



FACILITIES COMMITTEE

Minutes of the meeting held on 17th February 2010 at 8pm at the Parish Office

Present: Councillors S. Berlyn (ex officio) H. Clacy, A. Pemberton,
D. Powell, M Telling, M. Wood (ex officio)

In Attendance: Mrs M Saunders, Clerk to the Parish Council
Mrs M Dyer, Assistant Clerk

119 Chairman for the Meeting

Due to the absence of both the Chairman and Vice Chairman for this Committee Cllr Telling proposed Cllr Wood Chair the meeting, this was seconded by Cllr Berlyn.
RESOLVED: that Cllr Wood Chair the meeting.

Cllr Wood requested that Members show by raising their hand when they wish to speak and that Members then allow that person to speak without interruption.

120 Apologies for absence

Apologies were received and accepted from Derick Hawkins and John Langley

121 Declarations of Interest

Members are required to declare any personal or prejudicial interest 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 to leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

Cllr Powell declared an interest in the item relating to Danbury Mission Community Football Special Football Weekend because of personal interest with The Danbury Mission.

122 Public Question Time

No members of the public were present.

123 Minutes of the Facilities Committees held on 8th December 2009

RESOLVED: that, subject to Cllr Wood's name being corrected in Minute No.109.6.2 (Woods to Wood), the minutes of the Meeting held on 8th December 2009 (which had been amended to include details of the recorded vote relating to Minute No.109.6.2 – Parking arrangements at rear of Sports Centre) be approved and duly signed as a correct record.

124 Danbury Parish Council owned Premises

An updated premises (external) inspection report for February 2010 (inspection carried out on 2nd February 2010) had been supplied to Members. The Groundsman continues to inspect the site. Members requested that with reference to Playing Fields section item PF5 be deleted from report as this is part of the three year plan.

RESOLVED: that a) item PF5 be deleted from next report

b) information be noted by Members

124.1 Robins Nest

Members had been supplied with a report relating to a wheel clamp for the trailer and details of the capabilities of the current alarm system. As an affordable wheel clamp had not been sourced, Cllr Clacy to supply details of his research into wheel clamps and Clerk was requested to discuss with Insurance Company. It was agreed that the alarm system should be reviewed in 3 months.

RESOLVED: that a) Cllr Clacy supply details of his research into wheel clamps

b) Clerk discuss wheel clamp for the trailer with the insurance company

c) alarm system in Robin's Nest be reviewed in 3 months

Members were advised that an additional internal tap is required in order for Groundsman to prepare white lining liquid and that a plumber was preparing a quote for this work, but Members were advised the work is likely to be in the region of £50 on that basis Members agreed that Clerk is authorised to proceed once quotation is received.

RESOLVED: that an additional tap be installed in Robin's Nest at a cost of c£50.

Members were advised that in the office there were cracks along the ceiling/wall joints and that the contractor was coming to inspect on 22nd February 2010.

RESOLVED: that the information was noted by Members

Members were advised that a quote for a strimmer had been received from Ernest Doe for £395.00. Cllr Berlyn proposed this item be purchased, Cllr Clacy seconded, all Members agreed

RESOLVED: that a strimmer be purchased from Ernest Doe at a cost of £395 ex VAT

Members were advised that costs for two styles of Mowers had been received from Ernest Doe for £7,250 and £5,650. Members were reminded that the budget for 2010/11 is £3,400 to cover strimmer and mower. Following discussion it was agreed that money remaining in the 09/10 budget for above should be earmarked across to the 10/11 budget and further suppliers/styles be investigated for discussion at the next meeting.

RESOLVED: that a) 09/10 budget money be 'transferred' and earmarked for this Item in the 10/11 budget

b) further costs for mowers be investigated

124.2 Tennis Club

Members were advised that a 15 year lease had been agreed at the Parish Council meeting and that the Tennis Club is to pay only its own legal costs. Members were

also advised that the Tennis Club have confirmed that their Solicitor is now progressing.

