



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 15th June 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, A. Pemberton, D. Powell, M. Wood (ex officio)

In Attendance: Cllr B Kennewell
Cllr B Scaife
Mrs M Dyer, Assistant Clerk, Facilities
Mrs B Robinson, Community Governor St. John's School (in connection with item relating to St John's School Walking Bus – see Minute Nos. 22 and 23)

18 Election of Chairman for 2011/12

Cllr Wood proposed Cllr Pemberton; this was seconded by Cllr Allen. There were no further nominations and Cllr Pemberton was elected unanimously.

RESOLVED: that Cllr Pemberton be elected as Chairman of the Committee for the municipal year 2011/12.

19 Election of Vice-Chairman for 2011/12

Cllr Wood proposed Cllr Mrs Court; this was seconded by Cllr Clacy. There were no further nominations and Cllr Mrs Court was elected unanimously.

RESOLVED: that Cllr Mrs Court be elected as Vice-Chairman of the Committee for the municipal year 2011/12.

20 Apologies for absence

Apologies were received and accepted from Cllr Mrs Court and Cllr Telling.

21 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.

22 Public Question Time (Limited to 15 minutes)

Mrs Robinson, Governor at St. John School, spoke about the school's proposal to operate a walking bus from the Mayes Lane car park, subject to the Parish Council's permission: 25-30 children to assemble in the car park at around 8.30am, collect a fluorescent jacket and walk across to the school, with reverse procedure at around 3pm. At this point Cllr Berlyn declared an interest in view of the proximity of his home to the school. Councillors then put questions to Mrs Robinson regarding the scheme and open discussion followed, with issues raised relating to the fact that this is a very busy public car park, safety issues, children's behaviour, requirement for

parents to park considerately, designation of a safe area for children to wait in the morning for the bus to start/await collection by parents in the afternoon. It was suggested that the youth shelter by the basketball court would be a suitable meeting/collection point.

Councillors raised the point that local parents should be encouraged to walk so that this proposed scheme catered for families living some distance from the school. Mrs Robinson advised that it is proposed to start a trial before the school summer holidays.

In view of above, it was agreed to bring forward the agenda item relating to St. John's School Walking Bus.

23 St. John's School Walking Bus

Members had been supplied with a copy of the proposal and the subject had been part of public question time. Members agreed that in principle the Council was not against the scheme, but that the school must remember that this is a public car park, the risk is with the school not the Parish Council and responsibility for the children's safety and behaviour lies with the school. It was agreed that the youth shelter would be a suitable meeting/collection point. Mrs Robinson to be asked to advise the Parish Office the numbers involved in the trial.

RESOLVED: that in principle the Parish Council did not object to the proposed scheme, but that total responsibility lies with the school and that trial data will be supplied to the Council for review.

Members thanked Mrs Robinson for attending and she then left the meeting.

24 Minutes of the Facilities Committee held on 18th May 2011.

RESOLVED: that the minutes of the Meeting held on 18th May 2011 be approved and duly signed as a correct record.

25 Strategic Plan

There was a lengthy discussion regarding the items proposed at the last meeting for forwarding to the Review Group. Cllr Powell then proposed that the Chair and Vice Chair of Facilities prepare a draft of the strategic plan, seeking advice as necessary, bringing back to the Committee. Cllr Clacy seconded the proposal, 1 Member opposed the proposal, 1 Member abstained, the rest agreed.

RESOLVED: that Chair and Vice Chair prepare a draft strategic plan for consideration by the Committee before forwarding to the Review Group

26 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.

26.1 Parish Council Office

It was agreed that this item should be removed from the agenda as the Parish Council is now a tenant in The Old School House (Resources Committee will continue to be responsible for the contents) and that the lease is in hand for the Tennis Club to take over the Parish Council Office on Dawson Memorial Field.

RESOLVED: that the Parish Council Office be removed from future agendas.

26.2 Robins Nest

Nothing to report.

26.3 Tennis Club

Members were advised that the new lease is in hand.

RESOLVED: that the information was noted by Members

26.4 Bowling Club

26.4.1 New watering system

Members had been advised that the contractor had made final adjustments to the system, which had been installed in January 2011 and that Tarmac would be installed in area around the pop ups.

RESOLVED: that the information was noted by Members

26.5 Cricket Club

Cllr Berlyn advised that the Cricket Clubs had been advised that the car park lights would be moved and that the cricket pitch boundary would therefore be moved in by one metre. Members noted that income/expenditure reference the Cricket Clubs needs to be reviewed

RESOLVED: that the information was noted by Members

Royal British Legion item was moved for discussion after the exclusion of the press and public

26.6 Sports Centre

26.6.1 Surveys

Members had been advised that Quotes were being obtained for plumbing and electrical works

RESOLVED: that the information was noted by Members

26.6.2 Leak under stairs (part of item 26 on survey)

Members had been advised that the DCA were considering criteria if the lobby were removed.

