



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 13th June 2012 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

Present: A. Allen, B. Kennewell, A. Pemberton (Chairman),
M. Wood (ex officio)

In Attendance: Cllr Mrs C Jacobs
Mrs M Saunders, Clerk
Mrs M Dyer, Assistant Clerk, Facilities

18 Presentation/discussion from Brian Ireland – Danbury Olympic Games Event Saturday 7th July 2012.

Mr Ireland had been unable to attend. Cllrs requested that details of other Charities that would benefit from any profit made at this event.

RESOLVED: that details of other Charities that may benefit from the event be ascertained.

19 Apologies for absence

Apologies were received and accepted from Cllr Mrs Court (Vice Chairman), Cllrs Berlyn, Scaife and Telling.

20 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

21 Public Question Time (Limited to 15 minutes)

There were no Members of the Public present

22 Minutes of the Facilities Committee held on 9th May 2011

RESOLVED: that the minutes of the Meeting held on 9th May 2012 be approved and duly signed as a correct record

23 Danbury Parish Council owned Premises

Members had been supplied with details of the quarterly exterior inspection which had been undertaken on 18th May 2012, and advised that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

23.1 Robins Nest

23.1.1 Toilet sink (reference No.RN5 on Quarterly Inspection Report)

Members had been advised that the Plumber has returned to rectify leak.

RESOLVED: that the information was noted by Members.

23.1.2 Trailer

Members had been advised that the new trailer lock had been received and installed.

RESOLVED: that the information was noted by Members.

23.2 Tennis Club

23.2.1 Extension to Lease

Members were reminded that the Clerk had requested from ECC what term of lease they would accept. Awaiting response.

RESOLVED: that the information was noted by Members.

23.2.2 Electricity

Members had been advised that details of proposed PC contribution of £144 per annum had been passed to the Tennis Club Committee. At the meeting Members were advised that the Tennis Club Committee had responded and advised acceptance of the proposed contribution.

RESOLVED: that the information was noted by Members.

23.2.3 Signage

Members were reminded that the Tennis Club had been advised that approval for their new club sign would have to go to CBC for approval as the building is in the Conservation Area and advised that there was nothing further to report at this point.

RESOLVED: that the information was noted by Members.

23.3 Bowling Club

23.3.1 The Green – South East Section

Members had been advised that Bowling Club had been advised of the Facilities Committee decision re contractor and had been supplied with a copy of the response from the Bowling Club Committee. Members requested that the Assistant Clerk ascertain that CCC will be able to undertake laser levelling. Cllr Wood proposed acceptance of the Bowling Club's offer to contribute 50% towards the costs of the proposed works to The Green, Cllr Kennewell seconded the proposal, all members were in agreement.

RESOLVED that i) CCC can undertake laser levelling as part of these works be ascertained

ii) the offer from the Bowling Club to contribute 50% towards the costs of the works to The Green be accepted

23.4 Cricket Club

Members had been reminded that CRS Pitchcare had started ground maintenance contract on 1st April 2012 and had been supplied with copy e-mail from Danbury Cricket Club regarding the pitch after their first game.

RESOLVED: that the information was noted by Members.

23.5 Building formerly used by Royal British Legion

Members had been advised that Danbury Parish Council is now an affiliated member of the RCCE Village Halls & Community Buildings Service. Members had been advised that a meeting had been arranged for 7pm on Wednesday 13th June 2012 (prior to this meeting) with Guide Group. At this Facilities Committee meeting

Members were given a brief update of the meeting with the Guide Group and advised that the Guiding Group Representatives had been advised of the previous arrangement with the RBL for this building; The Guiding Group Representatives would now convey what was discussed to their colleagues for consideration and would return with their decision as soon as possible.

RESOLVED: that the information was noted by Members.

23.6 Sports Centre

23.6.1 Surveys

Members had been advised that the additional plumbing works (mainly to disabled toilets) and refurbishment of showers was now in progress and that a water softener unit was being investigated. Members were advised that an order had been placed for channel works at front of building, but that the contractor's supplier had not quoted for an Acco drain with a removable lid and heel guard, therefore the contractor had submitted a revised quote (copies had been supplied to Members) this included an increase of £587. Cllr Allen proposed acceptance of the additional cost, Cllr Wood seconded the proposal, all Members agreed.

