



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 14th March 2012 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

Present: A. Allen, Mrs S-J. Court (Vice Chairman) (part of meeting),
B. Kennewell, A. Pemberton (Chairman), B. Scaife, M. Telling

In Attendance: Mr B. Ireland, Danbury Mission
Mrs M Dyer, Assistant Clerk, Facilities

120 Presentation/discussion from Brian Ireland – Danbury Olympic Games Event Saturday 28th July 2012.

Mr Ireland attended this meeting to update Members regarding the outline proposal Members had considered at the January meeting and had agreed could proceed subject to further information etc. Regarding the initial date proposed, Mr Ireland advised that as many schools would be breaking up earlier than usual because of the Olympics and traditionally families with school age children tend to go away as soon as the term ends, it was felt that the event should be brought forward to earlier in July so that as many children and families would have the opportunity to participate. The date would be discussed/agreed in line with Danbury Cricket Club and the Sports & Social Centre, where certain aspects of the event would be held plus the Sports Hall used in the event of inclement weather. Mr Ireland advised that the hope is that all elements of the event would be free – with an Olympic circuit theme: a mix of fun games, such as ‘soak the coach’, obstacle course, 3 legged race, coconut shy, plus food and stalls, using the Sports Hall and marquees as appropriate. Mr Ireland to advise revised date and update re format of event.

Mr Ireland then left the meeting

121 Apologies for absence

Apologies were received and accepted from Cllrs Berlyn and Wood

122 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 at this point, however later in the meeting Cllr Telling declared an interest in an agenda item relating to building works at the Sports & Social Centre (see minute No.126.6.1)

123 Public Question Time (Limited to 15 minutes)

No Members of the Public were present

124 Minutes of the Facilities Committee held on 18th January 2012

RESOLVED: that the minutes of the Meeting held on 18th January 2012 be approved and duly signed as a correct record

125 Danbury Parish Council owned Premises

Members had been supplied with a copy of the report for the quarterly exterior inspection which had been undertaken on 21st February 2012 and advised that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

126.1 Robins Nest

126.1.1 Toilet sink

Members had been advised that a Plumber had been briefed re new taps and plug.

RESOLVED: that the information was noted by Members.

126.1.2 Roof Tile

Members had been advised that a Contractor is to be briefed

RESOLVED: that the information was noted by Members.

126.1.3 Trailer

Member has been supplied with details of new trailer lock now available at £99 ex VAT. Members agreed that this may be purchased.

RESOLVED: that a Ram Hitchblocker lock be purchased from Roberts Agricultural Machinery at a cost of £99 ex VAT

126.2 Tennis Club

126.2.1 Extension to Lease

Members had been advised that ECC had confirmed that it would be willing to extend the PC lease on the Old School House to 15 years, which would then allow the PC to extend the Tennis Club's lease accordingly; the Clerk is to advise the Tennis Club Committee.

RESOLVED: that the information was noted by Members.

126.2.2 Barrier Key

Members had been advised that the Tennis Club had been notified that they may now have a key, but the Tennis Club had advised that they don't now require one as there is not always a Committee Member 'on duty' at all sessions – when required the Tennis Club would collect/use the one held at the Sports & Social Centre.

RESOLVED: that the information was noted by Members.

126.2.3 Electricity

Members had been advised that the cost of electricity for the lights on the footway to the Bowling and Tennis Clubs and the flood light above the youth shelter near the basketball court was now coming in on the Tennis Club electricity bill (because of PC Office move/Tennis Club now using this room); to simplify the billing Tennis Club had proposed that 15% of the annual cost of electricity recorded on the meter in the 'Old PC Office' be invoiced to DPC to cover the footway lights and floodlight. Members requested that the Tennis Club be asked to supply in actual monetary terms what the 15% is, in relation to the last few bills.

RESOLVED: that Tennis Club be asked to supply details of the sums of money involved/proposed.

126.2.4 Signage

Members had been advised that in relation to their new club sign that the Tennis Club had been advised that this would have to go to CBC for approval as the building is in the conservation area.

RESOLVED: that the information was noted by Members.

126.3 Bowling Club

126.3.1 The Green - Scarification

Members had been supplied with copy of the Contractor's response to Council's request for a refund in relation to reduction in scarification programme, advising that a refund was not applicable and citing reasons for the refusal.

RESOLVED: that the information was noted by Members.

126.3.2 The Green – South East Section

Members had been supplied with notes from the meeting held with Bowling Club, CBC and DPC on 28th February 2012 and advised that quotes would be available for the next meeting.