RESOLVED: that the information was noted by Members

26.6.3 Windows and Doors

Members had been advised that an order had been placed for annual maintenance check to be carried out in August 2011

RESOLVED: that the information was noted by Members

26.6.4 Heating

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

RESOLVED: that the information was noted by Members

26.6.5 Condensation in Sports Hall (item 49 on survey)

Members were advised that Xpelair and air brick routes were being investigated. Members requested that this information be brought back to the July meeting and that hiring in heaters also be considered.

RESOLVED: that hiring of heaters be considered in conjunction with Xpelair and air bricks at July 2011 meeting

26.7 Dawson Memorial Fields

26.7.1 Pitch renovation for 2010/2011

Members had been supplied with second quote received and advised that work cannot be undertaken now due to recent weather and ground conditions, but that the Groundsman would renovate the areas around the goal mouths.

RESOLVED that: i) the information was noted by Members
ii) the Groundsman renovates the area around the goal mouths

26.7.2 Mayes Lane Car Park CCTV

Members were advised that Cllrs Berlyn and Wood are still to visit Writtle PC and report back to Councillors. Following discussion Cllr Allen proposed that this item be removed from the agenda, Cllr Clacy seconded the proposal, 2 Members abstained, rest agreed.

RESOLVED: that Mayes Lane Car Park CCTV be removed from the agenda.

26.7.3 Heathcote

Members had been advised that the fee for field usage agreed by the Council for school year commencing September 2011 had been advised to the School Bursar.

RESOLVED: that the information was noted by Members

26.7.4 Inflatable days

Members had been advised that the Assistant Clerk had had one meeting with company and had visited the Sports Centre when the half term session was in operation and advised the Members at the Meeting that a second meeting with the company had taken place during the morning to discuss/finalise arrangements; Assistant Clerk outlined arrangements to Members.

RESOLVED: that the information was noted by Members

26.7.5 Essex Playing Fields Association

Members had been advised that Membership renewal was in hand.

RESOLVED: that the information was noted by Members

26.7.6 Essex Playing Fields Association

Members had been advised that Danbury PC entry form for Best Kept Playing Fields Competition 2011 had been submitted.

RESOLVED: that the information was noted by Members

26.8 Parish Council Land

26.8.1 Eves Corner: Pond Clearance

Members had been advised that Cllrs Clacy and Pemberton, plus Assistant Clerk had met with BTCV on 25th May 2011 to gauge the level of growth. Date confirmed for Friday 8th July 2011 to cut back reeds and remove some silt; BTCV would bring along 6-10 conservation volunteers, Assistant Clerk to recruit further volunteers from the Parish Council and Village Residents (up to 10 required). Meeting had been arranged for 21st September 2011 to assess level of work that may be required in the autumn; Members were advised that at present one day had been booked, namely Friday 14th October 2011.

RESOLVED: that the information was noted by Members

26.8.2 Eves Corner: Pond Water Level

Members had been advised that the Parish Office had received phone calls from concerned residents regarding the low level of the water in the pond and the effect on the Moor Hens, ducks and fish. The Conservation Trust had been consulted and had visited the site and advised that with regards to the Moor Hens the chicks were fine and reared and were ready to fly and that residents should be assured that like any good mother the Moor Hen would have moved the nest if the pond wasn't safe. Regarding the ducks they do not nest here they just 'visit'; the fish (which had not been installed by the Parish Council) could survive in a very small amount of water; other creatures such as invertebrates and bugs would go into the mud if a pond dried out, which can and does happen at certain ponds at least once a year. Tap water cannot be put into the pond. It was noted that 'Someone' had put dummy eggs in the nesting box.

RESOLVED: that the information was noted by Members

26.8.3 Eves Corner: Kelly Bronze Mobile Shop

Members had been reminded that the matter had been passed to Environment Committee for consideration and that the Facilities Committee Resolution to advise Kelly Turkeys about the Farmers Market would be communicated to the retailer once the resolution from Environment was known (one letter would be written)

RESOLVED: that the information was noted by Members

26.8.4 Runsell Green: Pond Clearance

With reference to Minute No. 26.9.1 the Runsell Green pond had also been inspected on 25th May 2011: the BTCV had recommended that the bull rushes were kept and that no work was currently required at the July work day. A thorough inspection had been made to gauge levels of wild life: evidence of damsel flies, birds had been feeding on the waters edge and invertebrates were spotted. The water level was down, but as at Eves Corner there was no danger to wild life. The hibernaculum constructed last autumn was inspected and was looking good. This pond will be assessed again in September 2011 to ascertain if works are required in the autumn, either on same day as Eves Corner or on another day.

RESOLVED: that the information was noted by Members

26.8.5 Allotments

Members had been advised that the final allotment plot has been allocated.

