



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 18th January 2012 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Councillors S. Berlyn (ex officio), Mrs S-J. Court (Vice Chairman)
B. Kennewell, A. Pemberton (Chairman), B. Scaife, M. Telling
M. Wood (ex officio)

In Attendance: Mrs M Saunders, Clerk
Mrs M Dyer, Assistant Clerk, Facilities

105 Apologies for absence

Apologies were received and accepted from Cllr Allen.

106 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.

107 Public Question Time (Limited to 15 minutes)

No Members of the Public were present

108 Minutes of the Facilities Committee held on 6th December 2011.

RESOLVED: that the minutes of the Meeting held on 6th December 2011 be approved and duly signed as a correct record

109 Danbury Parish Council owned Premises

Members had been advised that the next quarterly exterior inspection would be undertaken in February 2012 and that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

109.1 Robins Nest

Nothing to report

109.2 Tennis Club

109.2.1 Extension to Lease

Members had been advised that the Parish Council is pursuing this request: Clerk had written to Essex County Council, response awaited.

RESOLVED: that the information was noted by Members.

109.2.2 Barrier Keys

Members had been advised that the padlock system approved and used by the emergency services was not suitable for locking the barrier and that Cllrs needed to reconsider the original request for a key to the current locking system on the barrier.

Members were reminded that this was also applicable to the Bowling Club, therefore the Cllrs considered the matter for both Clubs at this point of the meeting. Following consideration of the options put forward Cllr Berlyn proposed that both the Tennis Club and the Bowling Club be given a key to the lower car park barrier only with a strict set of conditions attached, including that the Clubs are to only use their key in emergency situations and that the current arrangement for drink deliveries continue operating through the current system; Clerk to advise the emergency services accordingly. The proposal was seconded by Cllr Telling, all Members agreed RESOLVED: that the Tennis and Bowling Clubs each be given a key to the lower car park (Mayes Lane) height barrier and advised that the key is only to be used in emergency situations and that the current arrangement for drink deliveries continue operating through the current system; Clerk to advise the emergency services accordingly.

109.3 Bowling Club

109.3.1 The Green

Members had been advised that a letter was being sent to the Contractor requesting a refund in relation to reduction in the scarification programme.

RESOLVED: that the information was noted by Members.

109.3.2 Barrier Keys

Members had been advised that the padlock system approved and used by the emergency services was not suitable for locking the barrier and that Cllrs needed to reconsider the original request for a key to the current locking system on the barrier. Members were reminded that this was also applicable to the Tennis Club, therefore the Cllrs considered the matter for both Clubs together. Following consideration of the options put forward Cllr Berlyn proposed that both the Tennis Club and the Bowling Club be given a key to the lower car park barrier only with a strict set of conditions attached, including that the Clubs are to only use their key in emergency situations and that the current arrangement for drink deliveries continue operating through the current system; Clerk to advise the emergency services accordingly. The proposal was seconded by Cllr Telling, all Members agreed RESOLVED: that the Tennis and Bowling Clubs each be given a key to the lower car park (Mayes Lane) height barrier and advised that the key is only to be used in emergency situations and that the current arrangement for drink deliveries continue operating through the current system; Clerk to advise the emergency services accordingly.

The order of the agenda was changed with the agreement of all Members (i.e. the building formerly used by the Royal British Legion was discussed ahead of the Cricket Club).

109.4 Building formerly used by Royal British Legion

Members had been advised that the Parish Council's solicitor had conducted the necessary legal searches regarding the Covenant on Dawson Memorial Field as it affected the use of the building and had submitted his advice, which had been discussed at the November Parish Council meeting, at which the Parish Council had noted that commercial use of the site did not appear to be permitted and had resolved that the question of the future use of the building be referred back to the Facilities Committee. Cllr Pemberton reminded Members that not all premises/facilities owned by the Parish Council were self-funding/covered their costs, but provided a service to the community e.g. the playground, playing field and Cricket Wicket. Members then considered the options for the building e.g. converting it into a sports pavilion or knocking it down and the approaches made by

two village organisations, together with the costs that would be involved in 'hiring' out the building as opposed to the lease arrangement previously in place e.g. electricity, heating, cleaning, administration, insurance etc. Members acknowledged that even if let to the groups who had expressed an interest the building could run at a loss, but would be providing an amenity for residents. Cllr Pemberton then summarised as follows:

