



FACILITIES COMMITTEE

Minutes of the meeting held on 11th January 2011 at 8pm at the Parish Office

Present: Councillors S. Berlyn (ex officio), Mrs S-J. Court,
D. Powell, M. Wood (ex officio)

In Attendance: Mrs M. Saunders, Clerk to the Parish Council
Mrs M. Dyer, Assistant Clerk, Facilities
Plus for part of the meeting Mr S. Holland from the DCA

78 Chairman for the Meeting

In the absence of Cllr Clacy it was necessary to appoint a Chairman. Cllr Berlyn proposed that Cllr Wood be appointed; this was seconded by Cllr Powell, all Members agreed.

RESOLVED: that Cllr Wood be elected as Chairman for the meeting

Cllr Wood then took the chair.

79 Apologies for absence

Apologies were received and accepted from Cllr Mrs Y Burton, Cllr Clacy, Cllr Telling and Cllr Pemberton

80 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.

None were declared.

81 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present.

82 Minutes of the Facilities Committee held on 10th November 2010

RESOLVED: that the Minutes of meeting held on 10th November 2010 be approved, subject to correction to minute No.66.3 point ii) amount should read £225 as quoted by DF Clark/advised to Members at meeting for 'High Priority' works not £475 as typed in minutes. The correction was made and the minutes were then duly signed as a correct record.

It was agreed to bring forward agenda item No.5.7 Sports Centre for Mr Holland from the DCA to go through the improvement works carried out/proposed at the Sports Centre.

83 Sports Centre

Members had been supplied with copy letter detailing works which the DCA's Gym Partner had offered to undertake including the installation of an 'active' floor (i.e.

suspended wooden floor) and four new heaters in the Dawson Suite. Mr Holland requested approval from the DPC for this new floor and the heaters, Members advised no opposition to the new floor and advised that heating was a topic on the agenda and would be considered later in the meeting. Regarding the other works on the list Members were reminded that they are the responsibility of the DCA. Mr Holland requested that as the new heaters in the Dawson Suite are being supplied by DCA's Gym Partner DPC consider renovating/updating other items at the Sports Centre. Mr Holland also requested that the following items be added to the agenda for the site meeting scheduled for Friday 14th January 2011: snooker room, Dawson bar, emergency electrical work and water flow in the showers.

RESOLVED that

- i) the information was noted by Members
- ii) Members consider the request regarding new heaters being supplied and installed by DCA's Gym Partner
- iii) Additional items (snooker room, Dawson bar, emergency electrical work & water flow in the showers) be added to the agenda for 14th January 2011

Regarding works currently in hand to the air conditioning units Mr Holland advised that the contractors would be asked to remove the rubble at the rear of the Sports Centre asap and that where the old units had been removed the walls would be made good. As the air conditioning units will become a DPC asset, Mr Holland to supply copies of guarantees etc.

Mr Holland then departed at this point.

84 Danbury Parish Council owned Premises

Members had been advised that only the exterior of the Bowling Club had been inspected prior to inclement weather, but that The Groundsman continued to inspect the site, also that the order had been placed to update CO2 Fire Extinguishers across all DPC buildings & was scheduled to be carried out on 12th January 2011. RESOLVED: that the information was noted by Members.

84.1 Parish Council Office

84.1.1 Members had been advised that PAT tests for electrical equipment had been carried out on 7th December 2010.

RESOLVED: that the information was noted by Members.

84.2. Robins Nest

84.2.1 Members had been advised that the bank mower had been ordered and that a public notice to sell the old mower had been posted on the notice board with a closing date of 18th January 2011.

RESOLVED: that the information was noted by Members.

84.2.2 Members had been advised that PAT tests for electrical equipment had been carried out on 7th December 2010.

84.3 Tennis Club

Nothing to report.

84.4. Bowling Club

84.4.1 Members were advised that the watering system had been scheduled to be installed in December 2010, but had been delayed due to inclement weather, work

would now start on Monday 17th January 2011 and would take three days.

RESOLVED: that the information was noted by Members.

84.4.2 Members had been notified that the Bowling Club had advised that: *“During a recent Risk Assessment of our facilities, it was found that the round hard pelleted ditch fill is slippery if trodden on at an angle. Would you please contact Parks Direct to ask if they could change to a variety that eliminates this concern when replacing it for our new season”* and that the Clerk was to investigate types/cost of suitable alternatives with CBC.

RESOLVED: that the information was noted by Members.

