



FACILITIES COMMITTEE

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

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

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

As this was the first Facilities Committee meeting since the very sad passing of Cllr Hawkins a minute's silence was observed out of respect for a much missed Colleague.

138 Chairman for the Meeting

Cllr Langley as Vice Chairman for Facilities Committee chaired this meeting.

139 Apologies for absence

Apologies were received and accepted from Mike Wood

140 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 a personal interest in the item relating to parking arrangements at the rear of the Sports Centre as he knew the person referred to in the letter.

141 Public Question Time

No members of the public were present.

142 Minutes of the Facilities Committees held on 17th February 2010

RESOLVED: that the minutes of the Meeting held on 17th February 2010 be approved and duly signed as a correct record.

143 Danbury Parish Council owned Premises

Members were advised that the external inspection of premises for March 2010 had not yet been carried out, but that the Groundsman continued to inspect the site.
RESOLVED: that the information was noted by Members

143.1 Robins Nest

Members were advised that Clerk is investigating alternative suppliers for a wheel clamp suitable for the trailer and discussing with insurance company.

RESOLVED: that the information was noted by Members

Regarding internal tap required for Groundsman to prepare white lining liquid Members were advised that a quote for £96.88 for parts and labour had now been received to install a cold water bib tap to side of sink in workshop (NB not at floor level as previously indicated – container, to which water must be added before use, will not fit under tap in sink and, if external tap was used, the workshop would have to be locked/unlocked several times to maintain security of site). Cllr Berlyn proposed that an additional tap be installed, Cllr Clacy seconded the proposal, all Members agreed.

RESOLVED: that Nigel Larkin (Plumber) install a cold water tap as detailed above at a cost of £96.88 to be taken from budget head: FAC Buildings 9/10

Members were advised that with reference to the cracks along the ceiling/wall joints in office the contractor inspected the site on 22nd February 2010 and advised that there are no structural problems that these are just plaster cracks requiring filling and then redecoration.

RESOLVED: that Clerk obtains quotes for filling and redecoration.

Members were advised that the new Strimmer has now been delivered.

RESOLVED: that the information was noted by Members

Members were advised that further suppliers are still being investigated for mowers

RESOLVED: that the information was noted by Members

143.2 Tennis Club

Members were advised that Lease paperwork in hand – DPC Solicitor still working on this, when received it will be passed to the Tennis Club.

RESOLVED: that the information was noted by Members

143.3 Bowling Club

Members had all been supplied with a copy of the report from TTS to consider. Following discussion Cllr Berlyn proposed that the report be discussed with CBC to review the current maintenance programme and contract, after which a recommendation can be taken back to the Bowling Club. Cllr Telling seconded the proposal. All Members were in agreement.

RESOLVED: that a) the Clerk discuss the report with CBC, reviewing the current maintenance programme and contract.

b) Prepare a recommendation for the Bowling Club based on discussions with CBC/TTS report

143.4 Cricket Wicket

Members were advised that a letter (plus reminder) had been sent to the Cricket Club re cordoning off of wicket/posts, but that a response was still awaited. Clerk advised that the matter will be pursued through an alternative contact.

RESOLVED: that the information was noted by Members

143.5 Royal British Legion

Members had been supplied with a report relating to the meeting with RBL and the contractor regarding essential works to the building. Clerk to follow up supply of key for the building and situation regarding a quote for works from the contractor.

RESOLVED: Clerk to contact RBL re supply of key and update regarding quotes for the essential works.

Members were advised that when the lease is received from the DPC Solicitor, it will have to go to RBL London office.

RESOLVED: that the information was noted by Members

144 Sports Centre

144.1 Annual Maintenance of Fire Doors / Window Winders

Members were advised that the Clerks report re door checks will be passed to DCA at the next quarterly meeting scheduled for 19th March 2010.

RESOLVED: that the information was noted by Members

144.2 Parking arrangements at rear of Sports Centre

Members were advised that the Tennis Club has now confirmed receipt of the risk assessment and detailed procedure re movement of vehicles in this area.

RESOLVED: that the information was noted by Members.

Members were advised that a quote for sign (5mph Caution Vehicles have occasional access in this area) had been obtained: £91.00 ex VAT size 450mm x 600mm. Members discussed and then agreed that the wording should be changed to read: 5MPH Caution Vehicle Movements. Cllr Berlyn proposed that a sign should be purchased with the amended wording, Cllr Clacy seconded the proposal. All Members agreed.

RESOLVED: that a sign should be purchased through Fastsigns at a cost of £91 ex VAT to be taken from budget head: FAC Buildings 9/10

With reference to the letter from a Member of the Public Cllr Powell declared a personal interest in this item as he knew the person referred to in the letter.

Members had all been supplied with a copy of this letter, plus a report from Cllr Clacy and the Groundsman. Following lengthy discussion it was agreed that the matter of the new procedures and manning of the barrier should be discussed with the DCA at the forthcoming quarterly meeting scheduled for 19th March 2010, the Member of Public should be advised accordingly.

RESOLVED: that a) the matter be discussed with the DCA

b) the Member of the Public should be advised accordingly

144.3 Stages Two and Three electrical work

Members were advised that the order for works had been placed and that a site visit had been provisional booked for w/e 12th March 2010 by contractor.

RESOLVED: that the information was noted by Members.

144.4 Leak under stairs

Members were advised that the Clerk had met on site with contractor and that the area now registering damp was not the section where work was carried out. The

Clerk having now consulted the original plans for this 'extension' is to now discuss options.

