



Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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13 November 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Facilities Committee meeting** of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury** on **Wednesday 20 November 2024** commencing at **7.30 pm**.

Yours sincerely

Michelle Harper

Ms M Harper

Clerk to Danbury Parish Council

Distribution: Members of Committee as follows:

Councillors: J Armstrong, S Berlyn, A Chapman, G Chapman, P Churchouse, M Hessian, A Keeler, N Orange

AGENDA

24/25.58 Apologies for absence

24/25.59 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.

24/25.60 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.

24/25.61 To approve Minutes of the Facilities Committee meeting held 18 September 2024

To approve the minutes of the Facilities Committee meeting held on 18 September 2024

24/25.62 Actions from the Minutes

To note actions (Appendix 1)

24/25.63 Assets

To note that 2 replacement posts at Elm Green are to be installed

24/25.64 Cricket

24/25.64.1 To receive an update on the cricket meeting held on 10 October 2024

24/25.64.2 To note the report from the Essex County Pitch Advisor (Appendix 2); estimated costs have been included in the budget proposals for discussion

24/25.65 Dawson Memorial Field

24/25.65.1 To note the last inspection report (Appendix 3)

24/25.65.2 To consider the quote for £499.00 for 3 operational inspections per year (Appendix 4)

24/25.66 Legionella Risk Assessments

To consider undertaking revised risk assessments at a cost of £965.00

24/25.67 Car park Management

To consider setting up a Sub Committee to address any issues relating to the car park management solution to be introduced in Main Road and Mayes Lane carpark.

24/25.68 Budget 2025/26

To consider the budget recommendation to the Resources Committee for 2025/26 – spreadsheet to be supplied at the meeting

24/25.69 Community Engagement

Committee to highlight any issues relating to this committee they believe residents should be made aware of

24/25.70 Matters for Report (for information only)

To note information

24/25.71 Dates of next meeting

Wednesday 22 January 2025 to be held at the Parish Office at 7.30pm