

**Minutes of the Facilities Committee Meeting**  
**held on 24 May 2023 at 7.30pm at the Parish Office, Main Road, Danbury**

Present: Cllrs S Berlyn, A Chapman, G Chapman, A Keeler and N Orange

In attendance: M Harper (Clerk) and 1 member of the Public

**23/24.01 Election of Chair**

Cllr A Chapman nominated Cllr G Chapman, seconded Cllr Orange. There being no further nominations, Cllr G Chapman was elected unopposed

**23/24.02 Election of Vice Chair**

This item was deferred to the next meeting

**23/24.03 Apologies for absence**

Cllrs Armstrong and Hensing

**23/24.04 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are 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 prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest

**23/24.05 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

**23/24.06 To approve Minutes of the Leisure, Activities & Facilities Committee meeting held 20 March 2023**

RESOLVED: that the minutes of the Leisure, Activities & Facilities Committee meeting held 20 March 2023 be approved and signed as a true record

**23/24.07 Actions from the Minutes**

The actions were noted

**23/24.08 Strategic Plan**

Following review of the Strategic Plan it was agreed that statutory compliance and facilities management of the Leisure Centre would be referred to the Leisure Centre Committee and the allotments would be referred to the Environment Committee for inclusion on their Strategic Plans

RESOLVED: that the Leisure Centre compliance and facilities management would be referred to the Leisure Centre Committee, proposed by Cllr Berlyn and seconded by Cllr Orange, agreed

RESOLVED: that the allotment compliance and facilities management would be referred to the Environment Committee, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

**23/24.09 Terms of Reference**

RESOLVED: that the Terms of Reference would be amended to exclude any reference to the Leisure Centre and be recommended for adoption at the next Parish Council meeting, proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

**23/24.10 Asset Maintenance – delegated powers**

It was noted that there are three damaged posts – one at Runsell Green, Old Pavilion and Elm Green to be repaired and a window to be replaced at the Runsell Green Bus Shelter

**23/24.11 Bus Shelter**

Following debate on the possibility that once work commences the extent of the work required may increase, it was agreed that up to £5,000.00 would be spent on replacing the pitched roof on the Eves Corner Bus Shelter with the agreed contractor, subject to any additional works that breach this limit would be referred back to the Committee for further approval.

RESOLVED: that a spend of up to £5,000.00 was approved for the replacement of the Eves Corner Bus Shelter, with any additional expenditure being referred back to the Committee, proposed by Cllr G Chapman and seconded by Cllr Berlyn, all agreed

**23/24.12 Mens Shed/Grounds Store**

It was noted that due to a grant received from Age Concern Essex the cost of the additional electrical works has been met through the grant

**22/23.13 Path from Mayes Lane Carpark to Bowling and Tennis Pavilions**

Cllr G Chapman noted that there had been no change to the pathway except for a couple of loose slabs. Clerk to contact our Grounds Contractor to ensure that they are made safe

**22/23.14 Subsidies for sporting activities**

There was a lengthy discussion regarding the subsidies provided by the Parish Council in terms of sporting activities held on the Dawson Memorial Field. It was agreed that the costs and subsidies would be reviewed during the budget discussions for the 2024/25 financial year due to be held in November 2023.

**23/24.15 Play Equipment Annual Safety Inspection Report**

23/24.15.01 It was noted that the report identified very low or low risk items and the Clerk was requested to seek quotes to have remedial actions carried out.

23/24.15.02 Following discussion of the Sovereign Compliance Packages available for the play equipment (due to the greater complexity of the equipment, particularly in regards the tension of the zipwire and the height of the Jungle Dome) the Clerk was asked to seek further quotes for comparison

**22/23.16 Pathway from Dawson Memorial Field to the Church**

It was agreed that councillors would review and monitor the path for deterioration

**22/23.17 CCTV**

RESOLVED: that quote from CommunicateUK would be approved to replace 4 cameras at the Grounds Store, proposed by Cllr A Chapman and seconded by Cllr Orange, all agreed

**23/24.18 Community Engagement**

There were no matters for community engagement

**23/24.19 Matters for Report (for information only)**

It was noted that the temporary path from the playing field to the Tennis Pavilion needed to be removed; the Clerk will arrange for the works to be carried out

Cllr G Chapman noted that there was a hole along by the flower bed/fence at the Old Pavilion; the Clerk to find a contractor to investigate

**23/24.20 Dates of next meeting**

Monday 24 July 2023 to be held at the Parish Office at 7.30pm

There being no further business the meeting closed at 9.30pm

Chairman .....

Date .....