



## **FACILITIES COMMITTEE**

### **Minutes of the meeting held on Wednesday 13<sup>th</sup> July 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, A. Pemberton (Chairman), D. Powell, M. Telling, M. Wood (ex officio)

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

#### **38 Apologies for absence**

Apologies were received and accepted from Cllr Clacy and Cllr Mrs Court

#### **39 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.

None were declared.

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

No members of the public were present.

#### **41 Minutes of the Facilities Committee held on 15<sup>th</sup> June 2011.**

RESOLVED: that the minutes of the Meeting held on 15<sup>th</sup> June 2011 be approved and duly signed as a correct record.

#### **42 Strategic Plan**

Members had been supplied with a copy of the Strategic Review prepared by Cllr Pemberton and Cllr Mrs Court. Cllr Pemberton went through the thinking behind the Strategic Review supplied. There was then a very lengthy session when each Member in turn expressed their opinion on the review, followed by an open discussion. Cllr Berlyn proposed that Cllr Pemberton redraft taking into account the points raised and discussed at the meeting and then circulated to the Committee for final comments before submitting to the Review Working Group. Cllr Powell seconded the proposal, one Councillor abstained, all other Members agreed. RESOLVED: that Cllr Pemberton redrafts the Strategic Review incorporating/amending as discussed; redraft then to be circulated to Members for final comments, prior to submission to the Review Working Group.

### **43 Danbury Parish Council owned Premises**

Members had been supplied with a copy of the updated premises (external) inspection report for June 2011 and advised that the Groundsman continued to inspect the site. Members were advised that the annual check of the Fire Extinguishers had taken place across all premises on Wednesday 29<sup>th</sup> June 2011  
RESOLVED: that the information was noted by Members

#### **43.1 Robins Nest**

Nothing to report

#### **43.2 Tennis Club**

Members were advised that the new lease is with the Tennis Club Committee.  
RESOLVED: that the information was noted by Members.

#### **43.3 Bowling Club**

##### **43.3.1 New watering system**

Members were advised that Tarmac had been installed in area around the pop ups.  
RESOLVED: that the information was noted by Members.

#### **43.4 Cricket Club**

Nothing to report

#### **43.5 Royal British Legion**

Members had been advised that the Royal British Legion had vacated the premises on 30<sup>th</sup> June 2011. Clerk updated Members regarding Church & Hawes and the letting board and advised that Church & Hawes were unable to provide a rental value for this building and had recommended that DPC contact a commercial letting company/valuer. Clerk advised that this valuation would incur a fee. Cllr Wood proposed that Clerk be given a budget of £250 to obtain a rental valuation, Cllr Allen seconded the proposal, one Member abstained, the rest agreed. Councillors agreed that it was not appropriate to discuss/agree list of acceptable/possible uses for this building.

RESOLVED that i) that Clerk be given a budget of £250 to obtain a rental valuation for the RBL Building  
ii) it was not appropriate to discuss potential tenants/uses for this building.

#### **43.6 Sports Centre**

##### **43.6.1 Surveys**

Members were advised that quotes had been obtained for minor plumbing works and were awaited for minor electrical works. Plumbing works could now proceed.  
RESOLVED: that the information was noted by Members.

##### **43.6.2 Leak under stairs (part of item 26 on survey)**

Members had been advised that removal of lobby was being considered, that regarding security aspects an initial meeting had taken place with the Security Company retained by DCA and that a meeting had taken place with a builder to discuss the options. It was agreed that costs be obtained to remove the lobby, installing appropriate security and 'weather' cover as necessary and for rebuilding the lobby.

RESOLVED: that quotes be obtained to remove the lobby and install cover and security as appropriate and to rebuild the lobby.

### **43.6.3 Windows and Doors**

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

RESOLVED: that the information was noted by Members.

### **43.6.4 Heating**

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

RESOLVED: that the information was noted by Members.

### **43.6.5 Condensation in Sports Hall (item 49 on survey)**

Members had been advised that Xpelair and air brick routes had been investigated; a meeting had taken place with a builder to discuss the options, who had supplied a quote to install air bricks. Assistant Clerk outlined the other options put forward by the builder. Following discussion, Cllr Berlyn proposed that a comparative quote be obtained to install air bricks and that the Clerk be authorised to place an order accordingly. Cllr Allen seconded the proposal, all Members were in agreement.

RESOLVED: that air bricks be installed in the Sports Hall, following receipt of a comparative quote.

## **43.7. Dawson Memorial Fields**

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

Members had been advised that due to weather conditions full pitch renovation would not be possible; winter games top dressing and grass seeds had been purchased for Groundsman to carry out work to goal mouths, but Members had been advised that success would be subject to weather/ground conditions.

RESOLVED: that the information was noted by Members.

### **43.7.2 Heathcote**

Members had been advised that the School Bursar had confirmed that the fee for field usage for school year commencing September 2011 had been notified to the school board.

RESOLVED: that the information was noted by Members.

### **43.7.3 Inflatable days**

Members had been advised that these will operate on five Tuesdays from 26<sup>th</sup> July to 23<sup>rd</sup> August 2011 inclusive from 12 noon to 2.30pm (inflatables 12noon to 2pm, show at 2pm for half an hour); inflatables will be in the sports hall and in a fenced off area directly outside the hall.

