



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 18th May 2011 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Councillors A. Allen, S. Berlyn (ex officio), Mrs A. Chapman,
H. Clacy (Chairman), Mrs S-J. Court, A. Pemberton,
M. Wood (ex officio)

In Attendance: Cllr B. Scaife
Mrs M. Saunders, Clerk to the Parish Council
Mrs M. Dyer, Assistant Clerk, Facilities

1 Election of a Chairman for this meeting

Cllr Pemberton proposed Cllr Clacy, this was seconded by Cllr Mrs Court, all Members agreed.

RESOLVED: that Cllr Clacy chair this meeting

2 Apologies for absence

Apologies were received and accepted from Cllr D Powell and Cllr M Telling

3 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 Clacy declared a personal interest in the agenda item relating to Eves Corner and Kelly Bronze Mobile Shop by virtue of knowing the owner.

4 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present.

5 Minutes of the Facilities Committee held on 16th March 2011.

RESOLVED: that the minutes of the Meeting held on 16th March 2011 be approved and duly signed as a correct record.

6 Strategic Plan

Cllr Clacy handed out a sheet of ideas to be considered for forwarding to the Strategic Review Working Group. In relation to item 1 of this list it was pointed out that details of all the land owned by the Parish Council is always included as part of the annual accounts, which all Members receive a copy of, but to clarify this it was agreed that all Councillors will be given a map identifying these sites.

RESOLVED: that details of all Parish Council owned land be marked on a map and supplied to Councillors.

With regards to items 3, 4 and 5 on the list Cllr Pemberton proposed that these were forwarded to the Review Group, Cllr Mrs Court seconded the proposal, one Member abstained, one Member was against the proposal, all other Members agreed.

RESOLVED: that items numbered 3, 4 and 5 be taken to the Strategic Review Working Group for consideration.

It was noted that items 2 and 6 on the list were part of the Resources Committee's responsibilities (Members were reminded that equipment replacement is already a consideration of the 3 year financial forecast) and that items 7 and 8 would come through the Facilities Committee at some point as part of Facilities responsibilities.

RESOLVED: that the information was noted by Members.

7 Danbury Parish Council owned Premises

Members had been advised that due to current works on site a total exterior inspection had not been carried out, but that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

7.1 Parish Council Office

Nothing to report

7.2. Robins Nest

Nothing to report

7.3. Tennis Club

Members were advised that the new lease is in hand.

RESOLVED: that the information was noted by Members.

7.4. Bowling Club

7.4.1 New watering system

Members had been advised that this had been Installed in January 2011 and that the contractor had been back to adjust system/area around the pop ups.

RESOLVED: that the information was noted by Members.

7.4.2 New ditch fill material

Members had been advised that this had now been installed.

RESOLVED: that the information was noted by Members.

7.5. Cricket Club

Members had been advised that Danbury Cricket Club and Little Baddow Cricket Club would share the wicket on Saturdays for the season which officially commenced on 7th May 2011 (a pre season friendly had been played by Danbury CC on 23rd April 2011) and that Danbury CC would also be playing some matches on Sundays during the season.

RESOLVED: that the information was noted by Members.

7.6 Royal British Legion

Members discussed the future of the RBL Hut/alternatives uses. It was agreed that the Clerk should contact local Estate Agents regarding 'advertising' the building's availability, CBC should be notified of the availability of the building, use of the building as an education facility be investigated and that quotes be obtained to bring the interior of the building up to standard.

RESOLVED that i) Local Estate Agents be approached for quotes to market the

- Building
- ii) CBC notified re availability of the building
 - iii) Use of the building as an education facility be investigated
 - iv) Quotes be obtained to bring the interior of the building up to standard.

7.7 Sports Centre

7.7.1 Surveys

Members had been supplied with a copy of survey updated regarding works that had been completed and identifying responsibility i.e. Parish Council or Sports Centre. Part of Item 26 (Snooker Room) and item 49 (Sports Hall ventilation) were covered individually below – see minutes Nos.7.7.2 and 7.7.6. respectively.

RESOLVED: that the information was noted by Members.

Regarding item 14 (steps from basketball court to upper playing field) Members considered putting this forward as a project under Section 106. Members agreed that this would be a good project to put forward and briefly discussed the arrangement of steps/ramp.

RESOLVED: that replacement steps/ramp be put forward for consideration as part of the Section 106 agreement.

7.7.2 Leak under stairs

Members were reminded that investigative work had been undertaken by a contractor and a quote for recommended remedial work had been supplied, that another contractor had also submitted a quote and that this area was included in the survey report (item No.26); this had also been discussed at the meeting with the DCA on 12th May 2011 (notes already supplied to Members) when it had been agreed that the DCA would prepare a list of criteria if the lobby were to be removed. Members briefly discussed the option of knocking down the lobby and the creation of a walkway to allow access to the Snooker Room.

RESOLVED: that the information was noted by Members.

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

Members had been advised that these works had been completed.