RESOLVED: that the information was noted by Members

124.3 Bowling Club

Members were advised that the green had been inspected by TTS and Clerk was awaiting the report.

RESOLVED: that the information was noted by Members

124.4 Cricket Wicket

Members were advised that a reminder had been sent (13th January 2010) in respect of the original letter sent to Cricket Club in November 2009, re cordoning off of wicket/posts.

RESOLVED: that the information was noted by Members

124.5. Royal British Legion

Members were advised that terms re lease were agreed at the Parish Council meeting and that the meeting had been arranged with RBL and contractor to discuss essential maintenance works on Monday 22nd February 2010 – Cllr Clacy to attend with Clerk.

RESOLVED: that the information was noted by Members

125.6 Sports Centre

125.6.1 Annual Maintenance of Fire Doors / Window Winders

Members had been supplied with a report detailing research carried out by Clerk regarding procedure for checks/frequency of checks re fire doors, also details of works carried out at the annual maintenance. Following discussion it was agreed that details of the Clerk's research should be passed to the DCA for information. Regarding annual door checks Cllr Clacy proposed that this be reviewed in three years, Cllr Telling seconded the proposal, Cllr Powell abstained, all other Members agreed.

RESOLVED: a) that details of Clerk's research regarding door checks be passed to DCA for information

b) Annual door check maintenance be reviewed in three years

125.6.2 Parking arrangements at rear of Sports Centre

Members were advised that risk assessment and procedures for the movement of vehicles in this area had been agreed supplied to all clubs; Clerk advised that DCA and Bowling Club had confirmed receipt of the detailed procedure, confirmation still awaited from Tennis Club.

RESOLVED: that the information was noted by Members.

125.6.3 Stage One electrical work

Members were advised that Stage One had now been completed. Members were supplied with a report regarding stages 2 and 3. Following discussion Councillors came to the conclusion that to progress this work the Parish Council has two options:

1. To employ a qualified electrician to write a specification of works and then go out to tender.
2. To suspend financial regulations item 11 b) i)

If this course of action is recommended. Then the suspension of Financial Regulations must be taken to Full Parish Council on 31st March, 2010. Then the Council can employ SEC to complete the rest of the works.

Further discussion followed, after which Cllr Berlyn proposed:

- a) That Parish Council be requested to suspend financial regulation 11 b i. i.e. to suspend the tendering process in amounts over £10,000.
- b) That the following reasons are given for the request:
 - i) The Parish Council has no expertise in this electrical field.
 - ii) The amount for the works falls just £2,500 above the tendering amount.
 - iii) If a tender and specification has to be produced it would involve the Parish Council in further costs that would be unacceptable
 - iv) SEC know the building inside out and have offered value for money in the past
 - v) The Parish Council were pleased with the quality of the work completed by SEC to date.
 - vi) The Facilities Committee were also concerned regarding the timescale for completing the works as the six months out of date in February from the initial periodic report recommending the works
- c) Due to the timescale for completing the works that Facilities Committee should request that an Extraordinary Parish Council Meeting be called on Wednesday 3rd March, 2010 to ratify the suspension of Financial Regulations and to appoint SEC as the contractor to complete the works. The cost of the works to be £12,319.46 plus VAT to be taken budget head DCA Painting and Grounds Maintenance Budget both in the Facilities Budget for 2009 – 2010.

The proposal was seconded by Cllr Pemberton, one Member was against the proposal, and the three other Members supported the proposal.

RESOLVED: that due to the timescale for completing the works that Facilities Committee should request that an Extraordinary Parish Council Meeting be called on Wednesday 3rd March, 2010 to ratify the suspension of Financial Regulations and to appoint SEC as the contractor to complete the works. The cost of the works to be £12,319.46 plus VAT to be taken budget head DCA Painting and Grounds Maintenance Budget both in the Facilities Budget for 2009 – 2010.

125.6.4 Trip hazard on footway

Members were advised that the Groundsman had rectified the problem.

RESOLVED: that the information was noted by Members.

