

Danbury Parish Council
FACILITIES COMMITTEE

Minutes of the Meeting held remotely on Wednesday 17th March 2021 at 7.30pm

Present: Cllr J Armstrong, Cllr S Berlyn (Ex Officio), Cllr G Chapman (Chairman),
Cllr Mrs A Chapman (Ex Officio), Cllr Mrs M Hessing (Vice Chairman),
Cllr A Keeler, Cllr N Orange and Cllr J Thombs

In Attendance: Mrs M Dyer (Assistant Clerk)
Ms M Harper (Clerk)

Cllr Chapman started the meeting by welcoming Cllr Orange and Cllr Armstrong to their first Facilities Committee meeting.

20/21.76 Apologies for absence

There were no apologies for absence

20/21.77 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.

20/21.78 Public Question Time (Limited to 15 minutes)

The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish.

There were no Members of the Public present.

20/21.79 Minutes of Facilities Committee Meeting held on 19th January 2021

RESOLVED: that the minutes of the Facilities Committee meeting held on 19th January 2021 be approved and signed as a true record.

20/21.80 Actions Arising

The actions arising were noted.

At the meeting Members were advised that in regards to the request for a 'Dog Waste Campaign', Chelmsford City Council have advised that they will hold an educational event around dog fouling in the village, talking to dog walkers, providing information and collating information from the public about any 'hotspots' or known offenders; date to be agreed – noted.

20/21.81 Danbury Parish Council owned Premises

The report of the inspection carried out on 5th March 2021 was noted. At the meeting Members were advised that the bin outside the children's playground had now been reaffixed – noted.

20/21.82 Sports Centre

20/21.82.1 DCA/DPC Liaison Group

It was noted that the Parish Council is in discussion with DCA regarding finances and usage of the Sports & Social Centre.

20/21.82.2 Closed

It was noted that the Sports Centre is currently closed per the third Government lockdown

20/21.82.3 General Maintenance

Members discussed for some considerable time the responsibility and costs relating to general maintenance issues at the centre, taking into account the terms of the current lease, historic handling of maintenance issues and details of the last three years maintenance issues/costs; current maintenance issues and upcoming servicing programmes were outlined to Members. It was noted that the current lease runs out 30th June 2021, and the Lease Working Party will be meeting to discuss. Members were all in agreement that until the new lease is agreed, any emergency works that are necessary can be authorised by the Clerk, following the usual procedures laid down, but that all other works and costs must be brought to the Facilities Committee for consideration.

20/21.83 Dawson Memorial Fields

20/21.83.1 Bowling Club

It was noted that works to emergency lighting had been completed

It was noted that works to install a commercial dishwasher were in hand and that all costs would be covered by the Bowling Club.

20/21.83.2 Memorial Seat

It was noted that works will be carried out on 29th April 2021.

20/21.83.3 Tennis Club

Members had been supplied with details of a request from the Tennis Club for a drainage system to be installed alongside the temporary path to divert water away from the Tennis Club patio. The Clerk updated Members on the current situation relating to works to address the slippage issue which had necessitated the installation of this temporary path. In view of the fact that these works are scheduled to commence in April, Members were all in agreement that drainage works would not be required as on completion of the works the temporary path would be restored to grass.

Members considered a request from the Tennis Club for a litter bin to be installed outside the Tennis Club. Having been advised indicative costs of a bin and installation and that it could be funded from the Grounds Maintenance Budget, Cllr Mrs Hessing proposed that a litter bin be installed outside the Tennis Club; this was seconded by Cllr Keeler; six Members agreed with the proposal, one Member opposed and one Member abstained.

RESOLVED: that a litter bin be installed outside the Tennis Club.

20/21.83.4 Gate to field from Main Road

Members discussed the works proposed by the Grounds Contractor regarding a 'dip' under the gate, and were concerned that top soil and seeding would not be a long-lasting solution to the 'wear' caused by footfall through this gate. Members requested that costs be obtained for a more durable surface at this

gate per the type of surface installed last year in front of the youth shelter, not only at this location, but also, at the double gate into the children's playground and in front of the seats in the playground which had been due to be top soiled and seeded (see Minute No. 20/21.85 below). The flooring at the single gate into the playground to also be reviewed.