RESOLVED: that the information was noted by Members.

### **43.7.4 Essex Playing Fields Association**

Members had been advised that the entry form for Best Kept Playing Fields Competition 2011 had been submitted and that results would be announced at the EPFA AGM in October 2011.

RESOLVED: that the information was noted by Members.

## **43.8 Parish Council Land**

### **43.8.1 Eves Corner: Pond Clearance**

A report was given at the meeting about the work which had taken place on Friday 8<sup>th</sup> July 2011; Members had been advised that a Meeting had been arranged for 21<sup>st</sup>

September 2011 with the BTCV to assess level of work required in the autumn and that at present one day has been booked for this, namely Friday 14<sup>th</sup> October 2011.  
RESOLVED: that the information was noted by Members.

#### **43.8.2 Eves Corner: Kelly Bronze Mobile Shop**

Members had been advised that Environment Committee had had no objections; Members had been supplied with copy of the letter sent to Kelly Turkeys incorporating the views of both committees.

RESOLVED: that the information was noted by Members.

#### **43.8.3 Runsell Green: Pond Clearance**

Members had been advised that this pond would be assessed in September 2011 to ascertain if works would be required in the autumn, either on same day as Eves Corner or on another day (see minute No.43.8.1)

RESOLVED: that the information was noted by Members.

#### **43.8.4 Allotments**

An update was given at the meeting

RESOLVED: that the information was noted by Members.

### **43.9 Play Areas**

#### **43.9.1 Climbing Frame with ladder**

Members had been advised that the condition of this piece of equipment continued to be monitored. Members had been supplied with details and costs of a short list of suitable replacement items, plus suggestions and indicative costs to zone the playground into younger and older children's areas. Following discussion, Cllr Berlyn proposed that phased zoning be introduced as funds allow, to enhance the play area. Cllr Mrs Chapman seconded the proposal. All Members agreed. No decision was made at this meeting as to which item should replace the climbing frame.

RESOLVED: that the play area be zoned for younger and older children, to be phased in as funds allow.

#### **43.9.2 Play in the Park**

Members were advised that Summer sessions had been booked for 3<sup>rd</sup> August and 10<sup>th</sup> August 2011. CBC had sent posters and leaflets direct to all primary schools, pre schools and nursery schools in the area. Members were advised that The Mayor would be attending the 3<sup>rd</sup> August 2011 session on the day denoted as "Play Day 2011".

RESOLVED: that the information was noted by Members.

#### **43.9.3 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.

#### **43.9.4 Play in the Park – Extra Services**

Members had been advised that Reptiles had been booked for the 10<sup>th</sup> August 2011 session i.e. 1 x 2 hour session (it had not been possible to have two sessions of this 'activity' on the same day.)

RESOLVED: that the information was noted by Members.

#### **44 Trees**

##### **44.1 Overhanging Oak and Ash Trees in Cherry Garden Lane**

Members had been advised that the Groundsman had continued to carry out these works and would be carrying out works to branches from an oak tree overhanging a resident's shed.

RESOLVED: that the information was noted by Members.

##### **44.2 Annual Tree Survey**

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

RESOLVED: that the information was noted by Members.

#### **45 Danbury Times**

##### **45.1 Report**

A brief update was given

RESOLVED: that the information was noted by Members.

##### **45.2 Any articles for future Danbury Times**

It was agreed that the contribution made by the Groundsman in relation to the car parks project should be publically acknowledged in Danbury Times and the Groundsman formally thanked.

RESOLVED: that the Groundsman's contribution to the car parks project be included in the next issue.

#### **46 Drainage/Car Parking**

An update was given to the Members at the meeting. Members had been supplied with a copy of the notes from the meeting held with BIFFA on 1<sup>st</sup> July 2011 and advised of costs to install a hard standing near the Sports & Social Centre for the refuse and recycling bins. Cllr Berlyn proposed that Maldon Building Services be appointed to install a hard standing as specified with bar for bins to be chained to. Cllr Wood seconded the proposal, all Members agreed. Members had been supplied with copy of a Letter from Lingwood Bridge Club plus Clerk's response.

RESOLVED that:

- i) Maldon Building Services be appointed to install a hard standing plus bar at cost of £ 1,895 ex VAT
- ii) the information was noted by Members

#### **47 Memorial Bench**

Members had been supplied with copy e-mail from a gentleman regarding the installation of a memorial bench for his Father. Members all agreed that the most suitable location would be by the cricket pitch as a replacement for one currently sited there. Clerk to obtain prices and advise accordingly.

RESOLVED: that a memorial bench may be installed as a replacement for one currently by the cricket pitch, costs to be obtained and advised to the gentleman accordingly.

#### **48 Matters to Report**

No matters were reported

#### **49 Dates of Meetings in 2011**

Wednesdays 14<sup>th</sup> September, 9<sup>th</sup> November (budget), 16<sup>th</sup> November and Tuesday 6<sup>th</sup> December.

**50 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.

**51 DCA**

Members had been supplied with notes from the meeting held on 23<sup>rd</sup> June 2011.  
RESOLVED: that the information was noted by Members.

Cllr A. Pemberton  
Chairman

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