



## FACILITIES COMMITTEE

### Minutes of the meeting held on Wednesday 11<sup>th</sup> September 2013 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

**Present:** Cllrs A. Allen, S. Berlyn (ex officio), Cllr Mrs Chapman,  
B. Kennewell (Vice Chairman), M. Telling, M. Wood (ex officio)

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

Prior to the commencement of the meeting Cllr Berlyn read out a letter of resignation from Cllr Scaife.

#### **33 Apologies for absence**

Apologies were received and accepted from Cllr Mrs Jacobs, Cllr Mrs Court, Cllr Scaife and Cllr Harvey.

#### **34 Declarations of Interest**

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified the Monitoring Officer about it. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA.

None were declared at this point.

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

There were no Members of the Public present.

#### **36 Minutes of the Facilities Committee held on 17<sup>th</sup> July 2013**

RESOLVED: that the minutes of the Meeting held on 17<sup>th</sup> July 2013 be approved and duly signed as a correct record

#### **37 Danbury Parish Council owned Premises**

Members had been advised that the next quarterly inspection would be undertaken in October 2013 and that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members.

##### **37.1 Robins Nest**

Members were advised that external paintwork and minor repairs as required had been completed.

RESOLVED: that the information was noted by Members.

## **37.2 Tennis Club**

### **37.2.1 Extension to Lease**

Members had been advised that paperwork to extend the lease to 2038 was in hand with the Solicitor.

RESOLVED: that the information was noted by Members.

## **37.3 Bowling Club**

### **37.3.1 Lease**

Members had been reminded that the current lease expires on 31<sup>st</sup> March 2014 and that the Bowling Club Committee had advised that it was happy with the existing lease: only changes required will be to the fee and date. At the meeting Members were supplied with notes from the meeting held with Bowling Club Members on 10<sup>th</sup> September 2013 at which it was requested that, instead of naming personnel in committee roles in the lease, that just quoting titles (e.g. Chairman, Treasurer etc.) in the new lease be investigated with the Solicitor. Members were advised that the Clerk will contact the Solicitor re this.

RESOLVED: that the information was noted by Members.

### **37.3.2 Green's Contract**

Members were reminded that the current contract expires on 31<sup>st</sup> March 2014 and had been supplied with copies of the responses from the three companies that had been invited to quote for the 5 year contract. At the meeting Members were supplied with notes from the meeting held with Bowling Club Members on 10<sup>th</sup> September 2013 at which BC Membership numbers and fees were discussed also the periphery services/supplies (e.g. hedge cutting, water etc.) supplied or carried out for the BC by the Parish Council as part of the lease agreement. Cllr Berlyn proposed that Chelmsford City Council be appointed to carry out Bowling Club Green's Maintenance for five years commencing on 1<sup>st</sup> April 2014 at a total cost of £39,746.39. Cllr Wood seconded the proposal. All Members agreed. Members then discussed the fees to be charged to BC for the term of the new contract commencing on 1<sup>st</sup> April 2014. Following discussion Cllr Berlyn proposed an annual fee £8,949.00 for each of the five years of the new lease commencing on 1<sup>st</sup> April 2014; this was seconded by Cllr Telling. All Members were in agreement.

RESOLVED that: i) the information was noted by Members.

ii) Chelmsford City Council be appointed to carry out Bowling Club Green's Maintenance for five years commencing on 1<sup>st</sup> April 2014 at a total cost of £39,746.39.

iii) the annual fee to the Bowling Club for each of the five years of the new lease commencing on 1<sup>st</sup> April 2014 would be £8,949.00.

### **37.3.3 Fence panels**

Members had been reminded that the current fence panels had been re-stained this year, but would need replacing in 2014; quotes will be obtained in the Spring.

RESOLVED: that the information was noted by Members.