RESOLVED: that the information was noted by Members.

7.7.4 Windows and Doors

Members had been advised that an order would be placed for an annual maintenance check.

RESOLVED: that the information was noted by Members.

7.7.5 Heating

Members were advised that a quote was to be obtained for annual servicing to be carried out in August and DCA is still to supply paperwork.

RESOLVED: that the information was noted by Members.

7.7.6. Condensation in Sports Hall

Members had been supplied with notes from meeting held with the DCA on 12th May 2011 at which this item had been discussed (NB this item appeared as item no.49 on the survey). It was agreed that the Xpelair route initiated by DCA would be reviewed and also the installation of air bricks re costs etc.

RESOLVED: that a ventilation system and air bricks be investigated.

7.8 Dawson Memorial Fields

7.8.1 Pitch renovation for 2010/2011

Members were advised that one quote had been received and that a further quote was awaited, but that the Clerk had been advised by the contractor that at the moment ground and weather conditions would not permit this work to take place and that realistically he could not predict a suitable time period to do this work before September which would then be the beginning of the football season. Groundsman would however still have to renovate the goal mouth areas.

RESOLVED: that the information was noted by Members.

7.8.2 Mayes Lane Car Park CCTV

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

RESOLVED: that the information was noted by Members.

7.8.3 Football Danbury Mission

Members were reminded that the first meeting had been held on 19th January 2011 and notes had already been supplied; the meeting scheduled for 22nd March 2011 had been cancelled, but that The Mission had submitted proposals re usage of Dawson Memorial Field for the season commencing in September 2011, proposed increased usage fee and advised that the adult team would also be using the shower and changing facilities at the Sports Centre (payment for this direct to the Sports Centre). Members discussed and then all agreed to the usage and fees for the season commencing September 2011.

RESOLVED: that Danbury Mission will continue to use Dawson Memorial Field, fee for children's session on Saturday morning for the season commencing in September 2011 will be £300, the adult team is expected to play 10 games – fee will be per the usual football match fee of £35 per match and that the adult team will use the shower and changing facilities at the Sports Centre at a cost of £20 per match.

7.8.4 Essex Playing Field Association

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

RESOLVED: that the information was noted by Members.

7.8.5 Heathcote

Members had been supplied with copy letters to/from the School regarding proposed field usage for the school year commencing in September 2011. Members discussed. Cllr Berlyn proposed a usage fee of £2,000; this was seconded by Cllr Allen, 5 Members voted for the proposal and 2 Members voted against the proposal.

RESOLVED: that Heathcote School be advised that the fee for usage outlined by the School for the school year commencing September 2011 will be £2,000.

7.8.6 Inflatable days

Members had been supplied with details of a proposal regarding these during the summer half term break and school summer holidays and advised of results of research that had been undertaken re this through other Councils. Members discussed and agreed in principal that this be permitted, subject to the Clerk having favourable further discussions with the Organiser and the Sports Centre and ascertaining the situation regarding music/PA system etc.

RESOLVED: that inflatable events, subject to further favourable discussions with the organiser, be permitted at agreed times/dates.

7.8.7 Essex Playing Fields Association

Members had been supplied with details of renewal of annual subscription to March 2012 at £25. Members approved this renewal.

RESOLVED: that the Parish Council renew its membership of the EPFA to March 2012 at a fee of £25

7.8.8. Essex Playing Fields Association

Members had been supplied with details of the Best Kept Playing Field Competition 2011 and advised that the entry fee was £10. Members all agreed to enter.

RESOLVED: that Dawson Memorial Field be entered into the 2011 Best Kept Playing Field Competition at a fee of £10.

7.9. Parish Council Land

7.9.1 Eves Corner: Pond Clearance

Members were advised that Cllrs Clacy and Pemberton, plus Assistant Clerk are scheduled to meet with BTCV on 25th May 2011 to gauge the level of growth; date provisionally booked for Friday 8th July 2011 for an interim day of work so that growth is 'reduced' for the main working party day in October – provisional date for this is Friday 14th October 2011.

RESOLVED: that the information was noted by Members.

7.9.2 Eves Corner: Lighting Pillar

Members had been supplied with correspondence relating to this.

RESOLVED: that the information was noted by Members.

7.9.3 Eves Corner: Kelly Bronze Mobile Shop

Cllr Clacy restated his interest in this agenda item.

Members had been supplied with letter from Kelly Turkeys. It was agreed that this should be referred to the Environment Committee and that the producer should be advised that a monthly Farmers Market operates at the Sports Centre.

RESOLVED: that the matter be referred to the Environment Committee and that Kelly Turkeys be advised of the Farmers Market.

7.9.4 Runsell Green: Pond Clearance

Members were advised at the meeting scheduled (see minute No.7.9.1. above) that this pond would also be assessed to gauge if work would be required to be carried out in October 2011 (NB depending on extent of works required at Eves Corner and Runsell Green another day in addition to 14th October 2011 may be required to be booked.)

