



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 16th November 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, Mrs S-J. Court, B. Kennewell, A. Pemberton (Chairman), B. Scaife, M. Wood (ex officio)

In Attendance: Cllr J Scott
Mrs M Saunders, Clerk to the Parish Council
Mrs M Dyer, Assistant Clerk, Facilities

76 Apologies for absence

Apologies were received and accepted from Cllr Telling

77 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.

78 Public Question Time (Limited to 15 minutes)

No Members of the Public were present

79 Minutes of the Facilities Committee held on 9th November 2011.

RESOLVED: that the minutes of the Meeting held on 9th November 2011 be approved and duly signed as a correct record

80 Danbury Parish Council owned Premises

Members had been advised that the next exterior inspection report was due to be carried out/ presented at the December meeting (changed to quarterly Minute 56 28th September 2011 applies), but that the Groundsman continued to inspect the site. RESOLVED: that the information was noted by Members.

80.1 Robins Nest

Nothing to report

80.2 Tennis Club

Members had been supplied with a report from the Tennis Club advising details of their short and long term plans/proposed changes, plus a request for a barrier key.

Members noted the proposed changes to the now extended club space. RESOLVED: that the information was noted by Members.

Regarding the Club's long term plans and request for an extension to the lease this was discussed by the Members, then Cllr Scaife proposed that a recommendation be put to Parish Council to consider asking ECC to extend the PC lease at The Old School House, which in turn would allow the PC to extend the lease for the Tennis Club because the Tennis Club would like to extend its facilities. Cllr Mrs Court seconded the proposal, all Members were in agreement.

RESOLVED: a recommendation be put to Parish Council to consider asking ECC to extend the PC lease at The Old School House because the Tennis Club would like to extend its facilities.

Request for a barrier key was discussed and Members were advised that special padlocks were being investigated which are accessible by the all the Emergency Services. Cllr Berlyn proposed that these padlocks are purchased and installed and the emergency services/control centres which cover this area be duly advised, this proposal was seconded by Cllr Wood, all Members agreed.

RESOLVED: that special 'emergency services' padlocks be purchased and installed on both height restriction barriers and the appropriate control centres/emergency services be advised accordingly.

80.3 Bowling Club

Members had been supplied with a letter from the Bowling Club in response to the decisions taken by DPC at the September Facilities Committee meeting in relation to The Green and keys to the height barrier. Members had also been supplied with copies of photos of The Green taken by DPC on 29th September 2011 and advised that the Clerk had ascertained that the majority of The Green conformed to County Bowling Standards; A meeting was scheduled with the Bowling Club for Tuesday 22nd November 2011 to discuss the foregoing.

RESOLVED: that the information was noted by Members.

80.4 Cricket Club

Members were advised that Danbury Cricket Club had advised that they wish to play here next season, but that Little Baddow CC had advised that they will not playing here next season due to costs and conditions. Clerk was requested to obtain further information from Little Baddow CC regarding their comment relating to conditions.

RESOLVED: that Clerk discuss conditions of the wicket with Little Baddow CC.

80.5 Royal British Legion Hut

Members had been advised that the interior of this building had been repainted by reparation team and that a letter of thanks had been sent to the team leader.

RESOLVED: that the information was noted by Members.

80.6 Sports Centre

80.6.1 Surveys

Members had been supplied with an update of survey work completed to date.

RESOLVED: that the information was noted by Members.

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

Members had been supplied with quotes received for two options originally discussed i.e. remove lobby/recreate walkway and rebuild area, plus a third option now quoted to move the fire exit staircase along to exit straight down from the Dawson Suite. Members discussed and were reminded that three companies had been consulted/quoted regarding this problem. Cllr Mrs Court proposed that subject

to inspection/approval by the Fire Safety Officer that Maldon Building Services be appointed to move the fire exit staircase and form a new flat roof to the lobby etc for the sum of £6,182 ex VAT, Cllr Wood seconded the proposal, all Members were in agreement.

RESOLVED: that subject to inspection/approval by the Fire Safety Officer that Maldon Building Services be appointed to move the fire exit staircase and form a new flat roof to the lobby etc for the sum of £6,182 ex VAT.

80.6.3 Heating

Members had been advised that the annual servicing had been carried out in August. Members had been advised that as DCA were still to supply paperwork, Assistant Clerk had spoken directly to SEC and paperwork would now be forwarded to DPC.

RESOLVED: that the information was noted by Members.

80.6.4 Condensation in Sports Hall (item 49 on survey)

Members had been advised that the air bricks had been installed and that the situation would be monitored.

RESOLVED: that the information was noted by Members.

80.6.5 Firewalk

Members had been advised that having granted permission to the DCA to hold this charity event, DCA had advertised the firewalk, but that as an insufficient number of people came forward, the event would not now take place.

RESOLVED: that the information was noted by Members.

80.7. Dawson Memorial Fields

80.7.1 Goal Posts

Members had been advised that this is work in progress and that quotes are being obtained.

RESOLVED: that the information was noted by Members.

80.7.2 Essex Playing Fields Association

Members had been advised that in the Best Kept Playing Fields Competition 2011 DPC had won three awards: for the cricket pitch, the playing fields and the children's playground. Members requested that the Groundsman be thanked for all his hard work.

RESOLVED: that the Groundsman be thanked for all his hard work on Dawson Memorial Fields.

80.8 Parish Council Land

80.8.1 Eves Corner: Pond Clearance

Members had been advised that following a site visit on 21st September 2011 when level of work required had been assessed by BTCV, work to this pond had been carried out on Tuesday 15th November 2011.

RESOLVED: that the information was noted by Members.

