

**Danbury Parish Council**  
**FACILITIES COMMITTEE**

**Minutes of the Meeting held on Wednesday 2<sup>nd</sup> November 2021 at 7.30pm**

Present: Cllr Mrs A Chapman (Ex Officio), Cllr G Chapman, Cllr Mrs M Hessing,  
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 everyone to the first 'face-to-face' Facilities Committee meeting since March 2020.

**21/22.01 Election of Chairman for 2021/22**

Cllr Keeler proposed Cllr Chapman; this was seconded by Cllr Mrs Hessing. 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 2021/22

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

**21/22.02 Election of Vice-Chairman for 2021/22**

Cllr Mrs Chapman proposed Cllr Mrs Hessing; this was seconded by Cllr Thombs. 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 2021/22.

**21/22.03 Apologies for absence**

Apologies were received and accepted from Cllr Berlyn

**21/22.04 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

**21/22.05 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

### **21/22.06 Minutes of Facilities Committee Meeting held on 17<sup>th</sup> March 2021**

RESOLVED: that the minutes of the Meeting held on 17<sup>th</sup> March 2021 be approved and duly signed as a correct record.

### **21/22.07 Decisions made by the Clerk under delegated power from 7<sup>th</sup> May to 1<sup>st</sup> November 2021**

It was noted that the following decisions had been taken under delegated power:

21/22.07.1 Bowling Club fencing: two options were put forward to the Conservation Officer for consideration and following his response details were passed to the Bowling Club Members for their consideration.

21/22.07.2 Playground: Eclipse Climbing Frame - repair to one spinner and replacement flooring under part of the frame: Ouse Valley Construction Limited was appointed to carry out the works at a cost of £1,790.00 ex VAT for materials and labour.

21/22.07.3 Various Posts and Railings in the Village: Jonathan Sewell was appointed to cut, treat and install posts at The Old Pavilion at a cost of £370.00 ex VAT; posts purchased by Parish Office at a cost of £162.00 inc. delivery ex VAT; Danbury Fencing was appointed to install posts at Eves Corner and Copt Hill and railings at Eves Corner at a total cost of £3,439.20 ex VAT.

21/22.07.4 Sport Centre: Winn Cleaning was appointed to clean gutters and fasciae at the Sports Centre and the gutters at The Old Pavilion at a total cost of £550.00 ex VAT

21/22.07.5 Sport Centre: Danbury Electrical was appointed to supply and install a LED bulkhead light fitting and heavy-duty metal mesh guard plus supply and install heavy duty mesh guard to flue cover both on wall near basketball court at a total cost of £313.00 ex VAT.

21/22.07.6 Playground: Repairs to Springer Dog and Car: parts were purchased from GB Sports & Leisure and installed by Chelmsford City Garden Parks Department at a total cost of £488.39 inc. delivery ex VAT.

### **21/22.08 Actions Arising**

The actions arising were noted.

### **21/22.09 Danbury Parish Council Owned Premises**

The report of the inspection carried out on 27<sup>th</sup> October 2021 was noted.

Members were advised and noted that the replacement shutter to The Old Pavilion had been installed on 2<sup>nd</sup> November 2021

### **21/22.10 Sports Centre**

It was noted that the Parish Council is in discussion with the DCA and that all works relating to this building are now the responsibility of the Leisure & Activities Committee

### **21/22.11 Dawson Memorial Fields**

21/22.11.1 Bowling Club. It was noted that:

- the fence by external water tank/entrance had now been renovated and painted
- a commercial dishwasher had been installed at the Bowling Club's cost
- new external security lights had been installed at the Bowling Club's cost
- security fencing options approved by CCC Conservation Officer had been conveyed to Bowling Club for consideration
- maintenance of the bowling green was now being undertaken by Lawn Doctors

21.22.11.2 Playground Inspection 2020

It was noted that works to the flooring under Eclipse had been completed; awaiting manufacturer to respond re fault with Spinner.

