



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 16th January 2013 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

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

In Attendance: Mrs M Saunders
Mrs M Dyer, Assistant Clerk, Facilities
One Member of the Public (Ms N. Smith)

90 Apologies for absence

Apologies were received and accepted from Cllr Berlyn and Cllr Mrs Court.

91 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. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified her about it. Members have dispensation to discuss and vote in respect of matters relating to the DCA.

None were declared.

92 Public Question Time (Limited to 15 minutes)

Ms N. Smith from Lucky Dog Training who had submitted a report regarding the three month trial for consideration later in the meeting, was in attendance to answer any questions from the Members. Ms Smith advised that the maximum number of classes per week would be 8; Parish Office Staff would ensure that classes would fit in with Heathcote School's use of Dawson Memorial Field. The Members had no questions for Ms Smith.

Ms Smith then left the meeting.

93 Minutes of the Facilities Committee held on 12th December 2012.

RESOLVED: that the minutes of the Meeting held on 12th December 2012 be approved and duly signed as a correct record

94 Danbury Parish Council owned Premises

Members had been supplied with a copy of the quarterly exterior inspection undertaken on 22nd November 2012 and advised that the Groundsman continued to inspect the site.

RESOLVED: that the information was noted by Members

94.1 Robins Nest

Members had been advised that the Westwood Ride-On Tractor Mower, Logic Trailer and Long Handled Hedge Trimmer had all been delivered.

RESOLVED: that the information was noted by Members

94.2 Tennis Club

94.2.1 Extension to Lease

Members had been reminded that the Clerk had advised the Tennis Club formally that as ECC was prepared to extend the lease on The Old School House to 25 years with 5 year break clauses, that the PC was able likewise to extend the lease on the Tennis Club. To date no response had been received from the Tennis Club. At the Meeting the Clerk advised Members that the lease being prepared by DPC Solicitor was nearing completion.

RESOLVED: that the information was noted by Members.

94.2.2 Signage

Members were reminded that the Tennis Club had been advised that approval for their new club sign would have to go to CCC 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.

94.2.3 New Tennis Courts

In December Members had been supplied with a copy of the response from the Tennis Club addressing the questions and concerns raised by the Facilities Committee following the site meeting and Committee meeting on 12th September 2012. Discussion and consideration of the response had been deferred from the December meeting to this meeting. Members spent a long period of time considering and discussing the Tennis Club response and each Member in turn put forward their viewpoint and/or concerns regarding the proposed new courts. When all Members had spoken Cllr Telling proposed that the Committee was not minded to support the extension to the Tennis Club; Cllr Allen seconded the proposal, there were no amendments. Six Cllrs agreed with the proposal; Cllr Wood abstained.

RESOLVED: that the Committee was not minded to support the extension to the Tennis Club.

94.2.4 Leak at Tennis Club

Members had been advised that a comparative quote awaited.

RESOLVED: that the information was noted by Members.

94.3 Bowling Club

Members had been supplied with a request from the Bowling Club Committee to change the doors and adjacent windows at the Club House. Members requested that the Bowling Club be advised to contact the Conservation Officer in the first instance and then submit design/plans as appropriate in a Conservation Area, to the Parish Council for consideration.

RESOLVED: that Bowling Club be requested to contact the Conservation Officer for guidance before submitting designs/plans to the Parish Council.

94.4 Cricket Club

Members had been supplied with a copy of letter from Cricket Club dated 12th December 2012 and notes from the meeting held with the Cricket Club on 12th December 2012. Clerk advised that as the Cricket Club had confirmed that Danbury Cricket Club would be playing on Dawson Memorial Field for the season

commencing in May 2013 that the order to the Contractor for wicket maintenance to March 2014 would now be placed.

RESOLVED: that the information was noted by Members.

94.5 Building formerly used by Royal British Legion

Members were advised that a meeting had been arranged with the DCA for 17th January 2013 to discuss details of proposed trial period.

RESOLVED: that the information was noted by Members.

94.6 Sports Centre

94.6.1 Surveys

Members had been advised that a review of survey jobs would be undertaken with DCA Manager.

RESOLVED: that the information was noted by Members.

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

Members had been reminded that major works had now been completed and that minor finishing off works was in hand. Plus that access from relocated stairs to new lobby roof and snooker hall roof had been being reviewed and Members had been supplied with a recommendation and quote. Cllr Allen proposed that the works proceed as recommended by Maldon Building Services, the proposal was seconded by Cllr Wood, all Members agreed.

RESOLVED: that Maldon Building Services be appointed to install mesh panels for the sum of £1,165 ex VAT.

94.6.3 Electrical Works

Members had been advised that these works had been completed.

RESOLVED: that the information was noted by Members.

94.6.4 Snooker Hall – External Works

Members had been reminded that a quote had been received for external decoration works (painted finish), but that the Assistant Clerk was now investigating an alternative wood stain route with the Conservation Officer and talking to the contractor re application of ‘breathable’ paint over existing finish.

RESOLVED: that the information was noted by Members.

94.7 Dawson Memorial Fields.

94.7.1 Play in the Park

Members had been notified at the November 2012 meeting of Chelmsford City Council’s proposal for 2013 activity and changes to costs. Options were discussed and Members were reminded that the Parish ‘play’ budget for 2013/14 had been set at £500. Cllr Wood then proposed that two ‘Play in the Park’ sessions for the 0-11 year olds be booked for the summer holidays with additional reptile handling at one session at a total cost of £340. Cllr Mrs Jacobs seconded. All Members agreed.