RESOLVED: that the information was noted by Members

26.9 Play Areas

26.9.1 Climbing Frame with ladder

Members had been advised that the condition of this piece of equipment continued to be monitored. Three quotes had now been received and Cllr Mrs Court and Assistant Clerk would assess options and prepare recommendation for the committee.

RESOLVED: that the information was noted by Members

26.9.2 Play in the Park

Members had been advised that summer sessions had been booked for 3rd August and 10th August 2011 and that CBC would provide posters and would send leaflets direct to all primary schools, pre schools and nursery schools in the area.

RESOLVED: that the information was noted by Members

26.9.3 Annual Safety Inspection

Members had been advised that an order had been placed with Wicksteed to carry out inspection in July 2011.

RESOLVED: that the information was noted by Members

26.9.4 Play in the Park – Extra Services

Members had been supplied with details of additional play/entertainment available to add onto 'Play in the Park' sessions. Following discussion it was agreed to book 2 x 2 hour sessions of Reptiles at a cost of £190.

RESOLVED: that Reptiles be booked to supplement the Play in the Park session at a cost of £190.

27 Trees

27.1 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members had been advised that The Groundsman had continued to carry out these works. An inspection visit had been made re nearby resident and overhanging Oak tree and it had been agreed that the Groundsman would cut branches overhanging residents shed.

RESOLVED: that the information was noted by Members

27.2 Annual Tree Survey

Members had been advised that the remaining medium/low priority works would be carried when appropriate to do so.

RESOLVED: that the information was noted by Members

28 Elm Green Parking

Members had been supplied with letter from resident regarding the newly installed posts. Clerk was requested to respond to resident quoting highways regulations relating to posts.

RESOLVED: Clerk to write to resident with details of Highways regulations regarding posts and lights.

29 Danbury Times

29.1 Report

Members were advised that the first review meeting had taken place and details of a reduction in costs

RESOLVED: that the information was noted by Members

29.2 Any articles for future Danbury Times

Members were requested to bring any items to the next meeting e.g. car park and ponds.

RESOLVED: that the information was noted by Members

30 Drainage/Car Parking

Cllr Pemberton updated Members regarding snagging identified at a site visit carried out on 13th June 2011 (list was read out) and advised that these would be discussed with the contractor at the meeting scheduled for 16th June 2011. Cllr Pemberton

advised that the quality of the surface in the Main Road car park would also be discussed at this meeting. Members were advised that the path to the Bowling Club was DDA compliant as specified. Barrier keys and five bar gate keys were discussed. Keys to both five bar gate to be supplied to DCA, but Members requested that Bowls Club and Tennis Club members would need to apply for a key, for consideration by PC, based on reasons submitted with request.

RESOLVED that

- i) the information was noted by Members
- ii) Bowls and Tennis Club Members are required to apply for 5 bar gate keys

31 British Heart Foundation

Members had been advised that a letter had been sent re clothing and book bank.

RESOLVED: that the information was noted by Members

32 Digital UK

Members had been advised that the request from Digital UK had been passed to the Library for consideration and Digital UK had been advised accordingly.

RESOLVED: that the information was noted by Members

33 Matters to Report

Members were reminded that the village litter pick would take place on Saturday 18th June 2011 9 – 11.30am

RESOLVED: that the information was noted by Members

34 Dates of Meetings in 2011

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

35 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 Public present.

36 Royal British Legion

Members had been advised that regarding the Marketing of RBL Hut that the Clerk had spoken to local estate agents and Church & Hawes had offered to install a sign on the Main Road and to put details in their office window at no charge, all calls would be directed to the Parish Office and PC Office Staff would have to show interested parties around. CBC and Educational Department were still to be contacted. Reparation had been approached regarding carrying out internal decoration as a summer project; quotes would also be obtained from contractors re decoration and replacement sanitary fittings/kitchen units. Clerk had been notified by some parties interested in leasing/hiring the building and details had been supplied to Members. Members agreed to take up the kind offer from Church & Hawes and acknowledged that a budget may be needed to decorate the interior of the building. Clerk was requested to ascertain the market rental rate for this property for the July meeting and Councillors agreed to discuss/approve a list of acceptable/possible uses for the rental of this building at the July meeting, with proposal from interested parties being considered at the September meeting.

RESOLVED that: i) the information was noted by Members
ii) the offer from Church & Hawes to be taken up
iii) Clerk to ascertain market rental value
iv) Acceptable uses to be discussed at July meeting
v) applications from interested parties to be considered at the
September meeting.

37 DCA

Members had been supplied with a hard copy of the Terms of Reference (as agreed by Facilities at 18th May 2011 Meeting, minute No.17 applies) for consideration by DCA at next meeting scheduled for 23rd June 2011. Members requested that 'and the community' be added to the end of item f)

RESOLVED: that one change be made to item f) of the proposed 'Terms of Reference', adding 'and the community' to the end of this item.

There being no further business the meeting was closed at 10.12pm,

Cllr A Pemberton
Chairman

Signed Date