**21/22.11.3 Playground Springer Dog and Springer Car**

It was noted that repairs to Springer Dog and Springer Car had been completed

**21/22.1014 Play Equipment Inspection 2021**

It was noted that a copy of inspection report and current situation report re works arising had been supplied to Members.

It was noted that quotes to address the 'wear' under seats in the playground and other areas, and under the two gates in the playground and the gate into Dawson Memorial Field from the Main Road with grass matting are in hand for consideration for 2022/23 budget.

**21/22.11.5 Notice Board at Robins Nest**

It was noted the noticeboard had been repaired

**21/22.11.6 Drinking Water Fountain**

It was noted that the fountain had now been installed outside Sports & Social Centre and registered on the Refill App

**21/22.11.7 Footway from Car Park to Bowling and Tennis Clubs**

It was noted that works had been completed and that planting/finishing works were underway under the responsibility of the Environment Committee and that all updates would now come from the Environment Committee.

**21/22.11.8 New Play Equipment**

Cllr Mrs Hessing proposed the creation of a subcommittee to replace the working group to oversee the installation of the new play equipment and to have responsibility for the contingency budget. This was seconded by Cllr Thombs; all Members were in agreement. Members of the subcommittee will be Cllr Mrs Hessing and Cllrs Chapman Keeler and Thombs; Cllr Berlyn will be invited to be a Member. It was noted that Terms of Reference will be drawn up.

RESOLVED: that a subcommittee be created to replace the working group to oversee the installation of the new play equipment and to have responsibility for the contingency budget. Members of the subcommittee will be Cllr Mrs Hessing and Cllrs Chapman Keeler and Thombs; Cllr Berlyn will be invited to be a Member.

**21/22.12 The Old Pavilion**

It was noted that works re defective/missing wooden posts had been completed and that damage to cricket roller storage door had been rectified and the door restrained.

**21/22.13 Eves Corner**

It was noted the replacement posts and railings had been installed

**21/22.14 Copt Hill**

It was noted that replacement posts had been installed

**21/22.15 Seats and Benches around Village**

It was noted that renovation works had been completed

**21/22.16 Dog Waste Campaign**

It was noted that the event hosted by CCC on Dawson Memorial Field 3<sup>rd</sup> June 2021 had been successful and a report had been supplied Members.

**21/22.17 Allotment Site**

It was noted that the communal shed is showing signs of deterioration

**21/22.18 Elm Green**

Members considered style of a replacement seat at Elm Green. Following discussion Cllr Mrs Hensing proposed that a budget of up to £800.00 be put forward for the 2002/23 budget to cover the purchase and installation of a 1.82m Tudor bench from Branson Leisure Furniture; Cllr Mrs Chapman seconded the proposal, all Members were in approval.

RESOLVED: that a budget of up to £800.00 be put forward for the 2002/23 budget to cover the purchase and installation of a 1.82m Tudor bench from Branson Leisure Furniture.

**21/22.19 Winter Salt Scheme**

Members noted that 1 tonne of salt had been delivered and was being stored in the compound; Assistant Clerk is organising completion of paperwork by salt team members and delivery of salt to team members; that to date three team members had advised that they were unable to participate this season and that assistance may be required from Cllrs to assess these areas previously covered and to assist in recruitment of replacement salt team members.

**21/22.20 Grass Waste Collection from Site**

It was noted that discussions are in hand regarding a trial to establish weight and most cost-effective route.

**21/22.21 Danbury Times**

Cllr Mrs Chapman advised Members that deliveries to homes for the winter issue had started on 28<sup>th</sup> October 2021; that in future there would only be two issues per year, spring (pre APM, which in 2022 will be on 13<sup>th</sup> April) and autumn.

**21/22.22 Community Engagement**

Assistant Clerk to 'advertise' the need for new salt team members

**21/22.23 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.

The Clerk advised Members that a request had been received from Heathcote School for a refund on usage of Dawson Memorial Field as the school had been closed for a whole term due to COVID-19.

**21/22.24 Date of last Facilities Committee Meeting in 2021**

Wednesday 10<sup>th</sup> November(budget)

There being no further business the meeting was closed at 8.15pm

Chairman

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