## **37.4 Cricket Club**

Members had been advised that the Cricket Season had finished on 31<sup>st</sup> August 2013, that the Assistant Clerk had followed up with the Cricket Club committee re contribution towards roller hire costs (have followed up again) and that a second team is interested in using the wicket for home games next year. It was noted that Cricket had been played on Dawson Memorial Field since 1958. Members discussed usage of the Cricket Wicket versus maintenance costs; Clerk reminded

Members that the current maintenance contract runs to March 2014. It was agreed that availability of the wicket be publicised through Danbury Times and Essex Playing Fields Association etc. and that a meeting be set up with Danbury Cricket Club before Christmas to discuss future usage etc.; the cost of a maintenance contract from April to September 2014 to be ascertained.

RESOLVED that:

- i) the information was noted by Members
- ii) availability of the wicket be publicised through Danbury Times and Essex Playing Fields Association etc.
- iii) a meeting be arranged with Danbury Cricket Club before Christmas
- iv) the cost of a maintenance contract from April to September 2014 to be ascertained.

## **37.5 The Old Pavilion**

### **37.5.1 Trial**

Members had been reminded that at the Parish Council meeting held on 31<sup>st</sup> July 2013 (minute No.67 applies) it had been agreed to continue with the trial for bookings at this building, until the legal situation was established.

RESOLVED: that the information was noted by Members.

### **37.5.2 Entrance**

Members had been reminded that planning permission is required to relocate the entrance and that completion of application form is in hand. At the meeting brief discussion took place re moving entrance to DCA end of the building, but it was agreed that this was not an option.

RESOLVED: that the information was noted by Members.

## **37.6 Sports Centre**

### **37.6.1 Surveys**

Members had been reminded that a review of survey jobs had been undertaken with Sports Centre Manager on 7<sup>th</sup> March 2013.

RESOLVED: that the information was noted by Members.

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

Members has been reminded that mesh panels had been installed in relation to relocated stairs to new lobby roof and snooker hall roof to deter access to the two roofs and advised that anti-vandal paint (plus the necessary signage) had now been installed to the edge of the snooker club roof as an additional deterrent measure. At the meeting Members were supplied with a quote for additional mesh panels to go on sides of step railings. Cllr Berlyn proposed that these additional panels be installed at a cost of £745 by Maldon Building Services; Cllr Wood seconded the proposal. All Members agreed.

RESOLVED: that Maldon Building Services be appointed to install additional mesh panels at a cost of £745.

### **37.6.3 Snooker Hall – External Works**

Members had been advised work in progress re further quote for paint finish and for cladding alternative.

RESOLVED: that the information was noted by Members.

### **37.6.4 Fire escape staircase for Snooker Hall**

Members had been reminded that this is wooden and now needed to be replaced and that it was proposed to replace the current wooden with a metal staircase which

would have a much longer life; one quote had been received, further still to be obtained. It was suggested by Members that concrete steps may also be a suitable durable replacement.

RESOLVED: that concrete steps be investigated.

### **37.7 Dawson Memorial Fields.**

#### **37.7.1 Play in the Park**

Members had been reminded that two sessions had taken place in the school summer holidays on Thursday 1<sup>st</sup> August 10am to 12noon and Thursday 22<sup>nd</sup> August 1.30pm to 3.30pm with Reptile Handling at the 22<sup>nd</sup> August session and advised that 31 children had attended the 1st August session and 40 had attended on the 22<sup>nd</sup>. Members had all been supplied with a copy of the report from CCC plus attendance figures for all venues in the district.

RESOLVED: that the information was noted by Members.

#### **37.7.2 Ramp at rear of Sports Centre/Paving to Sports Centre**

Members had been advised that costs are awaited for a 3D version of ramp plans, specification for steps and ballpark figure for a lift in the Sports Centre and that on receipt of specification for steps, quotes would be obtained for steps and works to paved area to Sports Centre. At the meeting Members were advised ballpark figures for a platform type lift and a hydraulic lift – which it was understood included installation – to be clarified. On the basis of the ballpark figures it was agreed that, in conjunction with the DCA, quotes should be obtained for a lift at the Sports Centre.

RESOLVED that:

- i) the information was noted by Members
- ii) ballpark figures be clarified re lift plus installation
- iii) quotes be obtained in conjunction with DCA for a lift at the Sports & Social Centre.