RESOLVED: that the information was noted by Members.

126.3.3 Barrier Keys

Members had been advised that the deposit for the keys had been received and the Bowling Club was now in possession of keys and a letter re emergency usage.

RESOLVED: that the information was noted by Members.

126.4 Cricket Club

Members had been advised that as Sportsturf had been unable to take on the contract CRS Pitchcare had been approached and copies of relevant insurance and certificates etc. had been supplied to the Clerk. Members had been supplied with a copy of the quote for works which will be carried out at the end of the 2012 season i.e. September/October by CRS Pitchcare See Minute No.132.

RESOLVED: that the information was noted by Members.

126.5 Building formerly used by Royal British Legion

Members had been advised that the Clerk and Assistant Clerk had met with The Village Halls advisor Sue Sheppard from RCCE to discuss suitability and options for this building – options to be researched/pursued. Members considered Clerk's request to join the RCCE Village Halls section at an annual fee of £40, which would provide the Clerk with access to papers/advice relating to running a hall. Cllr Kennewell proposed that Danbury Parish Council become an affiliated Village Halls & Community Buildings Member of the RCCE at an annual fee of £40. Cllr Allen seconded the proposal, all Members were in agreement.

RESOLVED: that Danbury Parish Council become an affiliated Village Halls & Community Buildings Member of the RCCE at an annual fee of £40

126.6 Sports Centre

126.6.1 Surveys

Prior to commencement of this agenda item Cllr Telling declared an interest as the company who had quoted for the Parish Council, Maldon Building Services, are currently quoting for works at his home. Members had been advised that no further work had been completed from the survey since works reported at the December Facilities meeting. Members had been supplied with quotes received to rectify drainage channel at front of building and alongside pathway and advised that with reference to the action recommended in the survey that clearing out doesn't work long term as the channel is too small; quote supplied was to enlarge the existing

channel and to install an additional channel. Members had been advised that an initial quote had now been received reference electrical works, for consideration under the later agenda item relating to the DCA.

RESOLVED: that the information was noted by Members.

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

Members had been advised that CBC had advised that planning permission was required for these works involving resiting of the fire exit staircase and that paperwork was in hand.

RESOLVED: that the information was noted by Members.

126.6.3 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.

126.6.4 Condensation in Sports Hall (item 49 on survey)

Members had been advised that the situation continued to be monitored, but to date no condensation had been reported. It was therefore agreed that this item should be taken off the agenda.

126.6.5 Refurbishment to showers and disabled toilets

Members had been advised that initial quotes had been received and would be considered under the later agenda item relating to the DCA.

RESOLVED: that the information was noted by Members.

126.7 Dawson Memorial Fields

126.7.1 Goal Posts

Member had been advised that the new posts had been delivered and installed.

RESOLVED: that the information was noted by Members.

126.7.2 Olympic Games Event

Further to Minute No.120 Members felt no further discussion was necessary at this point (awaiting details of the revised date for this event).

126.7.3 Play in the Park Easter and Summer 2012

Members had been advised that sessions had been booked for Thursday 1st April 1.30 to 3.30pm for 0-11 year olds, Wednesday 1st August 10am to 12 noon for 0-11 year olds, Wednesday 8th August 1.30 to 3.30pm for 0-11 year olds with extra activity of cycling and Wednesday 16th August 1.30 to 3.30pm for 12-16 year olds with extra activity of Parkour/Free Running with Team Kinetix. All sessions would be free to the children/teenagers and the total cost to Parish Council would be £415 as CBC was funding the April session.

RESOLVED: that the information was noted by Members.

126.7.4 Fish & Chip Van

Members had been supplied with a copy letter from the Proprietor. Members discussed and considered the contents of the letter and the request in relation to Dawson Memorial Field. Members then all agreed that the response should be: Danbury Parish Council can neither grant nor refuse parking on a public highway in any public venue in the village, but, for legal reasons, we are unable to permit parking on Dawson Memorial Field. We would wish to see all businesses in the village remain viable.

RESOLVED: that the Proprietor be advised that: Danbury Parish Council can neither grant nor refuse parking on a public highway in any public venue in the village, but, for legal reasons, we are unable to permit parking on Dawson Memorial Field. We would wish to see all businesses in the village remain viable.

126.8 Parish Council Land

126.8.1 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.

126.8.2 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.

126.8.3 Allotments

Assistant Clerk updated Members re the current situation/work in progress.

RESOLVED: that the information was noted by Members.

