



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 18<sup>th</sup> May 2016 at 7.30pm in the Committee Room at The Old School House, Main Road, Danbury**

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

**In Attendance:** Mrs M Dyer, Assistant Clerk, Facilities

Due to the absence of a Chairman for this committee, Vice Chairman Cllr Kennewell chaired this first section of the meeting

#### **1 Election of Chairman for 2016/17**

Cllr Berlyn proposed Cllr Gardiner; this was seconded by Cllr Telling. There were no further nominations and Cllr Gardiner was elected unanimously.

**RESOLVED:** that Cllr Gardiner be elected as Chairman of the Committee for the municipal year 2016/17.

Cllr Gardiner duly took his place as Chairman

#### **2 Election of Vice-Chairman for 2016/17**

Cllr Berlyn proposed Cllr Kennewell; this was seconded by Cllr Keeler. There were no further nominations and Cllr Kennewell was elected unanimously.

**RESOLVED:** that Cllr Kennewell be elected as Vice Chairman of the Committee for the municipal year 2016/17.

#### **3 Apologies for absence**

Apologies were received and accepted from Cllr Mrs Chapman and Cllr R Wakefield

#### **4 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.

#### **5 Public Question Time (Limited to 15 minutes)**

There were no Members of the Public present

## **6 Minutes of the Facilities Committee held on 13<sup>th</sup> April 2016**

RESOLVED: that the minutes of the Meeting held on 13<sup>th</sup> April 2016 be approved and duly signed as a correct record.

## **7 Danbury Parish Council owned Premises**

Members had been advised that the next quarterly exterior inspection was scheduled to be undertaken in June 2016, but that the Groundsman continued to inspect the site. In respect of actions from the previous inspection Members had been advised that a 'Get Well' had been card sent to Reparation Team Leader and that other action items from the April meeting i.e. door to Robins Nest, footway to Bowling & Tennis Clubs and Youth Shelter were now itemised under relevant headings within the agenda.

RESOLVED: that the information was noted by Members

### **7.1 Robins Nest**

#### **7.1.1 CCTV**

Members had been advised that one CCTV Camera had been installed on 4<sup>th</sup> April 2016 covering Robins Nest/compound, with wireless connection to Parish Office. CCTV Sign erected. Protocol re CCTV had been ratified by Members at the Parish Council meeting on 11<sup>th</sup> May 2016 (Minute No.18.4.1 applies). Two further CCTV Cameras were still to be installed.

RESOLVED: that the information was noted by Members.

#### **7.1.2 Security Alarm System**

Members had been advised that the order had been placed for the annual service and additional security items; date awaited for installation.

RESOLVED: that the information was noted by Members

#### **7.1.3 External Door**

Members had been advised that the Insurance Company's Contractor would be returning w/c 16<sup>th</sup> May 2016 to rectify gaps in door.

RESOLVED: that the information was noted by Members.

### **7.2 Tennis Club**

#### **7.2.1 Subsidence at rear of back court**

Members had been advised that there was nothing to report; it was agreed that whilst the situation would continue to be monitored that this item should be removed from future agendas

RESOLVED THAT: i) the information was noted by Members

ii) this item should be removed from future agendas

#### **7.2.2 Building Works**

Members had been reminded that new windows and doors had been installed and had been supplied with a copy email from the Tennis Club advising that at this time there are no plans to replace the small windows or to install blinds.

RESOLVED: that the information was noted by Members.

#### **7.2.3 Bench/CCTV/External Walls Redecoration/Bike Rack**

Members had been supplied with copy email from Tennis Club regarding the above Items together with the response from the Clerk relating to the bench and external decoration, including information from Chelmsford City Council regarding CCTV. Members discussed the requests relating to CCTV and the bike rack and agreed a number of questions that should be put to the Tennis Club regarding CCTV. In

relation to the bike rack the Members had no objections, but that it must be free standing (not attached to any walls), the location would be subject to consultation with the Parish Council Groundsman and that all costs would be borne by the Tennis Club.

RESOLVED THAT: i) the information was noted by Members  
ii) that further information be obtained from the Tennis Club re CCTV  
iii) a free standing bike rack at the may be installed Tennis Club's expense; location subject to consultation with the Parish Council Groundsman

### **7.3 Bowling Club**

Members had been advised that the Bowling Club Committee had kindly offered to undertake decoration works to fence panels and the metal gate and that Parish Office Staff were organising supply of appropriate materials.

