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FACILITIES COMMITTEE

MINUTES OF MEETING HELD:	12 July 2021, 7.30pm
VENUE:	Seymour Pavilion

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

FA21/075	Apologies for Absence – for noting but not approval Apologies were received from Cllr Russell
FA21/076	Announcements and Declarations of Interest None were declared.
FA21/077	To approve the Minutes of the Facilities Committee held on the 17 May 2021 The minutes were approved by all and signed by Cllr Sankey
FA21/078	Public participation session No members of the public were in attendance
FA21/079	Matters Arising for Report (not for resolution) <ul style="list-style-type: none"> • The Clerk advised that the annual tree inspection for Seymour field, Fairfield and Fryerning Cemetery will take place w/c 2 August. • Cllr Marston asked about the missing bench near Fairfield pond. She was advised that it will be reinstalled when a new bench currently on order has been delivered. Cllr Marston also requested that future consideration be given to the siting of information panels and that they are placed on flat ground therefore making them more accessible. This was noted and agreed. • Cllr Sankey asked for an update on the storage shed at Seymour. Cllr Jeater reported about the recent Councillor forum meeting that Cllr Wagland will be assisting with the writing of a legal agreement that will hopefully satisfy Brentwood Borough Council. Cllr Cloke will also be speaking to Cllr Hossack about this issue. • Cllr Sankey asked for an update on the request for a memorial tree in the cemetery. Cllr Marston advised that a location had been identified and that the office is now dealing with this request. • Cllr Sankey asked for an update on the possible resiting of the Beggar Hill phone box. Mr Wright advised he is waiting for a quote for a crane at this time. • Cllr Sankey asked for an update on the Steen Close bench. Cllr Jeater advised that the issue of land ownership had been raised at the forum and that he had been asked to send photos of the site and the proposed bench to the Borough Councillors. • Cllr Sankey reported that he had received a request for free hall hire from an art group. He agreed to respond to this request, advising a grant application is submitted.

	<ul style="list-style-type: none"> The Clerk reported on an invitation to join the Essex salt bag partnership. She was instructed to decline the invitation owing to a lack of storage for the salt. The Clerk reported that Mr Wright will be on annual leave at the end of July and requested assistance with hall hirings from the committee. It was agreed that she would send a list of bookings to the councillors and a rota will be created.
FA21/080	<p>Caretaker's report</p> <p>The caretakers list was circulated and Mr Wright advised that</p> <ul style="list-style-type: none"> He had been working on preparing Seymour for the Horticultural show He had been repairing a bench on Fryerning Lane and it was RESOLVED to approve payment to Kedel Ltd for the replacement recycled plastic slats at a cost of £80.63+VAT <p>Proposed: Cllr Sankey All agreed</p> <ul style="list-style-type: none"> Mr Wright asked for a plan to repair the fencing at the end of Seymour Field. The Clerk advised that there was a budget for these works and Mr Wright was asked to speak to JPB Landscapes for an estimate of costs to install a wooden fence with gate.
FA21/081	<p>Fairfield Recreation Ground</p> <ul style="list-style-type: none"> The annual ROSPA inspection reports were reviewed. It was agreed that no action be taken relating to the younger children's playground as it is being replaced this month. The Clerk was asked to arrange an inspection and repair of the older children's playground as identified. The quote from Chesmetalwork was reviewed and noted. It was agreed that the committee will instruct the company to undertake painting of the skate park when required and that the cost of one visit will be included in the annual budget. Cllr Jeater reported on an issue with the large oak trees in Fairfield that are owned and maintained by Essex County Council. The Clerk was asked to request that they are trimmed as they are killing the grass by the footpath.
FA21/082	<p>Seymour field and pavilion</p> <ul style="list-style-type: none"> The Clerk presented a quote for the maintenance of the Fire Alarm System, and it was RESOLVED to appoint Communicate UK to provide a Fire Alarm system service for £155+VAT per annum and an emergency lighting service for £130+VAT per annum <p>Proposed: Cllr Sankey All agreed.</p> <ul style="list-style-type: none"> The Clerk presented a quote for a programme of repair works on the football pitches, and it was RESOLVED to appoint JPB Landscapes to undertake the programme of works at a cost of £6244.04+VAT per annum <p>Proposed: Cllr Sankey All agreed.</p> <ul style="list-style-type: none"> The Clerk presented a quote remove the bollards and install a field gate at the entrance to the car park, and it was RESOLVED to appoint Stan Tidd to install the gate at a cost of £960.00 <p>Proposed: Cllr Sankey All agreed.</p>
FA21/083	<p>Fryerning Cemetery</p> <ul style="list-style-type: none"> Nothing was tabled for this item
FA21/084	<p>Community gardens idea</p> <p>Cllr Jeater reported that the council had been awarded £2940 from Brentwood Borough Council's Mental Health Small Grants Scheme. The group was meeting on the 21 July to discuss the garden plan and costings.</p>

FA21/085	<p>The Queen's green canopy</p> <p>The Clerk advised that she had contacted Rev Croft to see if a faculty was required to plant a memorial tree for the Queen's platinum anniversary. The Clerk was also asked to see if a tree could be planted in Fryerning for the same reason.</p>
FA21/086	<p>Essex Forest Initiative</p> <p>Cllr Jeater reported that Lord Petre declined to be involved in this initiative and the Clerk was asked to research the legality of the council purchasing land for tree planting.</p>
FA21/087	<p>Items for inclusion in the next Agenda (not requiring resolution or action)</p> <ul style="list-style-type: none"> • The proposal for a wildflower meadow in the old cemetery in Fryerning
FA21/088	<p>Report for the Communications Committee</p> <p>Cllr Sankey advised that he will complete the report and submit it to the communications committee directly.</p>
FA21/089	<p>Close of meeting</p> <p>The Chair thanked the Cllrs for attending and closed the meeting at 9.00pm</p> <p>Date of Next Meeting: Monday 13 September 2021 at 7.30pm Venue: Council Chamber</p>