- the building cannot be used for commercial purposes
- there are two village groups who would like to use the building
- converting the building to a Sports Pavilion is not an option due to the costs of installing showers etc. and these costs would not be recouped through usage fees
- this is a village resource/is prepared to run at a loss to provide an amenity

Cllr Telling then proposed that because of legal issues relating to this building that it should be offered to those village organisations who have expressed an interest at an hourly rate of £10 subject to review as appropriate. The proposal was seconded by Cllr Scaife, all Members were in agreement.

RESOLVED: that this building be offered to the village organisations that have expressed an interest for £10 per hour hire rate subject to review as appropriate.

109.5 Cricket Club

Members had been supplied with details of the current specification for wicket maintenance, plus a report/quote from one contractor recommended to Danbury Cricket Club. At the meeting further information, cost from another contractor and a revised quote from the incumbent contractor based on the same number of wickets as the other contractors was passed to Members. It was noted that as quotes from 'new' contractors were dependent on a roller being supplied by the Parish Council/Danbury Cricket Club, the Clerk would investigate the availability of a roller, plus storage on site. It was unanimously agreed that if the roller situation could be resolved the contract would be given to Sportsturf for the sum of £4,500 ex VAT.

RESOLVED: that availability of a roller plus storage on site be investigated and if resolved the contract be awarded to Sportsturf for the sum of £4,500 ex VAT.

109.6 Sports Centre

109.6.1 Surveys

Members had been advised that no further work identified on the survey had been completed since the report to the December Facilities meeting.

RESOLVED: that the information was noted by Members.

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

Members had been advised that the order had been placed for the fire exit staircase to be moved, lobby roof to be repaired and window /wall to be installed; footings work commenced 11th January 2012, but that awaiting date for main work to commence and CBC to advise if planning permission was required.

RESOLVED: that the information was noted by Members.

109.6.3 Heating

Members had been advised that the paperwork had been requested directly from SEC, but had not yet been received.

RESOLVED: that the information was noted by Members.

109.6.4 Condensation in Sports Hall (item 49 on survey)

Members had been advised that the situation was being monitored, but that to date there had been no problems reported.

RESOLVED: that the information was noted by Members.

109.7 Dawson Memorial Fields

109.7.1 Goal Posts (Pitch 3)

Members were advised that the posts could not be removed from the ground for refurbishment, therefore new posts had been ordered.

RESOLVED: that the information was noted by Members.

109.7.2 Olympic Games Event

Members considered an outline request from a resident. It was agreed that this could proceed providing the event was open to all residents and did not conflict with Cricket, subject to further information.

RESOLVED: that this may proceed providing the event was open to all residents and did not conflict with Cricket, subject to further information.

109.7.3 Play in the Park Easter and Summer 2012

Members had been supplied with details, advised that CBC will cover cost of one session and that new for 2012 were special sessions/activities for the 12-16 year age group. Members were reminded that in 2011 Danbury Parish Council had three sessions, one at Easter and 2 in the summer holidays (sponsored 2) and had paid for an extra activity of reptile handling. Cllr Mrs Court proposed that the Parish Council sponsor 3 sessions with two extra activities, allocating one session/extra activity to the 12-16 age group, with Clerk to decide the most appropriate activities within the allocated budget. Cllr Wood seconded the proposal, all Members agreed. RESOLVED: that the Parish Council sponsor three Play in the Park sessions at £75 each, plus two extra activities, total not to exceed the £500 budget. (NB 4 sessions in total as CBC will fund one session)

109.8 Parish Council Land

109.8.1 Eves Corner: Pond Clearance

Members had been advised that a date for inspection with BTCV had been arranged for Wednesday 4th July 2012 to decide amount and level of work required and that if work is then required it would then take place in September or October 2012.