125.6.5 Leak under stairs

Members were advised that the area had been checked with a damp meter reader and were supplied with details of the readings; Members also advised that Clerk that the Clerk was waiting to discuss the matter with the Contractor on his return from leave.

RESOLVED: that the information was noted by Members.

126 Dawson Memorial Fields

126.1 Hedge Trimming

Members were advised that a quote has been received for essential hedge cutting required around this area – c£422, based on an hourly rate of £22. Members approved

RESOLVED: that Mr. Sewell was appointed to carry out the works for the sum of c£422 to be taken from FAC hedging budget.

126.2 Danbury Mission Community Football

Cllr Powell declared an interest in this item because of personal interest with The Danbury Mission.

Members were advised that Danbury Mission were proposing to partake in a Special Soccer Weekend 20th and 21st March 2010, requiring extra usage time of the pitches. Following discussion Cllr Wood proposed that an additional fee of £50 be charged, seconded by Cllr Telling, agreed by other Members (excluding Cllr Powell – see above). Councillors requested that The Danbury Mission be sent a copy of the risk assessment and procedures regarding parking at the rear of the Sport Centre.

RESOLVED: that a) a fee of £50 be levied to cover additional usage of the pitches
b) The Danbury Mission be sent a copy of the risk assessment and procedures regarding parking at the rear of the Sports Centre

127 Snow Clearing/Path Gritting

Members had been supplied with a copy e-mail from Insurance Company. Cllr Clacy proposed that the matter be referred to Parish Council for a policy decision, this was seconded by Cllr Powell; 4 Members for the proposal, 2 Members abstained. Until a policy was agreed at Parish Council Members agreed that the Groundsman should be advised not to grit.

RESOLVED: that a) the matter regarding gritting pathways etc should be referred to Parish Council for a policy decision
b) until a policy decision is made Groundsman should be instructed not to grit pathways etc

128 Parish Council Land

128.1 Eves Corner – Pond

Members were advised that volunteer days with BTCV had been changed from Thursday and Friday 14th and 15th January 2010 to Mondays 1st and 8th February and that new dates were publicised, that the order had been placed with BTCV risk assessment and insurance details were received from BCTV. Members were also advised that details of Councillors participating in the days were passed to Insurance Company. Members were advised that as the BTCV had received a grant there would be no charge to the Council for BTCV time. Cllr Berlyn proposed that the BTCV be booked to return in October 2010 and that monies saved because of the grant be carried over to October 2010, this was seconded by Cllr Clacy. All Members agreed. Members also requested that BCTV be invited to attend the APM and that a certificate be prepared in thanks for the work carried out to be presented at the APM.

RESOLVED: a) BTCV be booked for October 2010 and unused budget be carried over towards the cost
b) a certificate be prepared for presentation to BTCV at the APM

128.2 Runsell Green – Pond

Members were advised that with reference to the tree works carried out the water level was still too high for the grinding of the stumps to be carried out. DF Clark will be advised to return when appropriate.

RESOLVED: that a) the information was noted by Members.

With reference to highways work to gulley and jetting Members were advised that ECC Highways have placed an order for the works for this.

RESOLVED: that b) the information was noted by Members.

Members were advised that Cllrs Clacy and Pemberton were monitoring both ponds and will report as appropriate.

RESOLVED: that the information was noted by Members.

129 Play Areas

129.1 Cradle Swings and See Saw Seats

Members were advised that for health and safety reasons replacements were needed and that an order was placed on 4th February 2010 at total cost of £334 ex VAT (cradle seats £114 each, see saw seats £43 each, delivery £20).

RESOLVED: that the information was noted by Members.

129.2 Climbing Frame with ladder

Members were advised that screws had come loose causing this unit to twist, but that the Groundsman had rectified; Councillors were advised that this unit was one of the older pieces and may need to be removed if this problem recurs.

RESOLVED: that the information was noted by Members and that this item is kept on the agenda and monitored.

129.3 Parish Sports Programme (Easter & Whitson Holidays)

Members had been supplied with details of the proposed programme from CBC, which had provisionally allocated Danbury PC the session on Thursday 3rd June 2010 1-3.30pm slot at a cost of £75. All Members were in agreement.