RESOLVED: that the information was noted by Members.

7.9.5 Allotments

Members were advised that a possible allotment holder is scheduled to visit the site with Groundsman re the last vacant plot.

RESOLVED: that the information was noted by Members.

7.10. Play Areas

7.10.1 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 received from two, awaiting third. Grants will be investigated when item has been agreed. Members had been supplied with correspondence from two young people and PC response. It was agreed that Cllr Mrs Court would now work with the Assistant Clerk on this project

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

ii) Cllr Mrs Court will work with the Assistant Clerk on this project

7.10.2 Youth Bus

Members had been supplied with details of the Essex Youth Bus Summer Road Show. Due to the new car park surfaces it was agreed that this would not be booked.

RESOLVED: that the Youth Bus would not be booked for Summer 2011.

7.10.3 Play in the Park

Members were advised that the Easter session took place on 14th April 2011. A report had been supplied to all Members who were advised that the Summer sessions were booked for 3rd August and 10th August 2011.

RESOLVED: that the information was noted by Members.

7.10.4 Annual Safety Inspection

Members were advised that Wicksteed were to carry out the inspection and supply report.

RESOLVED: that the information was noted by Members.

8 Trees

8.1 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members had been advised that The Groundsman continued to carry out these works and that the Assistant Clerk is to meet with a nearby resident regarding Oak tree NB this was not reported on by DF Clark as requiring works.

RESOLVED: that the information was noted by Members.

8.2 Annual Tree Survey

Members had been advised that the remaining medium/low priority works would be carried out in new financial year when appropriate.

RESOLVED: that the information was noted by Members.

8.3. Eves Corner

Members had been supplied with correspondence relating to the Cherry Trees.

RESOLVED: that the information was noted by Members.

9 Elm Green Parking

Members were advised that the posts and reflectors had been installed.

RESOLVED: that the information was noted by Members.

10 Danbury Times

Members were advised that meeting had not yet taken place.

RESOLVED: that the information was noted by Members.

11 Drainage/Car Parking

Members were given an update and advised that costs would be obtained for a sign advising drivers 'Park at your own risk'. Members were advised that there is circa £9,000 from Section 106 Agreement which had to be spent on the car park project – it was agreed that this had to go to the Resources Committee. In relation to the Main Road Car Park in front of the Sports Centre, Members discussed the provision of spaces for Sport Centre Staff parking and disabled parking. Cllr Pemberton proposed that spaces for staff and disabled should be allocated, Cllr Wood seconded the proposal, all Members agreed. Clerk to obtain costs for this and a concrete area for the refuse bins. Cllr Berlyn proposed that the lighting bollards be moved to the other side of the footway (at an additional cost) and the Groundsman to adjust the Cricket boundary accordingly, Cllr Allen seconded the proposal, all Members agreed. For security of the playing field a request had been made by the Groundsman for a 5 bar gate to be installed leading up to the field replacing the loose barrier. Cllr Berlyn proposed that this request be implemented, Cllr Allen seconded, all Members agreed.

RESOLVED that:

- i) the information was noted by Members
- ii) the £9,000 Section 106 Agreement be referred to Resources Committee
- iii) a special area be designated by signage to Sport Centre Staff and disabled parking, format etc subject to costs/feasibility; cost re concreted refuse bin area also to be obtained
- iv) Lighting bollards to be moved to other side of footway/cricket boundary to be adjusted accordingly by the Groundsman
- v) A 5 bar gate be installed leading up to the playing field from the Mayes Lane car park

12 British Heart Foundation

Members had been supplied with a letter requesting placement of a clothing and book bank as part of a recycling site in Danbury. Clerk was requested to respond advising that the recycling area within the Mayes Lane Car Park had now been removed, but to refer the charity to CBC regarding the recycling area on the Well Lane Industrial Site.

RESOLVED: that the charity be advised that the Parish Council are unable to comply in this instance, but to refer them to CBC re Well Lane.

13 Digital UK

Members had been supplied with a request for consideration for a road show in January 2012. As there was nowhere suitable on Parish Council land it was suggested that the request be referred to the Library for consideration.

RESOLVED: that the request be referred to the Library and Digital UK be advised accordingly.

14 Matters to Report

It was noted that the new bus shelter at 'The Avenue' had now been installed and that no one was available to attend the EALC meeting on 20th May 2011.

15 Dates of Meetings in 2011

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

16 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.

17 DCA

Members had been supplied with notes from the meeting held on 12th May 2011. The Clerk had prepared some Terms of Reference for the quarterly meetings; the Members considered these and agreed that these should be put forward to the DCA for consideration at the next meeting scheduled for 23rd June 2011.

RESOLVED that: i) the information was noted by Members.
ii) the proposed Terms of Reference be put to the DCA on 23rd June 2011.

There being no further business the meeting was closed at 10.02pm

Cllr H. Clacy
Chairman

Signed Date