20/21.83.5 Lighting Bollards in Main Road Car Park

It was noted that the damage to the bollards had been rectified and all bollards had been upgraded, but that due to slight variances to lamp heads the contractor was unable to obtain all matching LEDs tones (2 are a slightly different tone).

20/21.84 Elm Green

Members considered the report and costs to install three posts near the notice board in addition to the ten agreed at the January meeting. Cllr Berlyn proposed that three additional posts be installed by Danbury Fencing at a cost of £118.74 ex VAT (total cost for 13 posts will now be £708.26 - funded through CIL Monies); this was seconded by Cllr Mrs Chapman; all Members were in agreement.

RESOLVED: that three additional posts be installed by Danbury Fencing at a cost of £118.74 ex VAT (in addition to the 10 agreed at the January meeting).

Members considered the report and costs to replace/reinstate posts on Memorial side of Elm Green and noted that funds are available for these works from CIL Monies received. Cllr Keeler proposed that works to replace/reinstate posts on the Memorial side be undertaken by Danbury Fencing at a cost of up to £905.70 ex VAT; seven Members were in agreement, one Member abstained.

RESOLVED: that works to replace/reinstate posts on the Memorial side be undertaken by Danbury Fencing at a cost of up to £905.70 ex VAT.

20/21.85 Independent Play Equipment Inspection 2019

Members had been asked to consider postponing works to levelling and seeding by benches in the children's playground as it would necessitate the benches being out of service for one month. In view of the discussions regarding the gate to the field (Minute No.20/21.83.4 above applies) Cllr Mrs Chapman proposed that works be postponed pending research/costs for a longer lasting option; this was seconded by Cllr Armstrong; seven Members were in agreement, one Member abstained.

RESOLVED: that works to the ground under the benches be postponed pending research/costs for a longer lasting option.

20/21.86 Mayes Lane

Members discussed taking on the maintenance to vegetation on ECC Highways land on Mayes Lane by DPC compound building; the works had been recommended by the Parish Council Insurance Company to limit further damage to the compound building.

Cllr Berlyn left the meeting at this point to attend another meeting.

Following discussion, it was agreed to review the condition of the compound walls in June/July when the area has dried out, to investigate root barrier options and to obtain costs for the vegetation works.

20/21.87 Wooden Posts at The Old Pavilion, Eves Corner and Copt Hill

Members had been supplied with various options/materials to replace all the posts at these three locations. Following lengthy discussions, it was agreed that wood is the preferred material and only the damaged/missing posts should be replaced at The Old Pavilion with similar type; that all posts at Copt Hill and Eves Corner are replaced with four-way square top – costs to be obtained and brought back to the May meeting for the Committee to consider.

20/21.88 Eves Corner Railings

Members had been supplied with various options/materials to replace the failing metal and concrete post and rail system currently in place. Following lengthy discussion, it was agreed that the wooden 'Ascot' style fencing was the preferred option, but Members did not like the metal 'joins' and asked if these can be painted to blend with the wood. With reference to the new proposed bollards at Eves Corner (Minute No.20/21.87 above applies), 'matching' wood/colour would be investigated for the bollards and fencing at this location. Height and length of fencing to be confirmed, revised quotes obtained and brought to the May meeting for Members to consider.

20/21.89 Seats/Benches

Members considered costs to decorate the 24 seats/benches around the village. Cllr Mrs Chapman proposed that Shaun Chapman be appointed to carry out these works at a cost of £795.00 including materials ex VAT; this was seconded by Cllr Thombs; all Members were in agreement.

20/21.90 Danbury Times

Cllr Mrs Chapman advised that the second proof was awaited and that the magazine was scheduled to be delivered to homes w/e 29th March 2021. Noted by Members.

20/21.91 Matters to Report

Members are reminded that no decisions may lawfully be made under this agenda item - however matters may be discussed which involve exchanges of information only.

Cllr Mrs Hessing reported that someone very kindly had installed stones on the path by the gate at St John's Graveyard.

20/21.92 Dates of Facilities Committee Meetings in 2021

Wednesday 12th May, 14th July, 15th September; Tuesday 2nd November (Budget) and Wednesday 10th November.

There being no further business the meeting was closed at 9.40pm

Chairman

Signed Date