

Minutes of the Facilities Committee Meeting held on 24 January 2022
at 7.30 pm at the Parish Office

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

21/22.36 Apologies for absence

None

21/22.37 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

21/22.38 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.

There were no members of the public present

21/22.39 To approve Minutes of the Facilities Committee meeting held 10 November 2021

RESOLVED: that the minutes of the Facilities Committee meetings held on 10 November 2021 be approved and signed as a correct record

21/22.40 Actions from the Minutes

The actions were noted

21/22.41 Danbury Parish Council Owned Premises

The inspection of Parish Council owned premises was noted

21/22.42 Strategic Priorities

With the agreement of the Committee this item was moved to the end of the meeting

21/22.43 Asset Maintenance

21/22.43.1 It was noted that no works have carried out under delegated powers to village assets

21/22.43.2 Replacement Bin in Mayes Lane Carpark

RESOLVED: that an insurance claim for the replacement of the vandalised bin currently located next to the substation in Mayes Lane carpark with a Derby style bin re-located next to the gate into Pitch 2 would be made, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

21/22.43.3 Additional Bin at The Avenue (bus stop towards Chelmsford)

Following discussion, it was agreed that the Parish Council would not take responsibility for the bins that are located along the roadway as they belong to Chelmsford City Council who are replacing closed bins with open top bins as necessary. The Clerk will respond to the resident who raised the concern.

21/22.44 Dawson Memorial Fields

21/22.44.1 *Bowling Club*

21/22.44.1.1 Changes to fence line for shed (Appendix 5)

RESOLVED: that approval be granted to the Bowling Club to move the fence line along the side of the Changing Rooms to make room for a storage shed, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

21/22.44.1.2 Damage caused by Contractor

It was noted that vehicles involved in works at the Bowling Club have caused the following damage and that the contractor concerned has confirmed that remedial action will be undertaken once the weather conditions permit:

- 9 slabs cracked that form part of the pathway from the Tennis Pavilion to the Tennis Court
- Driveway/grass area behind the Sports & Social Centre has been 'churned up' and pot holes created

21/22.44.2 *Tennis Club*

21/22.44.2.1 It was noted that the litter bin has been installed

21/22.44.2.2 Potential Subsidence

It was agreed that the Clerk would obtain quotes for the next meeting for investigation works in order to confirm actions required in response to a report from the Tennis Club that there is subsidence that will potentially affect the tennis court nearest to Penny Royal Road.

21/22.44.3 *Management of Cricket and Football*

RESOLVED: that the temporary management of the cricket and football teams be taken back from the Sports & Social Centre and managed inhouse as the costs relating to the maintenance of the pitches/wicket are being met by the Parish Council, proposed by Cllr Berlyn and seconded by Cllr Hessing, agreed

21/22.44.4 *Cricket*

21/22.44.4.1 Teams

It was noted that another team has requested hire of the cricket wicket on a Sunday; we already have a team that play most Sunday's but has agreed to alternate games. We now have cricket teams playing every Saturday and Sunday during the cricket season

21/22.44.4.2 Cricket Wicket Maintenance

RESOLVED: that the Facilities Committee would approve appointing Skippers Ground Maintenance dependent upon confirmation that the current roller was acceptable for use, otherwise the contractor recommended by the existing contractor will be appointed proposed by Cllr Hessing and seconded by Cllr Orange, agreed

21/22.44.5 *Football*

RESOLVED: that Skippers Ground Maintenance be appointed to carry out the maintenance of the football pitches and cricket outfield from April 2022 for one year, proposed by Cllr Orange and seconded by Cllr A Chapman, all agreed

21/22.44.6 Reflective signage for No Parking Signs for cycling

RESOLVED: that reflective signage for the two cycle racks located in Mayes Lane Carpark and Main Road Carpark be purchased, proposed by Cllr Hessing and seconded by Cllr Orange, all agreed

21/22.44.7 New Play Equipment - Update

It was noted that purchase orders have been placed for the equipment and associated grounds work, the provisional start date of works is mid-June 2022 following the lighting of the Beacon for the Jubilee and that the planning application for the Jungle Dome will be determined at the Chelmsford City Planning Committee on 8 February

21/22.44.8 Basketball Sign

RESOLVED: that the existing sign be removed and if necessary, Clerk will report back to the next meeting with corrected signage

21/22.44.9 Clock on Copula at Sports & Social Centre

Following discussion, it was agreed that the Clerk would investigate costs and practicality

21/22.44.10 Cutting back of trees

RESOLVED: that the overhanging tree branches from the trees nearest the rear of the Tennis Pavilion to facilitate the grounds contractor being able to access the area for grass cutting at a cost of £310.00 be removed, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

21/22.45 Eves Corner

It was noted that the footway at Eves Corner has deteriorated and the tarmac has 'lifted' due to natural ground movement. The National Trust Estates Department have requested remedial action and the Clerk is seeking quotes.

21/22.46 Elm Green

RESOLVED: that the suggested alternative style of replacement seat at Elm Green be purchased, proposed by Cllr A Chapman and seconded by Cllr Armstrong, all agreed

21/22.47 Grass Waste Collection from Site

To note that a non-contracted trial for 3 months to provide an estimate of volume of green waste has been put on hold with our current contractors Veolia, pending confirmation of costs from the cricket wicket contractor who has agreed to remove the waste from site

21/22.48 Projects agreed in the budget

21/22.48.1 Grass Matting under benches and gates

It was agreed that Chelmsford City Council be appointed to carry out the works as soon as possible

21/22.48.2 Dropped kerb at Main Road Carpark

Following discussion, it was agreed that the Clerk would investigate costs for a dropped kerb to added approximately half way along the car park

21/22.48.3 Youth Shelter painting

It was noted that remedial advice on repair and repainting of the Youth Shelter has been obtained and the Clerk will confirm arrangements for the works to be carried out as soon as practical

21/22.48.4 Hatching Lines for Car parks

Following discussion, it was agreed that hatching lines would be costed for the basketball court, the cycle racks, relining Mayes Lane and adding two disabled bays – one along side the current bay and an additional one near the gate to Pitch 2

21/22.49 Projects for discussion

To consider if the Committee wish the Clerk to investigate any of the following projects:

- Electrical Charging Points – potentially a joint project with Sustainable Danbury
 - It was agreed that the Clerk would carry out further investigation and invite Sustainable Danbury to the next Facilities Committee meeting
- Bus Shelter green roofs as and when the roofs require replacing
 - It was agreed that the Facilities Committee did not wish to carry out any further investigation at this time
- Replacement sheds at the Allotment Site
 - It was agreed that the Clerk would carry out further investigation
- Cllr Armstrong’s proposal for vending facilities on Dawson Memorial Field
 - It was agreed that this would be put on hold for consideration

21/22.42 Strategic Priorities

The strategic objectives were agreed for presentation to the next Parish Council meeting

Cllr Berlyn left the meeting

21/22.50 Danbury Times

Cllr A Chapman advised that the next issue of the Danbury Times would contain the annual reports and be issued in April

21/22.51 Community Engagement

There was no further update

21/22.52 Matters for Report (for information only)

The Clerk detailed a quote for the clearing and cleaning of the drains in the car parks

21/22.53 Dates of next meeting

Monday 7 March 2022 to be held at 7.30pm

There being no further business the meeting closed at 9.36pm

Chairman

Date