#### **37.7.3 Dog Training**

Members had been advised that the trainer had for the time being relocated classes to another venue and Members had been supplied with a copy letter requesting consideration to occasional 'dog walking' lessons on Dawson Memorial Fields and possible return to Dawson Memorial Field for classes in the future. Members were all in agreement that 'dog walking' lessons be permitted on Dawson Memorial Field with a fee of £5 per lesson (booked through Parish Office) and that at this point in time in principle it would be okay for dog training lessons to recommence on Dawson Memorial Field as per previous arrangements, but it would be subject to the Trainer coming back to the Committee to formally request permission and prevailing circumstances at the time of the request.

RESOLVED that

- i) the information was noted by Members
- ii) The Trainer (Ms N. Smith) be permitted to hold occasional 'dog walking' classes on Dawson Memorial Field booked through the Parish office for a fee of £5 per class
- iii) Return to original arrangements re classes subject to formal request to the Committee

#### **37.7.4 Essex Playing Fields 'Best kept Playing Fields Competition 2013'**

Members had been reminded that an entry had been submitted.

RESOLVED: that the information was noted by Members.

### **37.7.5 Height Barriers**

Members had been advised that quotes are being obtained for new warning signs re barriers.

RESOLVED: that the information was noted by Members.

### **37.7.6 Danbury Mission Junior Football**

Members had been advised that the revised fee for use of pitch 2 had been notified to the Parish Office's usual contact at Danbury Mission. At the meeting Members were advised that the Clerk had been contacted by another person from Danbury Mission and that the Clerk was waiting to hear from the usual contact.

RESOLVED: that the information was noted by Members.

### **37.7.7 Memorial Benches**

Members had been advised that a date for installation was awaited.

RESOLVED: that the information was noted by Members.

### **37.7.8 Car Parking (Both Car Parks)**

Members had been advised that date for agreed safety lines to be installed was awaited. A Member advised that the damage in the Mayes Lane Car Park was deteriorating.

RESOLVED that: i) the information was noted by Members.

ii) the damaged area in Mayes Lane Car Park would be investigated

### **37.7.9 Football Pitches**

Members had been advised that the fertiliser programme had been carried out on 23<sup>rd</sup> August 2013 and that the 2013/14 Football season had commenced on Saturday 31<sup>st</sup> August. At the meeting Members were advised that a resident had complained regarding the state pitch was left in after a match (litter) and that the team in question has been contacted and had apologised (Members were advised there had been no problems with this team last season).

RESOLVED: that the information was noted by Members.

### **37.7.10 Basketball Court**

Members had been advised that date for lines to be reinstated was awaited.

RESOLVED: that the information was noted by Members.

## **37.8 Parish Council Land**

### **37.8.1 Eves Corner:**

Members had been advised that the date for works to be carried out under the supervision of TCV had been set for Tuesday 8<sup>th</sup> October 2013 and reminded that the TCV fee will be £180.

RESOLVED: that the information was noted by Members.

### **37.8.2 Runsell Green**

Members had been reminded that a date for works recommended by TCV to take back hedge and goat willow under the supervision of TCV would be arranged for between November and February and that the TCV fee will be £180.

RESOLVED: that the information was noted by Members.

### **37.8.3 Allotments**

Members were advised that the Parish Office was awaiting confirmation that a gate has been installed by allotment holder No.8 to deter animals (predominately muntjac

deer); that Allotment Holder No.9 had been advised of decision of Committee re installation of a new shed and that one allotment holder had advised they no longer require their allotment.

RESOLVED: that the information was noted by Members.

## **37.9 Play Areas**

### **37.9.1 Zoning**

Members had been supplied with product specification details and site locations for the proposed new items. Members had been advised that three grant applications in hand and that the Meeting had taken place with Funding Doctors. At the meeting Members were advised that Danbury Parish Council is through to stage 2 for all three grant applications.

RESOLVED: that the information was noted by Members.

