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FACILITIES COMMITTEE MEETING

MINUTES OF MEETING HELD:	17th June 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	R Whittow-Williams (Chair)	G Tullett	L Emmett	P Jeater
Also Present:		A Wood (Clerk and RFO) (attended online)	A Wright (Parish Caretaker)		
Absent	Cllr	R Lee	M Marston	D Greenwood	

FA24/051	Apologies for Absence – for noting but not approval Apologies were noted from Cllrs Marston and Lee.
FA24/052	Announcements and Declarations of Interest There were no announcements or declarations of interest.
FA24/053	To approve the Minutes of the Facilities Committee held on the 20th May 2024 The minutes were approved as a correct record and were signed by Cllr Whittow-Williams.
FA24/054	Public participation session No members of the public were in attendance.
FA24/055	Matters Arising for Report (not for resolution) There were no matters arising for report.
FA24/056	Caretaker's report Mr Wright reported the football season has finished and work on pitch repairs and field maintenance is starting next week.
FA24/057	To discuss the High Street Christmas Trees The Clerk reported on the dwindling number of Christmas Trees and advised that the PCC for St Edmunds and St Marys will be discussing a solution at their next meeting in July. The issue stems from the number of empty shops and refurbishments removing the external electrical supply. It was agreed that this issue be included in the next newsletter so that the residents are consulted.
FA24/058	Seymour pavilion and field <ol style="list-style-type: none"> 1. To receive a verbal update on the gym equipment for Seymour The Clerk provided an update on the gym installation. 2. To receive a verbal update on the footpath to the gym equipment The Clerk provided an update on the footpath. It was noted that costings for a accessible gate needed to be sought. The Clerk advised that she had submitted a quote (and is awaiting a reply) for

	<p>the path to Cllr Wagland for consideration for a grant from her Locality Fund.</p> <p>3. To review the pitch and hall hire fees It was RESOLVED that the 2024/25 season hire of the pitches mirror those set by Brentwood Borough Council and that the pay per play fee remains at £83. Proposed: Cllr Tullett Seconded: Cllr Emmett All Agreed</p> <p>It was RESOLVED that the hall hire charges remain the same Proposed: Cllr Tullett Seconded: Cllr Emmett All agreed</p> <p>4. To receive an update on water and sewerage supplies to Seymour pavilion The Clerk advised that she had moved the supplies from Wave to Waterplus due to the savings that are available on standing charges. This was noted by the committee.</p> <p>5. To consider the quote for repair works on the pavilion The Caretaker and Clerk presented the quotes from SJ Tidd for repair work to Seymour pavilion at a total cost of £2780 and it was RESOLVED on the basis of quality of work and value that the following were be undertaken as soon as possible in advance of the new football season</p> <ul style="list-style-type: none"> • Replacement of the plaster boarding in the changing rooms to remove damp issue • Supply and fit 6 airbricks to remove damp issue • Remove and replace broken roof tiles to prevent a further damp issue <p>Proposed: Cllr Emmett Seconded: Cllr Jeater All agreed</p>
<p>FA24/059</p>	<p>Fairfield and Ingatestone churchyard update</p> <p>1. To discuss the Calvary cross repair work The Caretaker reported that he had been able to get a metal sleeve manufactured, for free, that will need powder coating, which he is now working on.</p> <p>2. To consider the annual RoSPA reports and play equipment repair work The Clerk presented the annual reports and it was noted that the council will need to undertake repairs on the small zip wire, spinner and rope swing. The Clerk was instructed to contact Playquip to arrange the repairs.</p> <p>3. To confirm the replacement of a vandalised bin The Clerk reported that a replacement bin had been ordered to replace the damaged bin beside the children's playground. This was confirmed by the committee.</p>
<p>FA24/060</p>	<p>Fryerning Cemetery and Fryerning</p> <p>1. To consider the quote for beds and border work at the cemetery The committee considered the design brief by Circles Alt Ed and it was RESOLVED to accept the quote for the works including aftercare at a total cost of £4423.50 Proposed: Cllr Whittow-Williams Seconded: Cllr Tullett All agreed</p>

	<p>2. To review the cemetery fees The committee reviewed the cemetery fees for the next two years and it was RESOLVED to increase the fees by 8% for the period July 2024 – June 2026 Proposed: Cllr Jeater Seconded: Cllr Emmett All agreed</p>
FA24/061	<p>To confirm the purchase of a new office chair The committee confirmed the purchase of a new office chair by the Clerk at a cost of £98.99+VAT.</p>
FA24/062	<p>To discuss an offer of a bench donation The Clerk reported that two requests for memorial benches for Fairfield have been received. Suitable locations were confirmed with the committee and she will progress this with the residents.</p>
FA24/063	<p>Items for inclusion in the next Agenda (not requiring resolution or action)</p> <ul style="list-style-type: none"> • The current state and future plans of the Beggar Hill phone box
FA24/064	<p>Close of meeting The Chair thanked the Cllrs for attending and closed the meeting at 9.00pm The next Facilities Committee meeting: 7.30pm, Monday 15th July 2024, Council Chambers, Suite 3, 4 The Limes</p>