RESOLVED: that additional cost of £587 for drainage work be accepted.

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

Members had been advised that the decision from Chelmsford CC regarding the planning application to move the fire exit staircase should be known by 18th June 2012.

RESOLVED: that the information was noted by Members.

23.6.3 Heating

Members had been supplied with a copy of the schedule that included the new storage heaters in Dawson Suite.

RESOLVED: that the information was noted by Members.

23.7. Dawson Memorial Fields.

23.7.1 Olympic Games Event

Members had been advised that regarding Members' query relating to music at the event, that details had been e-mailed to all Facilities Committee Members and, of the four responses received, three had had no issues with the proposed use of music at this event, but that one Member was concerned generally with music on Dawson Memorial Field – a copy of this e-mail had been supplied to Members for consideration/discussion. The Cllr concerned expanded on his reasons for raising concern. Members discussed the issue for some considerable time, but agreed that the matter be deferred to the next Facilities Committee meeting, requesting that the Assistant Clerk ascertain with the Environmental Health Officer at CCC the stance on noise levels in public open spaces etc.

RESOLVED that: i) the matter be deferred to the next meeting

ii) Information re noise levels etc. be ascertained from the Environmental Health Officer at CCC

23.7.2 Play in the Park Easter and Summer 2012

Members were reminded that Summer sessions had been booked and confirmed as follows: 1st August 10am to 12 noon 0-11 years, Wednesday 8th August 1.30 to 3.30pm 0-11 years plus extra activity of cycling and Wednesday 16th August 1.30 to 3.30pm 12-16 years plus extra activity of Parkour/Free Running with Team Kinetix. Free to children/teenagers, total cost to Parish Council is £415.

RESOLVED: that the information was noted by Members.

23.7.3 Best Kept Playing Field Competition

Members had been advised that the Parish Council's entry had been submitted.

RESOLVED: that the information was noted by Members.

23.7.4 Hire of Field Request 1 for: Monday 9th to Monday 16th July 2012

Members had been advised that a letter had been sent to Children's World Fun Park advising the Committee's decision.

RESOLVED: that the information was noted by Members.

23.7.5 Hire of Field Request 2 for: 15th July 2012

Members had been advised that an e-mail had been sent to the resident advising the Committee's decision

RESOLVED: that the information was noted by Members.

23.7.6 Hire of Field Request 3 for: Sunday 29th July 2012

Members had been advised that an e-mail had been sent to the Adoption Support Services advising Committee's permission, and that a response had been received advising grateful thanks but that meanwhile they had found an alternative venue.

RESOLVED: that the information was noted by Members.

23.7.7 Hire of Field Request 4 for: Monday 20th August 2012

Members had been advised that an e-mail had been sent to Expedition Wise Ltd (Event for Alzheimer's Research) advising Committee's decision (copy had also been sent to the Sports & Social Centre) and that the Parish Office e-mail had been acknowledged, but the Company had not advised its plans.

RESOLVED: that the information was noted by Members.

23.7.8 Pitch Renovation

Members had been advised that soil and seed to refurbish goal mouths had been delivered and that an order had been placed with CCC to apply fertiliser, awaiting date for work to take place.

RESOLVED: that the information was noted by Members.

23.7.9 Ramp at rear of Sports Centre

Members had been advised that the Order had been placed with the Architect.

RESOLVED: that the information was noted by Members.

23.7.10 Lighting of Beacon for Jubilee

At the meeting it was reported that the event had been very successful with attendance of 400-500 residents. Members requested that a letter of thanks and congratulations be sent to Cllr Mrs Chapman for organising this event.

RESOLVED: that Cllr Mrs Chapman be formally thanked for organising such a successful event.

23.8 Parish Council Land

23.8.1 Eves Corner: Pond Clearance

Members had been reminded that the date for inspection with TCV (new name for BTCV) had been arranged for Wednesday 4th July 2012 to decide amount and level of work required – work if then required will then take place September or October.

RESOLVED: that the information was noted by Members.

