Committee Meeting held on 23 May 2022**  
**at 7.30 pm at the Parish Office**

Present: Cllrs J Armstrong, S Berlyn, A Chapman, G Chapman, M Hessing, A Keeler and N Orange  
In attendance: M Harper (Clerk) and L Mitchelmore (Assistant Clerk)

**22/23.01 Election of Chair**

Cllr G Chapman was nominated by Cllr Hessing and seconded by Cllr Armstrong and elected unopposed

**22/23.02 Election of Vice Chair**

Cllr Hessing was nominated by Cllr A Chapman and seconded by Cllr Orange and elected unopposed

**22/23.03 Apologies for absence**

Cllrs C Chaney and P Sutton

**22/23.04 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. 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 prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA

None

**22/23.05 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

None

**22/23.06 To approve Minutes of the Facilities Committee meeting held 7 March 2022**

RESOLVED: that the minutes of the Facilities Committee meetings held on 7 March 2022 be approved and signed as a correct record

**22/23.07 To approve Minutes of the Leisure & Activities Committee meeting held 7 April 2022**

RESOLVED: that the minutes of the Leisure & Activities Committee meetings held on 7 April 2022 be approved and signed as a correct record

**22/23.08 To approve Minutes of the Leisure & Activities Sub Committee meeting held 22 April 2022**

RESOLVED: that the minutes of the Leisure & Activities Sub Committee meetings held on 22 April 2022 be approved and signed as a correct record

**22/23.09 Actions from the Minutes**

The actions were noted

## **22/23.10 Sub Committees and Working Groups**

22/23.10.1

RESOLVED: that the Play Project Sub Committee would adopt the Terms of Reference as circulated under the Leisure, Activities & Facilities Committee, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

RESOLVED: that the Sports & Social Centre Sub Committee would adopt the Terms of Reference as circulated under the Leisure, Activities & Facilities Committee, proposed by Cllr Berlyn and seconded by Cllr Armstrong, all agreed

22/23.10.2

The following membership to the Sub Committees was agreed:

Play Project – Cllrs Berlyn A Chapman, G Chapman, Hessing and Keeler

Sports & Social Centre – Cllrs Armstrong, Berlyn, A Chapman. G Chapman, Hessing, Orange and Sutton

22/23.10.3

It was agreed that the membership of the Turnaround Working Group would be Cllrs Berlyn, Hessing and Orange

## **23/23.11 External Inspection**

The broken tile on the Sports Centre roof was noted

## **22/23.12 Asset Maintenance – delegated powers**

It was noted that the damaged bench in the children play- area has been repaired

It was noted that alternative quotes are being sought for the replacement roof at Eves Corner Shelter and refurbishment works at Runsell Green Shelter

## **22/23.13 Assets**

RESOLVED: that a replacement dog waste bin would be purchased to replace the one located in Mayes Lane carpark at the entrance to Pitch 2 as the existing bin is very rusty and in poor condition, up to a cost of £400.00 including installation, proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

## **22/23.14 Electric Charging Points**

22/23.14.1

It was noted that the funding application had been submitted to Essex County Council for electric charging points and, following meeting with the scheme administrators we were waiting for to find out if we have been awarded any funding

22/23.14.2

It was agreed that if funding is awarded, the Clerk will continue to work with Sustainable Danbury on a plan for having electrical charging point installed at either both or one of the carparks

## **22/23.15 Dawson Memorial Fields**

22/23.15.1

Potential Subsidence

RESOLVED: that following the report from Cllr Armstrong was considered the Clerk would arrange for fencing to be installed to prevent access to the rear of the court in the location of the slippage and that quotes would be obtained for works in relation to a retaining structure, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

22/23.15.2

Cycle Racks cycling

RESOLVED: that the cycle rack in Main Road carpark would be repositioned to the grass area at the front of the carpark at a cost of £400.00, proposed by Cllr Berlyn and seconded by Cllr Hessing, agreed

**22/23.15.3** Clock on Copula at Sports & Social Centre

It was noted that the site inspection has been booked for 21 June, subject to confirmation of internal access requirements. Following the inspection, a report will be made available on the suitability and costs of installation and maintenance

**22/23.16** **Play Project**

The updated play report was noted

**22/23.17** **Play Equipment Annual Safety Inspection Report**

The play inspection report was considered and no additional actions required

**22/23.18** **Request from Resident to hold a children party on Pitch 2**

Following discussion, it was agreed that the resident would be able to hire Pitch 2 at a cost of £25.00 per hour with a refundable deposit against damage and litter of £100.00, subject to confirmation on access and toilet use. It was further agreed that hirers would be required to hold public liability insurance for any events

RESOLVED: that the resident would be able to hire Pitch 2 subject to the conditions discussed, proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

**22/23.19** **Community Engagement**

Play project start date to be advertised

**22/23.20** **Matters for Report (for information only)**

The Clerk advised that quotes had been received for upgrading the CCTV system, it was agreed that alternative quotes would be sought.

The Great Big Green Week was discussed and the Clerk will liaise with Sustainable Danbury on a programme of events

**22/23.21** **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 are instructed to withdraw

RESOLVED: that the press and public be asked to withdraw proposed by Cllr Armstrong and seconded by Cllr A Chapman, all agreed

**22/23.22** **Update**

RESOLVED: that the recommendations in the report be agreed, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

**22/23.23** **Dates of next meeting**

Monday 13 June to be held at the Parish Office at 7.30pm

There being no further business the meeting closed at 9.14pm

Chairman .....

Date .....