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FACILITIES COMMITTEE

MINUTES OF MEETING HELD:	13 December 2021, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	D Sankey (Chair)	R Whittow-Williams (7.35pm)	C Russell	L Emmett
Also Present:		A Wood (Clerk and RFO)	A Wright (Caretaker)		
Absent	Cllr	R Pittman	R Lee	P Jeater	M Marston
FA21/138	Apologies for Absence – for noting but not approval Apologies were received from Cllrs Marston, Lee and Jeater				
FA21/139	Announcements and Declarations of Interest None were declared.				
FA21/140	To approve the Minutes of the Facilities Committee held on the 15 November 2021 The minutes were approved and signed by Cllr Sankey.				
FA21/141	Public participation session No members of the public wished to speak.				
FA21/142	Matters Arising for Report (not for resolution) <ul style="list-style-type: none"> • The Clerk provided an update on the Stock Lane overgrown hedge. She had received a further email from Essex County Council advising that the Parish Council have to apply for a road closure and that the work has to be undertaken at Parish expense. Cllr Emmet advised he had visited the site and that there was a mirror in need of repair installed opposite. The Clerk will liaise with Cllr Jeater about the mirror. <i>Cllr Whittow-Williams arrived at 7.35pm due to work matters.</i> • Cllr Emmett asked for an update on the matter with the picnic bench in Fairfield. The Clerk confirmed that all the playground equipment was inspected and signed off by an independent safety inspector before handover. • Cllr Sankey asked for confirmation that the booking for the Summer Show has been completed. The Clerk confirmed that permission had been received from Brentwood Borough Council subject to an event management plan and liaison with the safety advisory group. • Cllr Sankey asked for an update on the sit and chat bench and dementia training. The Clerk advised that there is no further update at this time. • Cllr Sankey asked about the community garden benches and it was confirmed that the installation will take place in Spring subject to weather and temperature. • A request from Cllr Winter was raised regarding the Brentwood Borough Council review of their litter bins. It was confirmed that the item will be included on the January agenda. 				

	<ul style="list-style-type: none"> • Cllr Sankey reported on a matter in Station Lane where the verges are being damaged by the train bus replacement service. It was agreed that this would be reported to Cllrs Cloke and Wagland at the next councillor forum.
FA21/143	<p>Caretaker's report</p> <ul style="list-style-type: none"> • The Caretaker presented a recommendation for the updating of the emergency lighting. It was RESOLVED that the committee accept the quotation from Communicate UK for detector replacements in the kitchen and Referee's Changing Room at a cost of £226.80 and the emergency lighting signs and key switch installation work at a cost of £1,535.50. It was further RESOLVED to accept the Newgate Electrical quotation for emergency lighting replacement and installation of external power supply at a cost of £985. Proposed: Cllr Sankey All agreed • The Caretaker raised the matter for the retrofitting of escape bars in the changing rooms. The Clerk advised that on the production of a quote, that she would have delegated authority to authorise the work. She will progress this with the Parish Caretaker and keep the committee informed.
FA21/144	<p>Budget preparation for 2022-23</p> <p>The committee reviewed the draft budget and the planned projects for next year.</p>
FA21/145	<p>Fairfield Recreation Ground and Ingatestone Churchyard</p> <p>The committee reviewed a request for a memorial bench at the community garden. The committee agreed with the concept and the Clerk was asked to progress.</p>
FA21/146	<p>Seymour field and pavilion</p> <ul style="list-style-type: none"> • The Clerk advised that Agrostis will be visiting Seymour field on the 21 December to undertake the site survey for the 2nd pitch. The Clerk advised that the draft budget of £30000 could include any additional pitch works that the survey highlighted and did not include the possibility of a grant for the works from the Essex FA. • The Clerk presented quotes for the installation of acoustic panels at Seymour Pavilion, and it was RESOLVED that the project be presented to Full Council in January, to be funded from the rate rebate received from Brentwood Borough Council. Proposed: Cllr Sankey All agreed
FA21/147	<p>Fryerning Cemetery</p> <p>The Clerk advised that she is still awaiting costings from CDS Group but provided a report on the meeting held at the cemetery on the 2 December. The areas raised included the issue of unevenness in the older part of the cemetery, the drainage provision in the catholic section and the provision of the green burial site. This item will be carried over to the next agenda.</p>
FA21/148	<p>Air quality monitoring project (Climate Emergency Working Group)</p> <p>The Clerk presented a request from the CWEG to purchase some air quality monitors for the use of the pupils from the Anglo European School. It was RESOLVED that the council purchase two monitors at a cost of £179 each plus shipping and customs fees. The Clerk confirmed that the purchase will be allocated to the working group budget and that she had delegated authority to spend under this heading. Proposed: Cllr Sankey All agreed</p>

FA21/149	<p>Community garden project The Clerk confirmed that the benches are being stored by JPB Landscapes and will be installed once the weather improves to allow the laying of the concrete pads.</p>
FA21/150	<p>Items for inclusion in the next Agenda (not requiring resolution or action) No items were requested.</p>
FA21/151	<p>Close of meeting The Chair thanked the Cllrs for attending and closed the meeting at 8.25pm Date of Next Meeting: Monday 17 January 2022 at 7.30pm Venue: Council Chamber</p>