RESOLVED: that the information was noted by Members.

### **7.4. Cricket Club**

#### **7.4.1 Artificial wicket**

Nothing to report

### **7.5 Footway to Bowling & Tennis Clubs**

Quotes to rectify the heave were presented to Members, together with an outline plan for diverting the path to avoid the area most affected by the substructure. Members considered the diversion option, but raised concerns re access to the field in respect of the Groundsman's tractor and youngsters using the diverted path as a ramp – it was agreed that this option should not be pursued. Cllr Kennewell proposed that SP Bardwell be appointed to rectify the footway at a cost of £1,260.00 ex VAT; this was seconded by Cllr Telling, all Members were in agreement.

RESOLVED: that SP Bardwell be appointed to rectify the footway at a cost of £1,260.00 ex VAT.

### **7.6 Youth Shelter**

Members had been advised that the type of paint and costs were being researched and that the original supplier was no longer trading.

RESOLVED: that the information was noted by Members.

### **7.7 The Old Pavilion**

#### **7.7.1 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.

RESOLVED: that the information was noted by Members.

#### **7.7.2 Exterior Notice Board**

Members were advised that the DCA had now taken delivery of the notice board and would be installing it shortly.

RESOLVED: that the information was noted by Members.

#### **7.7.3 Renovation of Toilets – Fire Risk Assessment**

Members had been advised that the Fire Risk Assessment had been carried out and that the report was awaited.

RESOLVED: that the information was noted by Members.

#### **7.7.4 Window Grills/Window Cleaning**

Members had been advised that Winn Cleaning had undertaken this task to establish actual time required and therefore cost involved in cleaning windows inside and outside necessitating the removal and refitting of the window grills – cost advised as £80.00 ex VAT and it was recommended by the Office Staff that this is undertaken 4 times per year as per Parish Office window cleaning schedule. Cllr Berlyn proposed that Winn Cleaning be appointed to clean the interior and exterior of the windows, removing and refitting the external window grills, at The Old Pavilion at a cost of £80.00 ex VAT four times a year; this was seconded by Cllr Sutton. All Members were in agreement.

RESOLVED: that Winn Cleaning be appointed to clean the interior and exterior of the windows, removing and refitting the external window grills, at The Old Pavilion at a cost of £80.00 ex VAT four times a year.

#### **7.7.5 Flooring**

Members had been reminded that quotes had been taken to and approved at the Parish Council meeting on 11<sup>th</sup> May 2016 (Minute No. 18.4.9 applies) and advised that the order had been placed.

RESOLVED: that the information was noted by Members.

#### **7.7.6 Information and Warning Signs on Building**

Members had been advised that all the new signs had been delivered and that the Groundsman had now installed them.

RESOLVED: that the information was noted by Members.

#### **7.7.7 Gutters**

Nothing to report

### **7.8 Sports Centre**

#### **7.8.1 Sports Hall Roof**

Members had been reminded that no action had been agreed, but that it was being monitored and that DCA had purchased a Weather Station to monitor direction of wind regarding rain ingress. Members requested that the Clerk request an update from the DCA re the weather station at the DCA/DPC Liaison meeting scheduled for 26<sup>th</sup> May 2016. As agreed when works are carried out to the gym roof (see Minute No. 7.8.4. below) and a cherry picker is on site it would be utilised to inspect this roof to establish possible ingress point(s) for water causing 'wet patches', one in the corner and one in the centre of the sports hall ceiling tiles.

RESOLVED THAT: i) the information was noted by Members  
ii) the Clerk request an update from the DCA re the weather station at the DCA/DPC Liaison meeting scheduled for 26<sup>th</sup> May 2016.

#### **7.8.2 DCA/DPC Liaison Meeting**

Members had been advised that the next meeting was scheduled for Thursday 26<sup>th</sup> May 2016.

RESOLVED: that the information was noted by Members.

#### **7.8.3 Lighting Bollards**

Members had been advised that the order had been placed to install LED to other eight bollards, plus clean the glass. Members had been reminded that the base of all the bollards which were showing signs of erosion would be rubbed down and repainted by the reparation team in the Spring 2016. Cllr Berlyn requested that

checks are undertaken to ascertain if the sensor for these lights is working correctly as on the previous Saturday at 8pm (still daylight) the bollard lights were already illuminated.

