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FACILITIES COMMITTEE

MINUTES OF MEETING HELD:	18 October 2021, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	D Sankey (Chair) R Whittow-Williams	P Jeater	R Lee	M Marston
Also Present:		A Wood (Clerk and RFO)	1 resident	Cllr Batchelor	Cllrs Hart
Absent	Cllr	R Pittman	P Poston	C Russell	A Wright (Caretaker)
FA21/106	Apologies for Absence – for noting but not approval No apologies were received.				
FA21/107	Announcements and Declarations of Interest None were declared.				
FA21/108	To approve the Minutes of the Facilities Committee held on the 14 September 2021 The minutes were approved and signed by Cllr Sankey.				
FA21/109	Public participation session No members of the public wished to speak.				
FA21/110	Matters Arising for Report (not for resolution) <ul style="list-style-type: none"> The Clerk reported on an ongoing issue with the non-functioning gas meter at Seymour pavilion and that it will be replaced on Tuesday 19 October. Cllr Marston reported on a Health and Wellbeing working group planned project with United in Kind's "Christmas Tree of Kindness". It was agreed that Cllr Marston investigate further and will be formally discussed and confirmed at the next committee meeting. Cllr Jeater reported that the storage shed has been finally erected at Seymour Field and is now in use. Cllr Sankey asked for an update on Steen Close and the Clerk confirmed that approval had been received from Cllr Wagland and that she can now progress the application for the licence. Cllr Jeater advised that there was no update on the Stock Lane hedge bordering the allotments but that Cllr Wagland had advised she would investigate the issue at a recent Councillor Forum. 				
FA21/111	Caretaker's report The Caretaker was not present so this agenda item was postponed.				
FA21/112	Fairfield Recreation Ground and Ingatestone Churchyard <ul style="list-style-type: none"> The quote from Acorn Arboriculture was reviewed following the annual tree survey and the Clerk was instructed to get the works undertaken that related to the pollarding of the 2 poplars in Fairfield and the works on the swamp cypress and yew in the St Edmunds and St Mary's churchyard. It was felt that the remaining items should wait until the next survey as they were not of an urgent nature. 				

	<ul style="list-style-type: none"> • Cllr Jeater presented the idea of a book swap cabinet to be installed in the children's playground and it was agreed that this be added to the budget for the next financial year. • The quote from Playquip Ltd for works in the skate park and MUGA on Fairfield was reviewed and owing to the fact these items were identified in the annual RoSPA report, it was RESOLVED that these 4 separate works take place at a total cost of £6603+VAT. The Clerk was asked to confirm the allocation of funds at the next meeting as they lead time for works was 14 weeks. This quote will be ratified at Full Council in November in line with Financial Regulations. Proposed: Cllr Sankey Seconded: Cllr Lee All agreed and within general Facilities related budgets
FA21/113	<p>Seymour field and pavilion</p> <ul style="list-style-type: none"> • The Clerk presented the two agronomists quotes for the planned works on Seymour Field and asked for further instruction. It was agreed that she contact the Essex FA with the quotes to ask for references and guidance. • The Clerk presented some fire safety recommendations from Morgan Fire Protection Ltd following a recent service visit. It was RESOLVED that the proposed works be undertaken at a cost of £164.20+VAT Proposed: Cllr Lee Seconded: Cllr Sankey All agreed and within budget • The Clerk presented the need for the installation of acoustic panels in Seymour Pavilion to reduce the echo in the hall. It was agreed that this needed to be progressed and the resident in attendance offered a visit to a local hall to see their panels. This project will be carried over to next month's meeting. • A recent application to hire Seymour pavilion and field for an extended Summer Show with music festival next year. Concerns were raised regarding landlord permission and licences, and it was decided that the organiser be invited to the next committee meeting for a discussion on the planned event.
FA21/114	<p>Fryerning Cemetery</p> <ul style="list-style-type: none"> • The Clerk advised no update on the Wildflower meadow at this time. • The quote for the repair to the slabs in front of the Beggar Hill post box was discussed and the Clerk was asked to contact Royal Mail about the repairs in the first instance. • The quote for the repair to the Fryerning Lychgate was discussed and it was agreed that the repairs be added to the budget for next year. The Clerk asked permission for the relocation of the eurobin from the Lychgate to Seymour Field which would protect the gate from further damage. This was unanimously agreed.
FA21/115	<p>Parish Office</p> <ul style="list-style-type: none"> • The Clerk presented a quote for a replacement computer required in the office. The current computer was no longer able to handle Windows 10 and was regularly crashing. It was RESOLVED that a new computer be purchased for the Assistant Clerk and the current computer be transferred for the use of the Administrative Assistant at a total supply and set cost of £710+VAT from Lodge Information Services. Proposed: Cllr Sankey Seconded: Cllr Lee All agreed and within budgets

FA21/116	<p>Community garden project</p> <p>Cllr Jeater provided an update and advised that 3 benches had been ordered and are due to be delivered in the next month. Cllr Marston requested that thought be given to reducing the tree canopy in the area to allow for more light and this will be considered at a later date.</p>
FA21/117	<p>Parish council owned phone boxes and future use</p> <p>The Clerk reported that the Caretake had installed information boards in the two phone boxes and will be adding leaflet holders shortly. The boxes will show cycling and walking maps of the area.</p>
FA21/118	<p>Noticeboards</p> <p>The Clerk asked for instruction on this project as there had been numerous locations and requests for noticeboards over the past few months. It was agreed that she focus on a noticeboard to be sited near the children's playground in Fairfield to house information on local events and organisations.</p>
FA21/119	<p>Items for inclusion in the next Agenda (not requiring resolution or action)</p> <ul style="list-style-type: none"> • Summer Show discussion / meeting
FA21/120	<p>Close of meeting</p> <p>The Chair thanked the Cllrs for attending and closed the meeting at 9.07pm</p> <p>Date of Next Meeting: Monday 15 November 2021 at 7.30pm</p> <p>Venue: Council Chamber</p>