### **37.9.2 Springer Dog**

Members had been advised that the replacement springer had now been installed.

RESOLVED: that the information was noted by Members.

### **37.9.3 Annual Play Equipment Inspection**

Members had been advised that this took place on 1<sup>st</sup> September 2013 and that the report only indicated low or very low risk matters; a copy of full report had been e-mailed to Members. A Member queried the comment in the report re '% wear on swing chains' and requested clarification.

RESOLVED that: i) the information was noted by Members  
ii) '% wear on swing chains' be clarified.

## **38 Trees**

### **38.1 Tree Survey**

Members had been advised that the cost for 2013 survey will be obtained.

RESOLVED: that the information was noted by Members.

## **39 Danbury Times**

Members were advised that work on the new issue will commence in October.

Cricket will feature in this issue, plus 'Play in the Park'.

RESOLVED: that the information was noted by Members.

## **40 ECC Winter Salt Bag Scheme**

Members had been advised that ECC had been advised of DPC participation in this year's scheme, that letters would be sent to participants in 2012/13 scheme to ascertain involvement in 2013/14 scheme and that a Volunteer Cllr was needed to oversee this scheme. At the meeting Members were advised that the salt had been delivered on 10<sup>th</sup> September 2013.

RESOLVED: that the information was noted by Members.

## **41 Legionella Checks**

Members had been advised that whilst there is a consultation out at the moment re Legionnaires Disease, that the DPC Insurance Company had advised that the PC should be undertaking the necessary checks until such time as the consultation is completed and a report published. Members had been supplied with further copies of all information/costs previously supplied to Cllrs and advised that an alternative option is to train the Groundsman to carry out these checks. At the meeting the Members were advised that the cost for a City & Guilds Training Course is £285 ex

VAT (one day including test). At the meeting it was pointed out to Members that the Office Staff are not qualified to carry out risk assessments of this nature and that as prices were obtained at the beginning of the year, the quotes may therefore be subject to change. Following discussion Cllr Mrs Chapman proposed that Clearwater be appointed to carry out the Risk Assessment to the 4 buildings at a total cost (subject to confirmation) of £293.40 and that other training courses for the Groundsman be investigated. Cllr Telling seconded the proposal. All Members were in agreement.

RESOLVED that

- i) the information was noted by Members
- ii) Clearwater be appointed to carry out the Risk Assessment to the 4 buildings at a total cost (subject to confirmation) of £293.40
- iii) other training courses for the Groundsman be investigated

#### **42 Village Hall Notice Boards at Eves Corner**

Members were advised that the replacement door had been installed.

RESOLVED: that the information was noted by Members.

#### **43 Matters to Report**

Members had been advised that regarding the emptying of the waste bin outside the shops at Eves corner, that a letter had been sent to the shop owner who had raised the query.

RESOLVED: that the information was noted by Members.

#### **44 Projects for Three Year Forecast**

Members had been asked to consider items for possible inclusion. At the meeting Members were advised that this included reviewing the existing forecast i.e. ramp, playground etc. No suggestions were forthcoming at the meeting. Members were requested to advise the Clerk with details of any items/projects that come to mind after the meeting.

RESOLVED: that the information was noted by Members.

#### **45 Dates of Meetings in 2013**

Tuesday 5<sup>th</sup> November and Wednesday 13<sup>th</sup> November.

#### **46 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.

#### **47 DCA**

Members had been advised that the solar panels had been installed and had been supplied with notes from the meeting held with DCA on 22<sup>nd</sup> August 2013. It was suggested by Members that if the tank has to be renovated or replaced that this work

should be carried out over Christmas or a Bank Holiday period. One Member advised that the Sycamore tree to the side of the Sports Centre needed either trimming or removal – it was agreed that this would be investigated/last year's tree survey consulted.

RESOLVED that:   i) the information was noted by Members  
                          ii) the Sycamore Tree would be investigated/last year's tree survey consulted

There being no further business the meeting was closed at 9.50pm

Cllr Mrs Jacobs  
Chairman

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