RESOLVED THAT: i) the information was noted by Members  
ii) checks are undertaken to ascertain if the sensor for the bollard lights is working correctly as on the previous Saturday at 8pm (still light) the bollard lights were already illuminated.

#### **7.8.4 Gym Roof**

Members had been advised that the order had been placed to remove the defunct fan above the treadmills – date was awaited for the works. (Also see 7.8.1. above)

RESOLVED: that the information was noted by Members.

#### **7.8.5 Drain in Football Changing Room**

Members had been advised that these works had now been completed.

RESOLVED: that the information was noted by Members

#### **7.8.6 Football Shower Area**

Members had been advised that works were in hand to rectify damage from the leak.

RESOLVED: that the information was noted by Members

#### **7.8.7 Electrical Report**

Members had been supplied with a copy of the observations and copy emails and advised that a quote for the works was awaited. Members noted but requested that the comment re Item No.19 Hand Dryers and switching be checked with the Assessor.

RESOLVED THAT: i) the information was noted by Members  
ii) the comment re Item No.19 Hand Dryers and switching be checked with the Assessor

### **7.9 Dawson Memorial Fields.**

#### **7.9.1 Village Fayre 10<sup>th</sup> July 2016**

At the meeting the Assistant Clerk read out the list of activities/stalls planned for the event and advised that the information regarding the bouncy castle had been requested and that the invoice for a £500 bond was to be issued shortly. Members were reminded that the organisers had invited the Parish Council to have a stall at the event – the Assistant Clerk was requested to email all Cllrs to ascertain availability.

RESOLVED THAT: i) the information was noted by Members  
ii) all Cllrs are emailed to ascertain availability to man a stall at the event

#### **7.9.2 Football Pitches**

Members were advised that the order to fertilise the 4 football pitches and cricket outfield had been placed. Members had been reminded that regarding drainage issues and a visit from Essex FA Pitch Consultant that the order had been placed as agreed at the Parish Council meeting on 11<sup>th</sup> May 2016 (minute No.18.4.11 applies) and advised that a response was awaited regarding availability of funding from the Essex Football Association.

RESOLVED: that the information was noted by Members

#### **7.9.3 Memorial Bench**

Members had been advised that once the wording for the plaque is agreed, the new

bench would be ordered.

RESOLVED: that the information was noted by Members

#### **7.9.4 Mobile Shop**

Members had been advised that the response had been sent to the retailer.

RESOLVED: that the information was noted by Members.

### **7.10 Parish Council Land**

#### **7.10.1 Eves Corner Pond**

Members had been advised that the sign had been delivered and installed by Groundsman and that a meeting had been arranged for 27<sup>th</sup> May 2016 with The Conservation Volunteers (TCV) to assess the works required.

RESOLVED: that the information was noted by Members.

#### **7.10.2 Runsell Green**

##### **7.10.2.1 Notice Board**

Members had been supplied with a quote to renovate the notice board at this location and the one sited at Elm Green and a quote for new notice boards was circulated at meeting. Members were advised that further quotes had been expected re renovation works, the contractor had been chased, but quote had not been received. Members discussed the perceived 'usage' of these notice boards by residents and the majority view was that the high cost of brand new notice boards could not be justified at this time. Cllr Telling then proposed that Chambers Building & Interiors Limited be appointed to renovate the two notice boards at a total cost of £430.00 ex VAT; Cllr Kennewell seconded the proposal; 5 Members were in agreement, one Member abstained.

RESOLVED THAT: i) the information was noted

- ii) Chambers Building & Interiors Limited be appointed to renovate the two notice boards at a total cost of £430.00 ex VAT

##### **7.10.2.2 Charity Event**

Members were advised that the Helen Rollason Charity Cycle event had taken place on Sunday 8<sup>th</sup> May 2016 and were supplied with a copy of the thank you letter from the Chair of Trustees for the Parish Council's support with this event. Members were pleased to learn that the Parish Council's support had contributed to this worthwhile charity and requested that details be included in the next edition of Danbury Times.

RESOLVED THAT: i) the information was noted

- ii) details of the Parish Council's support of this event be included in the next issue of The Danbury Times

##### **7.10.2.3 Pond**

Members had been advised that a meeting had been arranged for 27<sup>th</sup> May 2016 with TCV to assess the works required

RESOLVED: that the information was noted by Members.