Members requested that the situation to date is discussed with DCA at forthcoming meeting

RESOLVED: that the matter be discussed with the DCA

145 Parish Council Office

Cllr Powell requested that the topic heading of 'Parish Council Office' be included in this section (DPC Owned Premises) for all future Facilities Committee meeting agendas.

146 Dawson Memorial Fields

146.1 Hedge Trimming

Members were advised that this work has now been completed.

RESOLVED: that the information was noted by Members.

147 Parish Council Land

147.1 Eves Corner – Pond

Members were advised that an Invitation for the BCTV representative to attend APM and request for details of BCTV availability in October 2010 had been sent - awaiting response.

RESOLVED: that the information was noted by Members.

147.2 Runsell Green – Pond

Members were advised that there was no change to the information supplied to Members last month i.e. with reference to the tree works carried out the water level is still too high for the grinding of the stumps to be carried out. DF Clark will be advised to return when appropriate. Plus with reference to highways work to gully, jetting and weed clearance ECC have placed an order – no date for work yet advised.

RESOLVED: that the information was noted by Members.

Members requested that Clerk ascertain costs for BCTV to also carry out work at this site in addition to Eves Corner Pond and to obtain from the BCTV their recommendation in relation to the type of equipment (including waders) the Council should consider purchasing in order for the Parish Councillors (or other volunteers) to carry out works to this pond or the pond at Eves Corner.

RESOLVED: that a) the Clerk obtain prices for clearance work by the BCTV
b) the Clerk consults the BCTV regarding equipment required in order for DPC Members and volunteers to carry out clearance work at the village ponds.

147.3 Allotments – footway leading to

Members were supplied with copies of e-mails relating to this area between a Member of the Public and the Clerk and works carried out/planned to resolve the problem.

RESOLVED: that the information was noted by Members.

Regarding the second issue raised by the same Member of Public as above relating to the unadopted 'path' to the right at the top of the footway to the allotments, Council

Members had been supplied with a copy e-mails and advised of the telephone conversation with the Clerk regarding the process involved in an application for a change to the Definitive Map/adoption of this as a Public Right of Way. Members agreed that this matter should be referred to the Environment Committee.

RESOLVED: that all correspondence referring to this unadopted 'path' should be passed to the Environment Committee (next meeting 2nd June 2010).

148 Play Areas

148.1 Cradle Swings and See Saw Seats

Members were advised that the replacements had been delivered on 11th March 2010 and that the Groundsman was in the process of fitting them.

RESOLVED: that the information was noted by Members.

148.2 Climbing Frame with ladder

Members were advised that the condition of this was being monitored and that a suitable replacement was being investigated.

RESOLVED: that the information was noted by Members.

148.3 Parish Sports Programme

Members were advised that one session booked has been with CBC for Thursday 3rd June 2010 1 - 3.30pm at a cost of £75

RESOLVED: that the information was noted by Members.

Regarding the summer programme Cllr Berlyn proposed that two sessions should be booked for during the school summer holidays, Cllr Clacy seconded the proposal, all Members agreed.

RESOLVED: that two sports sessions should be booked with CBC: Wednesday 4th August 2010 1 to 3.30pm and Wednesday 11th August 2010 9.30am to 12 noon at a cost of £75 per session.

148.4 Annual Safety Inspections for Equipment

Following discussion it was agreed that Wickstead should be booked to carry out this year's inspection.

RESOLVED: that Wickstead should be booked to carry out inspections on all the play equipment, basketball court and youth shelter at base cost of £71 for inspection and risk assessment of play equipment (cost for additional items to be advised)

149 Trees

149.1 Tree Growth Adjacent to Frettons/Main Road Car Park

Members were advised that the remaining tree stumps were scheduled to be ground down on Friday 19th March 2010.

149.2 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.

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

Members were advised that work is scheduled to be undertaken w/c 15th March 2010.

RESOLVED: that the information was noted by Members.

149.4 Annual Tree Survey

Members were advised that the report contained details of condition of trees and works recommended for the 'health' of the trees or for the safety of the public where the trees overhang public areas or public rights of way. Following discussion Members requested that the Clerk discuss with DF Clark the scope of the current survey and obtain prices for extending the survey to include recommendations for works to DPC trees which may develop and overhang into residents properties and also obtain quote from an alternative supplier

RESOLVED: that a quote be obtained for extending the annual tree survey to include overhang which may possible affect residents' properties from the existing supplier and to obtain a quote from an alternative supplier.

149.5 Bellhill Wood/Lingwood Common

Members were advised that the replacement tree had now been planted.

RESOLVED: that the information was noted by Members.

150 Danbury Times

Members were advised that the next meeting is scheduled for Monday 22nd March 2010 at 2pm and that details of the Parish Review will be included in the Spring issue.

RESOLVED: that the information was noted by Members.

151 Car Parking

Regarding a working party to discuss parking in car parks by people not using the village facilities, Members were advised that in addition to Cllrs Berlyn and Clacy, Cllr Bolwell had advised that he would like to be part of the group. Cllr Pemberton advised he would also like to be involved. Clerk to ascertain if any other Councillors would like to be included and then arrange a mutually suitable meeting date.

RESOLVED: Clerk to contact other Councillors and then arrange a meeting.

152 Matters to Report

Members had been supplied with copy e-mail from the Danbury Society regarding seat and tree at Runsell Green.

RESOLVED: that the information was noted by Members.

153 Dates of Meetings in 2010

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

154 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.

155 DCA

Members were advised that the next quarterly meeting is scheduled for Friday 19th March 2010.

RESOLVED: that the information was noted by Members.

There being no further business the meeting closed at 9.57pm

Cllr J. Langley
Chairman

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Date.....