



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 16<sup>th</sup> March 2010 at 8pm at the Parish Office**

**Present:** Councillors S. Berlyn (ex officio), Mrs Y. Burton,  
H. Clacy (Chairman), Mrs S-J. Court,  
A. Pemberton (Vice Chairman), D. Powell,  
M. Telling, M. Wood (ex officio)

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

#### **94 Apologies for absence**

There were no apologies for absence

#### **95 Declarations of Interest**

Members were required to declare any personal or prejudicial interest they know they may have in items of business on the meeting's agenda. They were 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 agenda item relating to Dawson Memorial Fields: Football and Danbury Mission.

#### **96 Public Question Time (Limited to 15 minutes)**

There were no Members of the Public present

#### **97 Minutes of the Facilities Committee held on 11<sup>th</sup> January 2011.**

RESOLVED: that the Minutes of meeting held on 11<sup>th</sup> January 2011 be approved and duly signed as a correct record.

#### **98 Danbury Parish Council owned Premises**

Members had been supplied with a copy of the updated premises (external) inspection report for March 2011 and advised that the Groundsman continued to inspect the site. With regards to the DCA it was agreed to remove the items on the inspection sheet which were included in the recent survey. Members were advised that the updated CO2 Fire Extinguishers had been installed across all DPC buildings on 12<sup>th</sup> January 2011.

RESOLVED that: i) the information was noted by Members  
ii) items are removed from the inspection sheet which also appear on the DCA Survey

#### **98.1 Parish Council Office**

The Clerk gave a brief update regarding the proposed office move

RESOLVED: that the information was noted by Members

## **98.2. Robins Nest**

**98.2.1** Members had been advised that the new bank mower had been delivered on 21<sup>st</sup> February 2011 and that the old mower had been sold for £160 inc VAT on 18<sup>th</sup> January 2011 following notice on public notice board.

RESOLVED: that the information was noted by Members

## **98.3 Tennis Club**

Nothing to report

## **98.4. Bowling Club**

**98.4.1** Members had been advised that the new watering system had been installed in January 2011.

RESOLVED: that the information was noted by Members

**98.4.2** Members had been supplied with quotes for new ditch fill material (samples were presented at meeting). Following discussion Cllr Wood proposed that an order be placed with Active Leisure Contracts to purchase a full set of black rubber dimple matting at a cost of £1,016 plus £100 delivery ex VAT. Cllr Berlyn seconded the proposal; 3 Councillors voted for the proposal, 3 Councillors voted against the proposal and 2 Councillors abstained; as Chairman, Cllr Clacy had the casting vote, and voted for the proposal.

RESOLVED: that black rubber simple matting be purchased at a cost of £1,016 plus £100 delivery ex VAT

## **98.5 Cricket Club**

**98.5.1** Members had been advised that Danbury Cricket Club and Little Baddow Cricket Club would share the wicket for the season commencing in May 2011 and had been supplied with a copy of the notes from the meeting held with both clubs on 11<sup>th</sup> January 2011.

RESOLVED: that the information was noted by Members

## **98.6 Royal British Legion**

**98.6.1** Members had been supplied with details of the internal Inspection which had been undertaken on 10<sup>th</sup> February 2011.

RESOLVED: that the information was noted by Members

## **98.7 Sports Centre**

### **98.7.1 Surveys**

Regarding urgent or Priority 1 works, Members had been supplied with a quote received from Maldon Building Services for building works and had been advised that quotes were awaited for plumbing and electrical works/lightening conductor and that some works would be carried out by Groundsman and the reparation team. Members reviewed the quote for building works and agreed that as works carried out recently by Maldon Building Services for the Parish Council had been of a very good standard and their quotes had consistently been more cost effective than those submitted by other contractors, that no further quotes would be obtained for these works. Cllr Berlyn then proposed that Maldon Building Services be appointed to carry out the works detailed with new windows being installed as opposed to the refurbish/redecorate option, also quoted for, with the exception of the step nosings on the concrete steps to the fire exit and step nosing and handrails on the metal fire escape staircase and landing, which would be carried out by the Groundsman and reparation team. Cllr Pemberton seconded the proposal, all Members agreed.

RESOLVED: that Maldon Building Services be appointed to carry out works quoted for and to install new windows as specified.

Regarding condensation in main hall Members were advised that this needs further investigation and costings 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

#### **98.7.2 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 the survey just undertaken (Ref SS29)

RESOLVED: that the information was noted by Members

#### **98.7.3 Gym Wall**

Regarding the monitoring pin, which is no longer required, Members agreed that it should be left in situ as it is not causing an obstruction.