84.5. Cricket Club

84.5.1 Members had been notified that Little Baddow Cricket Club had advised that subject to confirmation of costs etc that they would like to play some of their games here next season, that Danbury Cricket Club had still to advise their requirements for the next season and that a meeting had taken place with Little Baddow and Danbury Cricket Clubs prior to this meeting at 7pm to discuss usage/fees.

Cllr Wood outlined details of this meeting.

RESOLVED: that the information was noted by Members.

84.6 Royal British Legion

84.6.1 Members had been advised that RBL had installed a gate at rear of building to facilitate access for removal of debris and that Groundsman had now been able to clear this area.

RESOLVED: that the information was noted by Members.

84.7 Sports Centre

84.7.1 Surveys

Members had been advised that the results of the surveys had been considered by PC Chairman, Facilities Chairman, Clerk and Assistant Clerk. Copies of Building Condition Survey Report and Building Services Condition Survey Report had been supplied to all Members. Regarding Building Condition Survey Members had been advised that quotes, where applicable, were in hand for items marked as ‘Urgent’ or ‘Priority 1’, and that some of these are part of the external works were covered under minute No.84.7.4 below. Regarding the Building Services Condition Survey: a) night storage heaters had been discussed briefly earlier see Minute No.83 and would be discussed as a separate topic please see minute No. 84.7.6 below; b) air conditioning units were subject to a works programme DCA are undertaking at present with their Gym Partner; c) condensation in main hall, Members had been advised that this needs further investigation and costs obtained to establish the most suitable method of achieving air movement at the lower level, given the usage of this hall.

RESOLVED: that the information was noted by Members.

84.7.2 Leak under stairs

Members had been advised that investigative work had been undertaken by the contractor and a quote for recommended remedial work received. This still needs to be considered in line with a quote already received from another contractor and a survey just undertaken (Ref SS29)

RESOLVED: that the information was noted by Members

84.7.3 Gym Wall

Members had previously been advised that filling, decorating and insertion of monitoring pins had been completed, that a quote had been received for a structural engineer to monitor this at intervals and that a response was awaited from the Council's Insurance Company before this route would be pursued. Members were advised that the insurance company had arranged for a Specialist to inspect the building on 8th December 2010. Members had been supplied with copy letter from the Specialist which advised: *"I could not detect any evidence of current subsidence damage to the buildings"*.

RESOLVED: that the information was noted by Members

84.7.4 External Works (fascia boards, soffits, guttering and downpipes)

Members had been advised that an order was still to be placed for these works to be carried out, as works to the air conditioning units were still ongoing on the soffits line. Members had been advised that the Contractor had also been asked to remove moss on roof tiles as identified in the Building Conditions Survey (Priority 2 item) whilst scaffolding was in place. Members were advised that removal of moss will incur an additional cost.

RESOLVED: that the information was noted by Members

84.7.5 Window Winders in main gym

Members had been advised that work to repair the window winders had been carried out on 12th November 2010 and that a maintenance contract for Doors & Windows to be reconsidered at another meeting when the Chair of Facilities is present. This item had been brought to Council's attention in the Building Survey.

RESOLVED: that the information was noted by Members

84.7.6 Heating

Members had been advised that a letter of complaint had been received from the bridge clubs who use the Dawson Suite and that the report from the SEC survey had advised that three are not operational and the fourth in the Dawson Suite had nearly finished its life; quotation to replace heaters in the Dawson Suite: 3.4kw

Auto/Combination BEAB approved finished in Willow white replacement heater - Material cost of unit each £514.70; cost of labour per unit for, disconnection and removal of existing unit and installation and connection of new unit £134.27 per heater (£2,595.88 for four new heaters). Members discussed this in line with the DCA letter and Mr Holland's request (see minute No.82). In view of the DCA's Gym Partner offering to install these as part of the renovation works Cllr Berlyn proposed that DCA's Gym Partner be permitted to install the four heaters in the Dawson Suite, subject to these heaters then becoming the property of Danbury Parish Council and all the appropriate paperwork being supplied to DPC; as owner of the heaters DPC would then become responsible for all maintenance/servicing etc of these heaters. Cllr Wood seconded the proposal, all Members agreed.

RESOLVED: that DCA's Gym Partner be permitted to install four heaters in the Dawson Suite, subject to these heaters then becoming the property of Danbury Parish Council and all the appropriate paperwork being supplied to DPC; as owner of the heaters DPC will then become responsible for all maintenance/servicing etc of these heaters.

84.8 Dawson Memorial Fields

84.8.1 Pitch renovation for 2010/2011: Members were advised no change i.e. Clerk was researching as requested by Councillors at July 2010 meeting, but that an

allowance had been made for this work in the 2011/12 budget.

