



Parish Office
Suite 2
4, The Limes
Ingatestone
Essex
CM4 0BE
Telephone: 01277 676759
Email: clerk@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

FACILITIES COMMITTEE

MINUTES OF MEETING HELD:	15 November 2021, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	R Lee (Chair)	P Jeater	C Russell	M Marston
Also Present:		A Wood (Clerk and RFO)	Cllr Batchelor	Cllr Emmett	Cllr Hart
		A Wright (Caretaker)	4 members of the public		
Absent	Cllr	R Pittman	R Whittow Williams	D Sankey	A Wright (Caretaker)

FA21/121	Apologies for Absence – for noting but not approval Apologies were received from Cllr Sankey. The Clerk advised that Cllr Poston had left the committee and that Full Council needed to confirm Cllr Emmett's appointment in December.
FA21/122	Announcements and Declarations of Interest None were declared.
FA21/123	To approve the Minutes of the Facilities Committee held on the 18 October 2021 The minutes were approved and signed by Cllr Lee.
FA21/124	Public participation session No members of the public wished to speak.
FA21/125	To discuss the application for the 2022 summer show Mr Heywood and colleagues attended the meeting at the invite of the committee to discuss the plans for the 2022 summer show. Questions were asked by the committee and answered by the team. Mr Heywood was advised that the council required the permission of Brentwood Borough Council as the landowner for the event. The Clerk was asked to progress with liaising with Brentwood borough Council following receipt of the team's event plan, insurance details and risk assessment. The fee for the hire of the facilities was not agreed and will be decided once permission has been received. <i>The Members of the public left the meeting at this time.</i>
FA21/126	Matters Arising for Report (not for resolution) <ul style="list-style-type: none"> • Cllr Marston spoke about an approach from a Brentwood care home regarding a sit and chat bench and dementia training at Seymour. It was confirmed that Cllr Marston progress with this and report at the next meeting for resolution.
FA21/127	Caretaker's report The Caretaker advised that the football season was well underway and that there were occasional challenges regarding the times between matches for cleaning.

FA21/128	<p>Budget preparation for 2022-23</p> <p>The Clerk asked for idea for next year's budget to be sent to her. Cllr Jeater requested that the provision of a second pitch be included as this would generate income for the council. Cllr Emmett suggested that a request for projects be included in the next e-newsletter and online. Clerk will liaise with the Communications Officer on that regard.</p>
FA21/129	<p>Fairfield Recreation Ground and Ingatestone Churchyard</p> <ul style="list-style-type: none"> • Cllr Jeater requested permission from the committee for the purchase and erection of a noticeboard at Fairfield for the benefit of the cricket club at their expense. It was agreed that the siting of the board would be at the bottom entrance of the field. Proposed: Cllr Lee All agreed • The Clerk presented an email from a resident relating to the new picnic bench in the children playground and an injury sustained by her nephew. The Caretaker was asked to look at the signage at the playground and the Clerk was asked to contact the manufacturers for an official response. • The Clerk presented four options for noticeboards to be installed at the children's playground. It was RESOLVED to order a Classic 58 Post Mounted External Notice Board with Header from the Noticeboard Company UK Ltd at a cost of £720 plus VAT plus installation Proposed: Cllr Lee All agreed • The Caretaker reported some recent vandalism to the nest swing in the skate park. It was RESOLVED that its replacement be included in the work for Playquip at a cost of £1035 installed. The caretaker was asked to chain up the current swing so that it can't be used in case of injury. Proposed: Cllr Lee All agreed
FA21/130	<p>Seymour field and pavilion</p> <ul style="list-style-type: none"> • The Clerk presented an email from the Essex FA relating to the required pitch surveys and it was RESOLVED to appoint Agrostis to undertake the Sport England site appraisal at a cost of £845. This would allow the council to apply for grant funding to create a second adult sized pitch Proposed: Cllr Lee All agreed • Cllr Emmett advised that Cllr Sankey had visited the scout hut and seen the benefit of the installed acoustic panels. It was agreed that the Clerk will present final costs and confirmation of budgets at the next meeting.
FA21/131	<p>Fryerning Cemetery</p> <ul style="list-style-type: none"> • The Clerk advised the committee that a total approach to the cemetery was required as the aim was to create a green burial site and potential wildflower meadow (subject to consultation). She advised that the government was currently consulting about drainage and burial land use. It was agreed that the Clerk approach some cemetery design companies to arrange site visits and quotes for dealing with the whole of the cemetery, which would be included in next year's budget.
FA21/132	<p>Steen Close bench</p>

	The committee reviewed the recent correspondence with Essex Highways and the high specification of tarmac pad required to install or replace the Steen Close bench. It was agreed that this project be postponed at this time.
FA21/133	Phone box update Mr Wright advised that the noticeboard panels and leaflet holders had been installed in the two phone boxes and will be populated shortly.
FA21/134	Stock Lane allotments hedge Cllr Jeater reported on the issue of the overgrown hedge and that to cut it would require a road closure or traffic management as the road has a national speed limit at that location. He advised that he will be raising this at the next Councillor forum. The Clerk advised that she had also lobbied Cllr Wagland to help with this matter.
FA21/135	Community garden project Cllr Jeater advised that the benches for the garden had been delivered and Mr Wright confirmed that they will be installed next week
FA21/136	Items for inclusion in the next Agenda (not requiring resolution or action) No items were requested
FA21/137	Close of meeting The Chair thanked the Cllrs for attending and closed the meeting at 9.20pm Date of Next Meeting: Monday 13 December 2021 at 7.30pm Venue: Council Chamber