

**Minutes of the Facilities Committee Meeting**  
**held on 24 July 2024 at 7.30pm at the Parish Office, Main Road, Danbury**

Present: Cllrs J Armstrong, A Chapman, G Chapman (Chairman), P Churchouse, M Hessian (Vice Chair), A Keeler and N Orange

In attendance: M Harper (Clerk)

**24/25.21 Apologies for absence**

Cllr Berlyn

**24/25.22 Declarations of Interests**

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

**24/25.23 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

**24/25.24 To approve Minutes of the Facilities Committee meeting held 22 May 2024**

RESOLVED: that the minutes of the Facilities Committee meeting held 22 May 2024 be approved and signed as a true record

**24/25.25 Actions from the Minutes**

The actions were noted. Clerk to arrange a post season meeting between the Committee and the cricket teams

**24/25.26 Assets**

It was noted that a section of safety matting under Zip Wire has been replaced

**24/25.27 Bees in the Old Pavilion**

It was noted that we arranged for a local beekeeper to remove the bees nest at a cost of £150-250 (depending on difficulty). However on arrival the hive had been disturbed and a number of the bees were dead – there was a large amount of powder in the entrance to the hive and it is suspected that someone may have used some form of wasp killer. We are arranging for any remaining honey to be removed and the hole in the cladding to be closed

**24/25.28 Safety Handrails at the Grounds Store**

It was noted that safety handrails at a cost of £152.95 were purchased and are being installed at the entrance to the back door of the Grounds Store to enable easier and safer access for members

**24/25.29 Height Barrier at Mayes Lane carpark**

It was noted that the height barrier was damaged by the cricket pitch maintenance contractor and that the cost of repair to be carried out by Keeble Brothers will be met by the contractor

**24/25.30 Operational Inspection of Play Equipment**

It was noted that the operational inspections was carried out in May 2024 and that there were no remedial actions needed beyond normal maintenance and monitoring

**24/25.31 Additional monies for the Goal Posts**

RESOLVED: that the Committee would request that the Resources Committee transfer the additional £233.33 from CIL monies to pay for the additional cost of delivery for the new goal posts, proposed by Cllr Orange, seconded by Cllr Keeler, all agreed.

The Clerk advised that there would be an additional cost of up to £1,500 for the installation of the posts as they use a different socket system to the one currently in-situ. This cost would be authorised under delegated powers (Financial Regulations 4.1) and brought to the next meeting to consider requesting Resources Committee make payment from CIL monies.

**24/25.32 Recycling Bins**

It was agreed that this would be taken to the next meeting to discuss where the recycling bins could be positioned and any potential cost

**24/25.33 Hatching Lines**

The hatching and line markings required on the basketball court and in Mayes Lane and Main Road car parks were confirmed. The Clerk will arrange quotes for the next meeting

**24/25.34 Replacement Door and Windows at the Grounds Store**

RESOLVED: that the quote of £2,554.17.00 from Craft Windows be accepted for the replacement of the door and windows at the rear of the Grounds Store with the monies to be taken from CIL as previously agreed, proposed by Cllr A Chapman, and seconded by Cllr Hessing, all agreed

**24/25.35 Car Parking**

24/24.35.1 It was agreed that further investigation into extending the current car parking facilities would be deferred until a decision had been made on car park management

24/25.35.2 It was agreed to set up a Working Party to meet with the carparking management company to discuss the proposal to install parking restrictions in the Mayes Lane and Main Road car parks with a view to limiting the amount of free parking time available in the car parks to enable residents and users of the Leisure Centre better access to parking throughout the day. The members of the Working Party were Cllrs A Chapman, G Chapman, P Churchouse and N Orange; members to contact the Clerk with availability for a meeting in August

**24/25.36 Cricket**

It was agreed that the Clerk would respond to the resident’s concerns, outlining the management, costs and subsidies associated with cricket

**24/25.37 Community Engagement**

There were no issues of community engagement

**24/25.38 Matters for Report (for information only)**

There were no matters for report

**24/25.39 Dates of next meeting**

Wednesday 18 September 2024 to be held at the Parish Office at 7.30pm

There being no further business the meeting closed at 8.49 pm

Chairman .....

Date .....