RESOLVED: that the monitoring pin be left in the gym wall.

#### **98.7.4 External Works (fascia boards, soffits, guttering and downpipes)**

Members had been advised that an order had been placed for these works to be carried out, but that the Office is awaiting confirmation that air conditioning works have been completed. Provisional date for external works to commence advised to Members as w/c 21<sup>st</sup> March 2011.

RESOLVED: that the information was noted by Members

#### **98.7.5 Windows and Doors**

Members were advised that a quote had been received for an annual maintenance check for £478 ex VAT – cost includes visual inspection, manual check of all external and internal fire doors and high level window gear, lubrication of fittings and adjustments as necessary, any materials used will be charged. Members agreed to reinstate the annual maintenance check and that Door Check be appointed to carry out the check for 2011.

RESOLVED: that the annual maintenance check at the Sports Centre be reinstated and that Door Check be appointed to carry out the 2011 check at a cost of £478 ex VAT.

#### **98.7.6 Heating**

Members were advised that four new heaters had been installed in the Dawson Suite; DPC will be responsible for servicing, which will take place annually in August. DCA still to supply paperwork.

RESOLVED: that the information was noted by Members

### **98.8 Dawson Memorial Fields**

#### **98.8.1 Pitch renovation for 2010/2011**

Members had been supplied with copy of one recommendation and costing. Clerk was requested to obtain a further quotation.

RESOLVED: that Clerk obtain a further quotation

### **98.8.2 Mayes Lane Car Park CCTV**

Members were advised that Cllrs Berlyn and Wood were still to visit Writtle PC and report back to Councillors.

RESOLVED: that the information was noted by Members

### **98.8.3 Football Danbury Mission**

Members had been supplied with notes from the meeting held on 19<sup>th</sup> January 2011, and advised that the next meeting is scheduled for 22<sup>nd</sup> March 2011.

RESOLVED: that the information was noted by Members

### **98.8.4 Essex Playing Field Association**

Members were advised that the EPFA will be using the field for the judges briefing meeting on Friday 13<sup>th</sup> May 2011 starting at 10am for two hours.

RESOLVED: that the information was noted by Members

### **98.8.5 Heathcote**

Members had been supplied with report from meeting held in January 2011 and details of the school's past usage of the fields.

RESOLVED: that the information was noted by Members

With the agreement of all Members it was agreed to alter the order of the agenda and bring forward for discussion Parish Plan Review/Scope for Facilities

## **99 Parish Plan Review**

Members had been supplied with a scope for Facilities. Members discussed in general:

- 'Mission' and 'Vision' statements – differences and examples in relation to the Sports Centre
- Key aims 1-11 to be considered across all 4 committees
- Create a new 'wish' list (old one is 5 years old)
- To be considered: Are the key aims too broad? Perhaps need to specify and break each down into more detailed aims/specify exactly what it is hoped will be achieved

Cllrs Mrs Burton and Mrs Court offered to assist with the mission statement for Facilities

## **100 Parish Council Land**

### **100.1 Eves Corner - Pond Clearance**

Members were advised that it is proposed to meet with BTCV late May to gauge the level of growth so that an interim day can be scheduled in for June or July to cut back so that growth is 'reduced' for the main working party in October.

RESOLVED: that the information was noted by Members

### **100.2 Eves Corner: Permission to Place a Geocache**

Members had been supplied with details and a request for permission to place a Geocache at Eves Corner. Members were all in agreement.

RESOLVED: that a Geocache may be installed at Eves Corner

### **100.3 Runsell Green: Pond Clearance**

Members were advised that a day is to be arranged for October.

RESOLVED: that the information was noted by Members

#### **100.4 Allotments**

Members were advised that some plots has become vacant and that residents on the waiting list had been advised.

RESOLVED: that the information was noted by Members

#### **101 Play Areas**

##### **101.1 Climbing Frame with ladder**

Members were advised that the Condition of this piece of equipment continued to be monitored. Cllr Mrs Burton and Assistant Clerk had now met with three suppliers, quotes had been received from two, awaiting third. Grants will be investigated when item has been agreed.