RESOLVED: that the information was noted by Members.

109.8.2 Runsell Green: Pond Clearance

Members had been advised that a date for inspection with BTCV had been arranged for Wednesday 4th July 2012 to decide amount and level of work required and that if work is then required it would then take place in September or October 2012.

RESOLVED: that the information was noted by Members.

109.8.3 Allotments

Members were advised that work is in progress in preparation of new 'contract' year. Administrative work on the allotments was behind due to the heavy workload. The Chairman of the committee wished this noted.

RESOLVED: that the information was noted by Members.

109.9 Play Areas

109.9.1 Climbing Frame with ladder

Members had been advised that the condition continued to be monitored and that paperwork had been submitted for second stage for Big Society Fund grant and that the decision would be made in February 2012.

RESOLVED: that the information was noted by Members.

109.9.2 Annual Safety Inspection

Members had been advised that the see saw had been removed and other jobs were work in progress.

RESOLVED: that the information was noted by Members.

110 Trees

110.1 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.

110.2 Annual Tree Survey

Members had been advised that the order had been placed and all works had been completed.

RESOLVED: that the information was noted by Members.

110.3 Elm Green

Members had been supplied with a letter from a Resident. It was agreed that a meeting should be organised with the Resident and the CBC Tree Officer as recommended by the Parish Council's Tree Consultant, Clerk to be present at the meeting.

RESOLVED: that a meeting be organised with the Resident, CBC Tree officer, DPC's Tree Consultant and Clerk.

111 Danbury Times

Members were advised that reports from all Committees were in hand for the next issue.

RESOLVED: that the information was noted by Members.

112 Danbury tourist leaflet

Members had been advised that the Clerk was asking all committees for ideas on the way forward. Parish Council had previously agreed that a revised leaflet be prepared in time for the 2012 Olympics and that one idea put forward was for a historical leaflet; the Clerk had requested information from village residents but with no success. Members were advised that ideas are requested for consideration at the Parish Council meeting on 31st January 2012.

RESOLVED: that the information was noted by Members.

113 Drainage/Car Parking

Members had been advised that the Project had now been completed and that the surface continued to be monitored, but that in addition to the theft of bollards from the Sports Centre car park, that the bollards alongside the path down to the Bowling and Tennis Clubs had been vandalised. Members had been supplied with a quote to rectify the damage. Cllr Berlyn proposed that Danbury Electrical Services Limited be appointed to carry out the works for the sum of £648 ex VAT., Cllr Kennewell seconded the proposal, all Members were in agreement.

RESOLVED: that Danbury Electrical Services Limited be appointed to carry out the works to the damaged bollards for the sum of £648 ex VAT.

114 Memorial Bench

Members were advised that this had now been delivered and that the Groundsman would install it when ground conditions were suitable.

RESOLVED: that the information was noted by Members.

115 ECC Winter Salt Bag Scheme

Members were reminded that Danbury Parish Council was participating and advised that salt had been delivered, all paperwork had been completed and that letters of thanks had been sent to all volunteers. Cllr Berlyn thanked Cllr Pemberton for all his work in setting this up.

RESOLVED: that the information was noted by Members.

116 Matters to Report

Cllr Mrs Court advised that on her rounds to deliver the new 'Don't Litter' posters to businesses in the village that there were complaints in regards to the litter being dropped by customers purchasing products from the Chip Van and concern that this would spill over onto the pond area at Eves Corner.

117 Dates of Meetings in 2012

Wednesdays 14th March, 9th May, 13th June, 11th July, 12th September, Tuesday 6th November (Budget), Wednesday 14th November.

118 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.

119 DCA

Members discussed the ramp/stairs at rear of Sports Centre. Cllr Berlyn proposed that quotes are obtained from three Architects for designs for this area.

Cllr Mrs Court seconded the proposal. All Members agreed.

RESOLVED: that quotes be obtained from three Architects for works to the ramp/stair area at the rear of the Sports & Social Centre.

There being no further business the meeting was closed at 9.40pm

Cllr A. Pemberton
Chairman

Signed Date