80.8.2 Runsell Green: Pond Clearance

Members had been advised that this pond had been assessed in September 2011 and that works had been carried out on 14 October 2011, but that due to its condition the duck house had to be removed. Members were advised that the Clerk had investigated if a replacement would be beneficial for the ducks and advised that it

was not necessary as ducks would use it for nesting purposes. Cllr Pemberton proposed that the duck house should not be replaced, Cllr Kennewell seconded the proposal. All Members agreed.

RESOLVED: that the duck house at Runsell Green pond was not to be replaced.

80.8.3 Allotments

Assistant Clerk gave a brief report to Members at the meeting.

RESOLVED: that the information was noted by Members.

80.9 Play Areas

80.9.1 Climbing Frame with ladder

Members had been advised that the condition of this piece of equipment continued to be monitored. Members had been advised that a grant application made to the Big Society Fund had passed successfully through the first stage and that the detailed application had to be submitted by end of November 2011 with the decision being made in February 2012. Cllr Mrs Court proposed that a new piece of play equipment be purchased for the play area, Cllr Berlyn seconded the proposal. One Councillor abstained; all other Members supported the proposal.

RESOLVED: that a new piece of play equipment be purchased for the play area

80.9.2 Annual Safety Inspection

Members had been advised that this was work in progress regarding the removal of the see saw and the other works recommended to be carried out.

RESOLVED: that the information was noted by Members.

81 Trees

81.1 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members had been advised that the Groundsman continued to carry out these works.

RESOLVED: that the information was noted by Members.

81.2 Annual Tree Survey

Members were advised that the remaining medium/low priority works from 2010 survey had been completed including the revised works to the Horse Chestnut at Runsell Green. Members had been supplied with a copy of part of the report from the Tree Survey for 2011 summarising the works required. At the meeting Members were advised of the costs for these works. Members were reminded that whilst the survey included the trees at Eves Corner, these are now excluded from the lease DPC has with the National Trust, but that the NT Warden would be advised of the findings from the survey. Cllr Mrs Chapman proposed that DF Clark be appointed to carry out works to the trees (excluding those at Eves Corner) for a sum of £1,330 ex VAT; Cllr Mrs Court seconded the proposal. All Members agreed. It was also agreed that DF Clark's suggestions for areas for new tree planting would not be progressed as past experience had shown that new trees had required high maintenance levels and regular watering and most had not survived.

RESOLVED: that DF Clark be appointed to carry out works arising from the 2011 Tree Survey for the sum of £1,330 ex VAT.

81.3 Tree Planting Grant

Members were advised this was not investigated – see minute No.81.2 above and 81.4 below.

RESOLVED: that the information was noted by Members.

81.4 Sainsburys' Active Scheme/Danbury Guides

Members had been supplied with an e-mail from Danbury Guides advising that they had been awarded 30 woodland trees (e.g. hazel, wild cherry, plum and crab apple) and requesting assistance with sites for planting. Members discussed and agreed that in view of the types of trees, that The Guides consider Danbury Park School and Danbury Outdoors as possible sites.

RESOLVED: that The Guides be advised to approach Danbury Park School and Danbury Outdoors as possible sites for their woodland trees.

82 Danbury Times

Cllr Mrs Chapman gave a report on the Winter 2011 issue and advised that the magazine would be delivered on Friday 18th November 2011. Success in the Essex Playing Fields Competition would be included in the next issue.

RESOLVED: that the information was noted by Members.

83 Drainage/Car Parking

Members were advised that this project had now been completed, but that the bollards and the car park surface were being monitored. Members were advised that a cable for the bollards had been broken, but that this had now been rectified and the lights were now working.

RESOLVED: that the information was noted by Members.

84 Memorial Bench

Members had been advised that this was progressing and that when received the Groundsman would install.

RESOLVED: that the information was noted by Members.

85 ECC Winter Salt Bag Scheme

Members had been advised that DPC was participating in this scheme and that the salt had been delivered; Cllr Pemberton was preparing a list of key problem areas, volunteers would then be sought/allocated and paperwork including risk assessments would then be issued and completed accordingly – Members had been supplied with a full set of this paperwork.

RESOLVED: that the information was noted by Members.

Members were advised that the grit bin at Elm Green had been stolen and that a bin was required in this area. Cllr Mrs Court proposed that DPC purchase a replacement bin, this was seconded by Cllr Mrs Chapman, 5 Councillors supported the proposal and three councillors abstained from the vote. Members requested that ECC be advised that DPC was disappointed that the bin installed by ECC had not been fixed correctly.

RESOLVED that: i) a replacement bin be purchased for siting at Elm Green
ii) that ECC be informed of the Council's disappointment that the original bin had not been fixed correctly

86 Land at top of Copt Hill/Gay Bowers Lane

Members were advised that with reference to the anonymous letter received and copied to Councillors for last meeting, the Clerk had now received a plan of VG106 from ECC, but this had not provided any useful information and as the letter was anonymous the matter could not be pursued any further.

RESOLVED: that the information was noted by Members.

87 Matters to Report

There were no matters reported by Members.

88 Date of final Meeting in 2011

Tuesday 6th December.

89 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.

90 DCA

Members had been supplied with notes from the DCA/Parish Liaison Group meeting held on Thursday 8th September 2011. Regarding the Boot Camp, Members were advised that this will not now be proceeding as from the two trial sessions advertised only 1 and 4 people respectively expressed any interest in this class.

RESOLVED: that the information was noted by Members.

At the liaison meeting the DCA requested a key to the gate at the side of the height barrier in Mayes Lane Car Park, Members considered the reasons for the request, but all agreed that it was not appropriate.

RESOLVED: that a key to the gate at the side of the height barrier in the Mayes Lane Car Park would not be supplied to the DCA.

There being no further business the meeting was closed at 9.43pm

Cllr A. Pemberton
Chairman

Signed Date