RESOLVED: that the information was noted by Members

##### **101.2 NEOS**

Members were reminded that this session had taken place on 24<sup>th</sup> August 2010 and that CBC had been chased several times to get the actual figures, but to no avail. Members were advised of the Assistant Clerk's observation recorded on the day: *"I thought the NEOS was great, but when I went up and had a go with my son there hadn't been very many other people having a go – weather wasn't wonderful, dry but windy, and there weren't many people in our playground either when I went there to drum up business"*

RESOLVED: that the information was noted by Members

##### **100.3 Youth Bus**

Members had been supplied with a Report.

RESOLVED: that the information was noted by Members

##### **100.4 Play in the Park**

Members had been supplied with details of proposed 2011 sessions. Members all agreed that the three sessions be booked for Easter – Thursday 14<sup>th</sup> April 2011 afternoon session and during the Summer holidays - Wednesdays 3<sup>rd</sup> August 2011 afternoon session and 10<sup>th</sup> August 2011 morning session at a total cost of £150 (i.e. 2 @ £75 and 1 free session funded by CBC).

RESOLVED: that three Play in the Park sessions be booked through CBC at a total cost of £150

##### **100.5 Annual Safety Inspection**

Members were reminded that last year DPC used Wicksteed, who had advised no increase in price for 2011: unaccompanied inspection and risk assessment £142 ex VAT. Cllr Wood proposed that Wicksteed be appointed to carry out the 2011, Cllr Mrs Burton seconded the proposal. All Members agreed.

RESOLVED: that Wicksteed be appointed to carry out the 2011 inspection at a cost of £142 ex VAT.

#### **101 Trees**

##### **101.1 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 in November 2010 with the reparation group, but that a nearby resident had requested a site visit regarding an Oak tree overhanging her garden. Members were advised that this tree had not been included in the Tree Survey by DF Clark as requiring works.

RESOLVED: that the information was noted by Members.

### **101.2 Annual Tree Survey**

Members had been advised that DF Clark had carried out the Medium priority works to trees at Elm Green on 28<sup>th</sup> February 2011 and that £755 remains in this year's tree budget to go towards other medium priority work identified (allowance in 2011/12 budget to cover remaining costs). Resources Committee to be advised to carry over this £755 to the 2011/12 Tree Budget.

RESOLVED that i) the information was noted by Members

ii) Resources Committee be advised to carry over £755 from the 2010/11 Tree Budget to the 2011/12 Tree Budget.

### **102 Elm Green Parking**

Members had been advised that Parish Council had agreed to install posts and that the wooden posts had been ordered, delivery awaited; reflectors for the top of the posts had been delivered.

RESOLVED: that the information was noted by Members

### **103 Danbury Times**

Nothing to report

### **104 Car Parking**

#### **104.1 Re modular banks**

Members were advised that the Modular Banks had been removed from Mayes Lane Car Park and that smaller recycling bins (2 for glass only) had now been placed by CBC in the Main Road Car Park.

RESOLVED: that the information was noted by Members

#### **104.2 Parking for Cycle Event in September 2011**

Members had been advised that the Clerk had liaised with Tennis and Bowling Clubs and neither had major events arranged on that day, but the Charity organising the event had felt that the alternative parking arrangement provisionally organised by the Clerk would not be suitable as it would have meant splitting the parking and registration points. The Charity had now found an alternative registration venue and a local landowner has offered parking in an adjoining field.

RESOLVED: that the information was noted by Members

### **105 Library Consultation**

Members had been supplied with a copy of the consultation (for individual responses) and advised that the close date was 27<sup>th</sup> March 2011. Members discussed and all agreed that from the options offered, Option A was preferred, but Members wanted it recorded that they did not want to lose any opening hours and would prefer the current arrangements to remain as they are at present.

RESOLVED: that the response from the Parish Council to the Library Consultation was agreed as 'A', but that ECC should be advised that the Parish Council did not want any changes to be made to the current operating hours.

### **106 Matters to Report**

Cllr Berlyn reported briefly on the Medical Centre and the Danbury Society Newsletter.

### **107 Dates of Meetings in 2011**

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

**108 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 were instructed to withdraw.

There were no Members of the Press or Public present.

**109 DCA**

Members were advised that the next quarterly meeting would be held after the elections in May. Tour of the Sports Centre was discussed: Clerk was requested to organise this on a Saturday for Cllr Mrs Burton, Cllr Clacy, Cllr Mrs Court, Cllr Pemberton and Cllr Powell.

RESOLVED that: i) the information was noted by Members  
ii) Clerk organise a Saturday tour of the Sports Centre

Cllr H. Clacy  
Chairman

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