23.8.2 Runsell Green: Pond Clearance

Members had been reminded that the date for inspection with TCV (new name for BTCV) had been arranged for Wednesday 4th July 2012 to decide amount and level of work required – work if then required will then take place September or October. RESOLVED: that the information was noted by Members.

23.8.3 Allotments

Members had been advised that an inspection had been undertaken on 29th May 2012 and letters issued as appropriate. At the Meeting the Assistant Clerk advised that as there had been several changes to tenancies at the allotments in the past two years that calling a meeting of all tenants was being considered. Cllr Wood offered to also attend this meeting with Cllr Pemberton.

RESOLVED: that the information was noted by Members.

23.9 Play Areas

23.9.1 Climbing Frame with ladder

Members had been advised the Condition continued to be monitored, that the Parish Council has been awarded £1,000 from Big Society Fund towards phase one zoning, that an order had been placed and that the new equipment should be installed during July 2012.

RESOLVED: that the information was noted by Members.

23.9.2 Annual Safety Inspection

Members had been advised that the order had been placed with The Play Inspection Company, awaiting date/report.

RESOLVED: that the information was noted by Members.

24 Trees

24.1 Elm Green

Members had been reminded that the Assistant Clerk had met with the Resident, the CCC Tree Officer and DPC's Tree Consultant on 14th February and that the Tree Officer had advised in May that results of her research should be known shortly; as nothing had been advised prior to this meeting Members had been advised that the Tree Officer would be chased.

RESOLVED: that the information was noted by Members.

25 Danbury Times

25.1 Report: at the meeting Members were advised that a meeting was scheduled for Monday 11th June 2012 and that delivery of finished magazines would be w/c 9th July 2012.

RESOLVED: that the information was noted by Members.

25.2 Any articles for future Danbury Times: music/noise was put forward as a possible article.

RESOLVED: that this suggestion be passed to the Danbury Times Working Group

26 Car Park – Lighting Bollards

At the meeting Members were given recommendations/quotes from two of the three companies briefed and advised that the third company had been unable to supply a quote due to holidays. Members discussed these at length and it was agreed that the third company should be asked to submit their recommendations/quote, based on 9 lights and that further information was required before the Members would be able to make a decision.

RESOLVED that: i) the third company be asked to submit their recommendations/quote based on 9 lights
ii) companies quoting be asked to clarify size and advise lumens levels re the products recommended and to ascertain where the recommended lights may be viewed in a working environment
iii) clarify with CCC Planning Department if planning permission is required if lights are changed from bollards to recessed.

27 Memorial Bench

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

RESOLVED: that the information was noted by Members.

28 ECC Winter Salt Bag Scheme

Members had been reminded that additional salt had been received and that distribution was to be arranged. Members were advised that the Chairman of Facilities and Assistant Clerk had completed the feedback questionnaire issued by ECC.

RESOLVED: that the information was noted by Members.

29 Dog Waste Bin

Members had been supplied with copy e-mail dated 10th May 2012 from CCC Environmental Services Officer requesting installation of bin near 41 Hoynors and advised that the cost of a bin plus installation from CCC would be £256.15 ex VAT. Members requested Assistant Clerk ascertain from the Environmental Health Officer where the complaint had originated from and precise details of proposed location for the bin; depending on results of these enquiries Chair of Facilities may visit the nearby residents.

RESOLVED: that origin of complaint be ascertained and proposed location for the new bin

30 Matters to Report

There were no matters reported.

31 Dates of Meetings in 2012

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

32 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.

33 DCA

33.1 Members had been supplied with an assessment of the electrical quotes received. Taking this into account and the Parish Council's Financial Regulations of 26th January 2011 "*The Council, nor any committee shall not be obliged to accept the lowest or any tender, quote or estimate. Each contract/tender/quote will be considered by the appropriate Committee or Council and it should provide reasons*

for the tender/quote/estimate and if resolved to be deemed necessary to be provided to the contractor”, it was agreed to appoint SEC to carry out these works because of their long term understanding of the building, which will give continuity to electrical works in the building.

RESOLVED: that SEC be appointed to carry out the electrical works.

There being no further business the meeting was closed at 9.30pm

Cllr A. Pemberton
Chairman

Signed Date