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FACILITIES COMMITTEE

MINUTES OF MEETING HELD: 12 October 2020, 7.30pm
VENUE: Virtual meeting

Present:	Cllrs	D Sankey (Chair)	P Jeater	C Baker	M Marston
		C Russell	R Lee		
Also Present:		A Wood (Clerk and RFO)	A Wright (Parish Caretaker)		
Absent	Cllr	D Carpenter	R Pittman		

FA20/060 Apologies for Absence to be received but not approved

No apologies had been received

FA20/061 Announcements and Declarations of Interest

None were presented.

FA20/062 Approval of minutes of the last Facilities meeting held on 14 September 2020

Approved but not signed by Cllr Sankey owing to the nature of the meeting.

FA20/063 Public participation session

No members of the public were in attendance

FA20/064 Matters arising for report (not for resolution)

- Cllr Sankey asked for an update on the cycle hoops project, but Cllr Jeater advised nothing further to report that has not already been advised.
- Cllr Sankey advised on a recent email about the ECC 5-year inspection plan for public rights of way and asked that it be included as an agenda item going forward.
- The Clerk confirmed that a request for work by NATS team is being compiled for work to be undertaken in December.
- Cllr Sankey raised the issue with the A12 underpass. The Clerk confirm that it had been reported to Cllr Wagland with no further update.
- The Clerk presented a report on a recent catch-up meeting with the council's ground maintenance contractor and invited questions and comments.

FA20/065 Caretaker's report

- A written report on work undertaken was presented prior to the meeting.
- The Caretaker gave a verbal report on the issue with access to the pavilion and field and challenges with keyholders. Keys have now been taken back and the use of the key safe at the pavilion has been implemented. All internal doors have now been locked to prevent unauthorised access to the building. He will continue to monitor the situation and report back.

FA20/066 Market Place Christmas Tree and High Street Christmas Trees

The Clerk gave a brief update on the project and that she will be meeting with Spectrum Electrical next week to discuss the Market Place Christmas Tree. She also advised that there will be a reduction in the number of High Street small trees owing to the number of shops that are now empty.

FA20/067 Seymour field and pavilion

Cllr Marston requested that consideration be given to purchasing a marquee for the patio area to allow for greater social distancing over the winter months. After a discussion, it was agreed that this be added to the agenda for next month with Councillors undertaking research on options. The Clerk advised that no budget had been set aside for this year, but it was agreed that consideration could be given for next year's budget.

FA20/068 Fryerning

- Cllr Sankey and the Clerk reported on a virtual meeting held with Cllrs Russell and Marston to look at the options for digitalisation of the cemetery records. It was **RESOLVED** to appoint **Pear Technology** to undertake the **Phase 1 element of the project which will scan all the books and maps at a cost of £1040+VAT**. It was noted that this was within the allocated budget for this project and that two quotes were obtained.

Proposed: Cllr Sankey

Seconded: Cllr Russell

All agreed

- The Clerk passed on the request from JPB Landscapes to turf graves instead of seeding as per the contract. After a discussion, it was agreed that this take place as a more appropriate and aesthetic solution.
- An update on the Fryerning pond project was provided by Cllrs Russell and Jeater. It was agreed that all the assistance had been provided and that the next steps in obtaining grants for the renovation work had to be undertaken by the Trustees of the Parish Rooms. Cllr Russell agreed to advise the trustees of this update and the availability of a grant from the parish council.

FA20/069 Items for inclusion in the next Agenda (not requiring resolution or action)

- Marquee project
- Green burial ground project
- Planting of additional trees in Seymour Field
- New playground for Seymour Field

FA20/070 Close of meeting

The Chair thanked the Cllrs for attending and closed the meeting at 8.48pm

Date of Next Meeting

Monday 16 November 2020 at 7.30pm Venue: Zoom virtual meeting