126.9 Play Areas

126.9.1 Climbing Frame with ladder

Members had been advised that the condition continued to be monitored and that the Parish Council has been awarded £1,000 from Big Society Fund towards phase one zoning. Clerk and Assistant Clerk were reviewing the budget.

RESOLVED: that the information was noted by Members.

126.9.2 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.

Cllr Mrs Court left the meeting at this point.

127 Trees

127.1 Overhanging Oak and Ash Trees in Cherry Garden Lane

Members had been advised that the Groundsman continued to carry out these works. It was agreed that as these works fall under general on-going maintenance that it did not need to appear on the agenda in future.

RESOLVED: that the information was noted by Members.

127.2 Elm Green

Members had been advised that the Assistant Clerk had met with the Resident, CBC Tree Officer and DPC's Tree Consultant on 14th February 2012 and that the result of Tree Officer's research was awaited.

RESOLVED: that the information was noted by Members.

128 Danbury Times

Members were advised that the Spring issue was ready to be collected by the delivery teams.

RESOLVED: that the information was noted by Members.

129 Drainage/Car Parking

Members had been reminded that whilst the Project was now completed that the surface continued to be monitored, but Members remarked that the surface appeared to be satisfactory. Members then considered what action should be taken regarding the missing bollards in the top car park. Members agreed that having a full set of lighting bollards had made positive difference to this car park. Cllr Allen then proposed that the Clerk investigate alternative forms of lighting which were not metal encased and which cannot be easily removed, such as encased in concrete, wooden framed or submerged/recessed lights. This was seconded by Cllr Kennewell, all Members agreed. Members had been advised that the bollards alongside the path down to the Bowling and Tennis Clubs had been repaired.

RESOLVED THAT: i) alternative lighting system be investigated for the top car Park
ii) the information was noted by Members.

130 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.

131 ECC Winter Salt Bag Scheme

Members had been advised that the system had worked well in regards to the recent snowfall and had been supplied with a complimentary e-mail from Resident.

Members had been advised that the additional salt had now been received.

RESOLVED: that the information was noted by Members.

132 Earmarked Reserves

Members considered these in relation to the Children's Play Area and grounds maintenance budget for the cricket wicket and bowling green. Then Cllr Scaife proposed that £2,025 be earmarked specifically for the cricket wicket end of season works from the 2011/12 grounds maintenance budget and the balance not used be carried forward, plus £1,000 be earmarked specifically for bowling green structural repairs. Cllr Telling seconded the proposal. All Members agreed.

RESOLVED: that £2,025 be earmarked specifically for the cricket wicket from the 2011/12 grounds maintenance budget and the balance not used be carried forward, plus £1,000 be earmarked specifically for bowling green structural repairs

133 Matters to Report

There were no matters reported.

134 Dates of Meetings in 2012

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

135 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.

136 DCA

136.1 Ramp at rear of Sports Centre

Members had been supplied with quotes received from two architects, but advised that they were incomparable as the two companies had viewed the project differently i.e. one is recommending a feasibility study prior to quoting for design. Members requested that the second company be asked to supply a firm quote for the design element for the Members to consider at the next meeting.

RESOLVED: that the second company be requested to requote including the design element of the project.

136.2 Budget considerations

At the meeting Members were given copies of the breakdowns of proposals re 2011/12 and 2012/13 budgets and works required as indicated above in Minutes Nos.126.6.1 and 126.6.5. Following consideration of these figures and quotes received in relation to the plumbing works, Cllr Allen proposed that works to the channels at the front of building should proceed, plus the additional plumbing works (mainly to the disabled toilets) and electrical works, subject to receipt of comparative quotes: regarding refurbishment work to the showers approval to proceed with this was to be dependent on the proposed timing for the reconfiguration of the shower units project – if this was likely to be in three years’ time then the refurbishment could not proceed. Cllr Scaife seconded the proposal all Members were in agreement. Members requested that DCA be asked whether a water softener is used at the centre

RESOLVED THAT: i) channel works and additional plumbing works (mainly to the disabled toilets) be carried out; electrical works be carried out, order placement subject to receipt of comparative quotes; refurbishment of showers to be carried out if reconfiguration of shower units will not be within three years.
ii) use of water softener to be investigated

136.3 Signage

Cllr Allen spoke about the signage DCA put up in relation to various events and requested that DCA be asked to consider each notice that is put up so that it complies with the regulations. Cllr Allen asked whether the DCA would be sent a copy of the letter agreed by Planning Committee regarding signage. Facilities Committee Clerk to check with Planning Committee Clerk.

There being no further business the meeting was closed at 10.05pm

Cllr A. Pemberton
Chairman

Signed Date