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## FACILITIES COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>17 May 2021, 7.30pm</b>
<b>VENUE:</b>	<b>Seymour Pavilion</b>

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

<b>FA21/057</b>	<p><b>Elect a Chair and Vice-Chair for the committee</b> Cllr Sankey was proposed by Cllr Jeater and seconded by Cllr Poston to be the Chair of the committee. This was unanimously agreed by all.</p> <p>Cllr Lee was proposed by Cllr Jeater and seconded by Cllr Poston to be the Chair of the committee. This was unanimously agreed by all.</p>
<b>FA21/058</b>	<p><b>Apologies for Absence – for noting but not approval</b> Apologies were received from Cllr Russell</p>
<b>FA21/059</b>	<p><b>Announcements and Declarations of Interest</b> <i>All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest</i></p> <p>Cllr Jeater advised that he had a non-pecuniary interest in the agenda item relating to the siting for the Speller Bench.</p>
<b>FA21/060</b>	<p><b>To approve the Minutes of the Facilities Committee from previous meeting on the 12 April 2021</b> It was RESOLVED to accept the minutes and to formally ratify the decisions made on the 12 April 2021 considering the period of national mourning <b>Proposed: Cllr Sankey and agreed by all</b></p>
<b>FA21/061</b>	<p><b>Public participation session</b> <i>15 minutes maximum (to be divided equally between those wishing to speak)</i></p>
<b>FA21/062</b>	<p><b>Matters Arising for Report (not for resolution)</b> Cllr Sankey asked for an update on the football storage container. The Clerk advised that Brentwood Borough Council required the parish council to cover their legal costs in altering the lease (£1,100 + VAT and disbursements) and that she needed guidance from councillors as to how to proceed. Cllr Jeater suggested that this matter be raised at the next Councillor Forum to see if assistance from the Borough Councillors could be obtained.</p>
<p><b>It was resolved to move the agenda item relating to the recent bin audit to the start of the meeting to allow Cllr Winter to contribute and leave early.</b></p>	
<b>FA21/068</b>	<p><b>Bin audit</b> Cllr Winter presented the initial draft audit and report on the state of the parish's bins undertaken by Anglo European students. The committee recorded its appreciation in the work undertaken and noted the recommendations the students had made. Cllr Sankey suggested that the</p>

	committee progress with the findings after the matter had been discussed in the Councillor forum with the Borough Councillors. The Clerk was asked to investigate the purchase of stickers so that the parish council owned bins could be readily identified.
<b>FA21/063</b>	<p><b>Caretaker's report</b></p> <p>Mr Wright advised that</p> <ul style="list-style-type: none"> <li>• The cemetery fencing around the skip has been completed.</li> <li>• He will be working on the metal bench in Fairfield shortly and is hoping to remove it from site to undertake the work.</li> <li>• The NATS team had visited Fairfield and removed the graffiti from the teenage shelter but unfortunately it has now returned.</li> <li>• The skate ramps had been repainted and repaired by Maverick Industries.</li> </ul>
<b>FA21/064</b>	<p><b>Fairfield Recreation Ground</b></p> <ul style="list-style-type: none"> <li>• The Playground working party was appointed to take day to day lead on the project. Membership was confirmed as Cllr Sankey, Cllr Jeater, the Clerk and Parish Caretaker. Then first meeting with Proludic has been scheduled for 10.30am Thursday 27 May.</li> <li>• Cllr Jeater requested permission from the committee to site a memorial bench to Mr Speller in Fairfield due to his heavy commitment to the cricket club. The proposed site in front of the basketball court was confirmed as appropriate by the committee.</li> </ul>
<b>FA21/065</b>	<p><b>Seymour field and pavilion</b></p> <ul style="list-style-type: none"> <li>• The Clerk presented a quote for cleaning works in the pavilion, and it was <b>RESOLVED</b> to appoint <b>JK Property Management Services</b> to <b>provide 2 cleans every weekend (team changing rooms and referee changing room) at a cost of £40 per visit.</b> Proposed: Cllr Sankey All agreed.</li> <li>• Cllr Jeater and Mr Wright reported on a recent meeting held with JPB Landscapes and Mr Holmes (Stones Athletic) regarding the upgrading of pitches to adult size. This would require some groundworks that would take place early in 2021 and the quote for the works will be presented to the committee once received.</li> <li>• Cllr Marston asked the committee to advise on providing meeting facilities for health and well-being groups at the pavilion. The Clerk suggested that groups could apply for the hiring costs to be covered by a parish council grant. It was agreed that consideration would be given to providing free trial periods depending on the group.</li> <li>• Mr Wright spoke about his concerns over the security of the field and recent incidents of the bollards being damaged and not replaced. The Clerk was asked to investigate the installation of field gates at the entrance of the car park.</li> </ul>
<b>FA21/066</b>	<p><b>Fryerning Cemetery</b></p> <ul style="list-style-type: none"> <li>• A request for a memorial tree was discussed and it was agreed that Cllrs Jeater and Marston meet with the Assistance Clerk on site to look at options.</li> <li>• The Clerk reported that she had been advised to update the correspondence address for the parish council in relation to the Land Registry entry for the cemetery. It was agreed that she should update the registry at the earliest opportunity.</li> </ul>
<b>FA21/067</b>	<p><b>Community gardens idea</b></p> <p>Cllr Jeater reported that a grant application had been submitted to Brentwood Borough Council for the community garden and that work would need to commence in August and completed by March 2021. At this time,</p>

	the ordering of the benches would wait until the outcome of the grant application was received.
<b>FA21/068</b>	<p><b>To discuss the recent bin and bench audits</b>  <i>(The bin audit had been previously discussed at the start of the meeting)</i>  Cllr Marston presented the recently completed bin audit and it was confirmed that the Parish Caretaker should undertake a review and identify work that he can undertake.</p> <p>The Clerk was asked to obtain permission from Brentwood Borough Council to replace the bench at the end of Steen Close which had recently been removed</p>
<b>FA21/069</b>	<p><b>Essex Forest Initiative</b>  Cllr Jeater reported on this initiative and he and the Clerk will contact local landowners to invited them to take part in the tree planting scheme.</p>
<b>FA21/070</b>	<p><b>Village Litter Pick, 22 May 2021 9.30 – 12.30</b>  Cllr Jeater confirmed that he will collect the litter picking equipment from the Warley depot and that there will be an advertising campaign this week to promote the event on the 22 May 2021.</p>
<b>FA21/071</b>	<p><b>Ongoing discussion on the High Street BT phone box</b>  After a discussion, it was agreed that as the phone box is currently used as an emergency phone that no further action on adopting the box be taken. The Clerk was asked to investigate the possibility of resiting the Beggar Hill phone box to Fairfield to act as a community noticeboard.</p>
<b>FA21/072</b>	<p><b>Items for inclusion in the next Agenda (not requiring resolution or action)</b>  No items were requested.</p>
<b>FA21/073</b>	<p><b>Report for the Communications Committee</b>  Cllr Sankey advised that he would complete the report and submit it to the communications committee directly.</p>
<b>FA21/074</b>	<p><b>Close of meeting</b>  The Chair thanked the Cllrs for attending and closed the meeting at 9.27pm  <b>Date of Next Meeting: Monday 14 June 2021 at 7.30pm    Venue: Seymour Pavilion</b></p>