#### **7.10.3 Allotments**

##### **7.10.3.1 Renovation works to Sheds**

Members had been supplied with one quote. Members were advised that further quotes had been expected re renovation works, the contractor had been chased, but quote had not been received. Following discussion Cllr Berlyn proposed that Chambers Building & Interiors Limited be appointed to renovate the sheds at a cost

of £520.00 ex VAT; Cllr Telling seconded the proposal; 5 Members were in agreement, one Member abstained.

RESOLVED THAT: i) the information was noted  
ii) Chambers Building & Interiors Limited be appointed to renovate the sheds at a total cost of £520.00 ex VAT

### **7.10.3.2 Land Registry**

Members had agreed at the April meeting that the Allotments Land should be registered at Land Registry (Minute No. 93.8.3.2 applies); Members were advised that the basis for valuation was being researched.

RESOLVED: that the information was noted by Members.

### **7.10.4 Elm Green**

Noticeboard: see Minute No. 7.10.2.1 above.

## **7.11 Play Areas**

### **7.11.1 Annual Play Equipment Inspection 2015**

Members had been reminded that works to scramble net and swings had been budgeted for to be carried out in the next financial year and advised that these works would not be ordered until the 2016 inspection had been undertaken/report received pending other works (see Minute No.7.11.2 below)

RESOLVED: that the information was noted by Members.

### **7.11.2 Annual Play Equipment Inspection 2016**

Members had been reminded that an order had been placed and that the inspection would be carried out in May 2016

RESOLVED: that the information was noted by Members.

### **7.11.3 Play in the Park 2016**

Members had been reminded that two dates had been booked for the summer holidays, namely Wednesday 3<sup>rd</sup> August and Wednesday 17<sup>th</sup> August, both morning sessions and the Mobile Zoo has been booked for the 17<sup>th</sup> August session.

RESOLVED: that the information was noted by Members.

### **7.11.4 Essex Playing Fields Association Competition 2016**

Members had been reminded that the entry had been submitted.

RESOLVED: that the information was noted by Members.

## **8 Trees**

### **8.1 Tree Survey 2015**

Members had been advised that the 'High Priority' works had been completed and reminded that the Medium Priority Works would need to be carried out before Autumn 2016. The item deferred from April meeting: 'Site Visit & Observations' from the November 2015 Survey was deferred to the July Facilities meeting.

RESOLVED THAT: i) the information was noted  
ii) discussion of the observations from the Tree Survey be deferred to the July Facilities meeting.

## **9 Danbury Times**

Members were advised to forward articles for the July issue to Cllr Mrs Chapman and that the Helen Rollason Cycle event would be included in this issue - see Minute No. 7.10.2.2 above

RESOLVED: that the information was noted by Members.

**10 ECC Winter Salt Bag Scheme**

Nothing to report, but Cllr Berlyn requested that the Assistant Clerk email all Cllrs for support re above for the season 2016/17.

RESOLVED: that the Assistant Clerk email all Cllrs for support re above for the season 2016/17.

**11 Legionella**

Members had been advised that the annual clean and chlorination of the irrigation cold water tank at the Bowling Club had been carried out on 15<sup>th</sup> April 2016 and that the Legionella Assessment Review would be undertaken on 31<sup>st</sup> 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).

RESOLVED: that the information was noted by Members.

**12 Matters to Report**

Cllr Berlyn commented on the concrete posts/black metal frame on The Chantry installed by St John’s Church. Members requested that the Church be advised that permission is required from the Parish Council and that as this area is in the conservation area this ‘structure’ would require planning permission.

Cllr Kennewell reported that there were now several ‘advertising’ boards for various village organisations at Eves Corner, which should be sited nearer the hedge for traffic sight line reasons and because of the underground cables in this area.

The Assistant Clerk reported that the first of the two open days in May at the Bowling Club had been very successful in terms of visitors and new members joining the club and that one of the village litter picker volunteers had requested that a litter bin be installed outside the new Medical Centre - this would be included on the next Facilities agenda as a formal request for consideration.

**13 Meetings in 2016**

Wednesdays 13<sup>th</sup> July, 14<sup>th</sup> September, 2<sup>nd</sup> November (Budget) and 16<sup>th</sup> November

There being no further business the meeting was closed at 8.40pm

Chairman

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