RESOLVED: that the information was noted by Members.

84.8.2 Mayes Lane Car Park CCTV: Members had been advised that a black and white camera would be £32.69 cheaper. Members had been supplied with details of research re CCTV and other Councils experiences. Members discussed and it was agreed that Cllrs Berlyn and Wood would make a site visit to Writtle and report back to Facilities Committee

RESOLVED: that Cllrs Berlyn and Wood visit Writtle Parish to view CCTV system in operation and report back to Facilities Committee.

84.9. Parish Council Land

84.9.1 Eves Corner – Pond

Nothing to report.

84.9.2 Eves Corner – Christmas Tree

Members had been advised that the tree had been delivered, installed and fenced on 9th December 2010 and that the lights had also been fitted that day and that the Christmas Carol Event had taken place on 15th December 2010.

RESOLVED: that the information was noted by Members

84.9.3 Runsell Green – Pond

Members had been advised that with reference to highways work to gulley, jetting and weed clearance ECC had confirmed that this work had now been completed.

RESOLVED: that the information was noted by Members

84.9.4 Allotments

Nothing to report

84.10 Play Areas

84.10.1 Climbing Frame with ladder

Members had been advised no change i.e. condition continues to be monitored. Cllr Mrs Burton and Clerk working together to source suitable replacement.

RESOLVED: that the information was noted by Members

84.10.2 NEOS

Members had been advised that CBC had been chased several times regarding participation figures from a session which had taken place on 24th August 2010.

RESOLVED: that the information was noted by Members

84.10.3 Youth Bus

Members had been advised that this had been trialled on area by basketball court - awaiting report.

RESOLVED: that the information was noted by Members

85 Trees

85.1 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members had been advised that the Groundsman continued to carry out these works and had carried out significant clearance during week ending 26th November 2010 with the reparation group.

RESOLVED: that the information was noted by Members

85.2 Annual Tree Survey

Members had been advised that DF Clark had been appointed to carry out the High Priority works.

RESOLVED: that the information was noted by Members

Members had been advised that budget remaining in the current year was £2,005. Members considered the Medium Priority works. Cllr Berlyn proposed that works to trees at Elm Green be carried out at a cost of £1,250, and the balance be held for time being in case of any emergency works arising. Cllr Mrs Court seconded the proposal. All Members agreed.

RESOLVED: that DF Clark be appointed to carry out the works to trees at Elm Green at a cost of £1,250 ex VAT., to be taken from the tree budget.

86 Elm Green Parking

Members were advised that the Resident had been written to.

RESOLVED: that the information was noted by Members

87 Snow Clearance/Gritting

87.1 Complaints from Members of the Public

87.2 NALC Legal Briefing L10-10 Responsibilities for Clearing Snow and Ice on Highways

87.3 Risk Assessment on site (Dawson Memorial Field)

87.4 Parish Council Resolution

87.5 Snow Clearance

87.6 ECC Salt Bag Pilot Scheme

87.7 Salt/Grit Box Southview Road/Woodhill Road

87.8 Little Baddow Parish Council

RESOLVED: that this item be deferred to the next Parish Council meeting in March

88 Danbury Times

Cllr Wood updated Members regarding the next issue.

RESOLVED: that the information was noted by Members

89 Car Parking

89.1 Re modular banks

Members had been advised that with reference to recycling facilities on the signs these had been covered up on 5th January 2011 and that the Clerk was now liaising with CBC regarding removal of banks and installation of smaller recycling bins in DCA car park

RESOLVED: that the information was noted by Members

89.2 Condition of car parks

Members had been supplied with copy e-mail from a Sports Centre member re pot holes in Main Road car park.

RESOLVED: that the information was noted by Members

89.3 Parking for Cycle Event in September 2011

Members considered Clerk's suggestion, but requested that Clerk liaise with the Tennis and Bowling Clubs regarding their activities on that date.

RESOLVED: that Clerk ascertain activities arranged by the Tennis and Bowling Clubs for the date in question

90 Matters to Report

There were no matters to report

91 Dates of Meetings in 2011

Wednesdays 16th March, 18th May, 15th June, 13th July, 14th September, 9th November (budget), 16th November and Tuesday 6th December.

92 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.

There were no Members of the Press or Public present.

93 DCA

Members had been advised that the next 'quarterly' meeting was scheduled for Friday 14th January 2011.

RESOLVED: that the information was noted by Members.

Business having been concluded the Chairman closed the meeting at 10.01pm

Cllr M. Wood
Chairman

Signed Date