RESOLVED: that two ‘Play in the Park’ sessions for the 0-11 year olds be booked for the summer holidays with additional reptile handling at one session at a total cost of £340.

94.7.2 Ramp at rear of Sports Centre

At the meeting Members were supplied with copies of the revised proposals.

Members discussed; Cllr Pemberton suggested that the next step stage should be the formation of a small working party to meet with the Architect. Cllr Scaife then formally proposed that a small working party consisting of Cllrs Berlyn, Wood and

Pemberton, plus the Clerk, be formed to meet in the daytime with the Architect to consider the proposals on site. This was seconded by Cllr Mrs Jacobs. All Members were in agreement. Cllr Allen commented that re the present location of the bin store for the Sports & Social Centre this limited access at that point for Parents with prams and that at the site meeting this should be considered.

RESOLVED: that a small working party consisting of Cllrs Berlyn, Wood and Pemberton, plus the Clerk, be formed to meet in the daytime with the Architect to consider the proposals on site.

94.7.3 Dog Training

Members had been advised that the three month trial period had started in October 2012 and had been supplied with a report submitted by Ms N. Smith operating Lucky Dog Training and a report from Parish Office/Groundsman. Cllr Wood proposed that Dog Training Classes up to a maximum of 8 sessions per week be permitted to continue on Dawson Memorial Field at the administration fee of £5 per session as agreed for the trial period. Cllr Scaife seconded the proposal. All Members agreed.

RESOLVED: that Ms N. Smith (Lucky Dog Training) be permitted to continue Dog Training Classes on Dawson Memorial Field at an administration fee of £5 per session.

94.8 Parish Council Land

94.8.1 Eves Corner:

Regarding the Christmas Tree Members had been advised that the lights would be removed w/c 14th January 2013, then the tree and fencing would be removed from site. Members commented that they liked the design of the lights this year and requested that the Electrician be formally advised.

RESOLVED that: i) the information was noted by Members
ii) the Clerk writes to the Electrician to advise that the Cllrs liked the design of the lights on the tree this year

94.8.2 Runsell Green:

Nothing to report.

94.8.3 Allotments

Members had been advised that the Groundsman with help from the reparation team had trimmed back hedge by plots 7, 9 and 11. Members had been supplied with notes from the Meeting held with one allotment holder, and asked to consider the proposal made by Cllr Berlyn. Members discussed the matter and considered the proposal. Cllr Allen proposed that the Committee not accept the proposal made as ownership of the materials should have been notified at the allotments meeting held in October. Cllr Scaife seconded the proposal. Five Members supported the proposal. Cllrs Pemberton and Telling abstained.

RESOLVED: that the proposal made not be accepted

94.9 Play Areas

94.9.1 New equipment

Members had been advised that the replacement part for the top of one the new pieces of equipment had now been installed.

RESOLVED: that the information was noted by Members

94.9.2 Zoning

Four companies had been briefed. Proposals from three companies had been received and were presented and discussed at the meeting – one company had not

addressed the requirements of the brief and therefore was not comparable with the other two proposals. Members, the Clerk and Assistant Clerk then discussed at some length the options put forward by the two companies. Cllr Mrs Jacobs then put forward the proposal that the company who had put forward the preferred options be invited to work with the Council to produce a three year plan starting with replacement flooring for the site as phase 1 of the zoning programme. Cllr Kennewell seconded the proposal. All Members were in agreement.

RESOLVED: that the company who had put forward the preferred options be invited to work with the Council to produce a three year plan starting with replacement flooring for the site as phase 1 of the zoning programme.

95 Trees

95.1 Tree Survey

Members had been advised that an order had been placed with DF Clark to undertake the one 'High Priority' action recommended from the survey and that remaining works would be ordered in next financial year.

RESOLVED: that the information was noted by Members

96 Danbury Times

Members were advised that work had started on the next issue.

RESOLVED: that the information was noted by Members

97 ECC Winter Salt Bag Scheme

Members had been advised that Salt had been delivered to volunteers

RESOLVED: that the information was noted by Members

98 Notice Board

Members were advised that the Clerk had written to the Organiser of the Charities' Representatives concerned.

RESOLVED: that the information was noted by Members

99 Parish Office

Members had been advised that the Assistant Clerk had spoken to the Specialist Company employed for the Sports Centre, and that the Clerk and Assistant Clerk had met with the Health & Safety Manager from Mitie and had investigated costs for Legionella Risk Assessment and Monthly Checks at the Parish Office and other DPC owned buildings. Cllr Pemberton advised details of the costs involved: one company had quoted £650 for the risk assessment, but were unable to undertake the monthly tests required, the second company had quoted £450 for the risk assessment and £1,200 per annum for the monthly tests. Members discussed this for some considerable time; the Clerk reminded Members of the requirement to comply with best practices. Members requested further information covering:

- i) risk
- ii) details of outbreaks of Legionella in Essex
- iii) reports from other Parish Councils with offices/other buildings

for consideration at the March Facilities meeting.

100 Matters to Report

There were no matters reported.

101 Dates of Meetings in 2013

Wednesdays 13th March, 15th May, 17th July, 11th September, Tuesday 5th November and Wednesday 13th November.

102 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.

103 DCA

Notes from the DCA/Parish Liaison Group meeting held on 6th December 2012 were distributed at the meeting.

RESOLVED: that the information was noted by Members

There being no further business the meeting was closed at 10.10pm

Cllr A Pemberton
Chairman

Signed Date