RESOLVED: that a sport session be booked with CBC at a cost of £75 for 3rd June 2010.

130 Trees

130.1 Tree Growth Adjacent to Frettons/Main Road Car Park

Members were advised that a letter had been sent to the landowner to thank him for carrying out the work, but pointing out that several tree stumps remain which may cause problems for car park users.

RESOLVED: that the information was noted by Members.

130.2 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members were advised that the Groundsman continues to carry out these works.

RESOLVED: that the information was noted by Members.

130.3 Tree Growth in Pedlars Path – Adjacent to 21 Danbury Vale

Members were advised that a site visit made on 15th December 2009 the Clerk and Groundsman observed the overhanging branches of three trees which are causing problems to home owner; a further visit made was on 10th February 2010 by Clerk, Groundsman and PRow Officer - the trees (two Hornbeams and one Oak) would appear to be the responsibility of the Parish Council, but were not mentioned in the September tree survey as requiring any work, but at the site visits, whilst there were no leaves on the trees at the moment, Clerk and Groundsman can confirm that they would be a problem to cars along this driveway when in leaf. DF Clark had quoted £450 ex VAT to crown raise secondary growth branches by 4m on all three trees.

Cllr Telling proposed that this work is carried out, Cllr Clacy seconded the proposal, Cllr Berlyn abstained, all other Members agreed with the proposal.

RESOLVED: that a) DF Clark be instructed to crown raise secondary growth branches by 4m on all three trees at a cost of £450 ex VAT.

Cllr Powell proposed that Clerk clarify with DF Clark the extent/scope of works recommended in the tree survey carried out annually, Cllr Clacy seconded the Proposal. Cllr Berlyn abstained.

RESOLVED: that b) Clerk clarify with DF Clark the extent/scope of works

Recommended in the tree survey carried out annually

130.4 Bellhill Wood/Lingwood Common

Members were advised that replacement planting ref TPO/2005/067 will cost £30 for supply and planting by DF Clark. Members agreed and authorised.

RESOLVED: that DF Clark be instructed to plant an oak tree at a cost of £30

131 Danbury Times

Cllr Wood advised that he will be standing down as editor after the next issue

RESOLVED: that the information was noted by Members.

132 Car Parking

Working party still to be convened to discuss parking in car parks by people not using the village facilities. Cllrs Berlyn and Clacy advised that they wished to be part of the working party, Clerk to invite other Members not present at this meeting to be part of this group, then organise a mutually suitable meeting date.

RESOLVED: that Clerk to notify other Members and then organise a meeting

133 Litter Bins

Members were advised that reference a waste bin on Well Lane CBC had advised that they would empty, but that permission would be required from ECC Highways. Enquirer was advised of this and that DPC would be unable to contribute financially. Enquirer had now advised that a bin was no longer required as numbers using that site had reduced and disposal of litter was no longer a major problem.

RESOLVED: that the information was noted by Members.

134 Matters to Report

Members were advised that The Danbury Society had kindly donated £200 towards the costs involved in erecting etc the Christmas tree at Eves Corner – a letter of thanks has already been sent.

RESOLVED: that the information was noted by Members

135 Dates of Meetings in 2010

Wednesdays 17th March, 12th May, 9th June, 14th July, 15th September, 3rd November, 10th November and Tuesday 7th December.

136 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admissions 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.

137 DCA

Members were supplied with copies of DCA minutes from board meeting held on 24th November 2009, agenda for board meeting held on 26th January 2010, and report

from management committees; plus notes from quarterly meeting held on 15th January 2010 between DCA and DPC. Signage at basketball court discussed
Cllr Clacy proposed that a quote for a speed sign/caution children sign be obtained, seconded by Cllr Telling. All Members agreed.
RESOLVED: that a quote should be obtained for a 5mph sign/caution children sign.

There being no further business the meeting closed at 10.07pm.

Cllr M. Wood
Chairman

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Date.....