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FACILITIES COMMITTEE

MINUTES OF MEETING HELD: 13 July 2020, 7.30pm
VENUE: Virtual meeting

Present:	Cllrs	D Sankey (Chair)	P Jeater	D Carpenter	R Pitman
		R Lee	C Baker		
Also Present:		A Wood (Clerk and RFO)	Cllr J Winter	A Wright, Parish Caretaker	3 residents
Absent	Cllr	C Russell			

FA20/030 Apologies for Absence to be received but not approved

No apologies were received

FA20/031 Announcements and Declarations of Interest

None were presented.

FA20/032 Approval of minutes of the last Facilities meeting held on 15 June 2020

Approved but not signed by Cllr Sankey owing to the nature of the meeting.

FA20/033 Public participation session

It was agreed by the committee that this item be included with the discussion on cycle rack provision.

FA20/034 Matters arising for report (not for resolution)

- The Clerk spoke on an issue with the height of the hedge at Fairfield next to Summerfield. It was agreed that the October hedge cut will provide a bigger cut than the March cut and that the height protects vehicles from cricket balls. It was agreed that the committee revisit this matter when social distancing allows.
- Cllr Jeater spoke about recycling of cartons and that he will be raising this at Full Council.
- Cllr Jeater reported on a rotten fence post in Fairfield and Mr Wright was asked to speak to JPB landscapes about replacement.

FA20/035 Cycle racks

- Cllr Winter provided a summary relating to the Neighbourhood Plan provision for cycle racks and the Clerk had distributed a record of a telephone conversation with Essex highways about the siting of the proposed racks. The Clerk confirmed that she had not received any information from Cllr Wagland regarding her support for the project or funding opportunities from the Locality Fund.
- The Clerk advised that a further email had been received from Essex Highways suggestion using a parking back in Market Place and a verge opposite the library.
- It was agreed that the Clerk speak to the Borough Council about car parking space availability in Market Place and Bell Mead and report back. Cllr Winter advised that the Brentwood strategy stated a requirement for lockable cycle store and therefore there could be an opportunity for funding.
- It was agreed that the parish council continue to look at providing cycle hoops rather than a sheltered rack based on cost.

- FA20/036 Fryerning pond working party**
 It was **RESOLVED** to create a working party to work with the Trustees of Fryerning parish rooms on the renovation of the pond. Membership to consist of Cllrs Pittman, Jeater, Sankey and Russell (subject to confirmation by Cllr Russell)
Proposed: Cllr Pittman
All agreed
- FA20/037 Seymour Field and Pavilion**
- Home Comfort catering will be recommencing their service on the 5th August and that they will need to complete a risk assessment.
 - Tree planting request – the planting of a native tree on Seymour Field was approved and that the Clerk will progress this project. It was agreed that loose ashes could be placed in the tree hole. Cllr Jeater and Mr Wright agreed to confirm location with the resident.
 - Car park bollards – The Parish Caretaker spoken on a recent issue when a van broke the central bollard to the car park and drove around the field overnight.
 - Grant application for tables and table tennis – The Clerk advised that she will be applying for CIF money for the provision of these items for the Seymour patio.
 - Hall screen and projector – The Clerk confirmed that three quotes had been obtained over the course of this project, that this was within budget and that a grant had been received. The quotes were reviewed now that installation can take place and it was **RESOLVED to appoint Interconnection to install the equipment at a cost of £4610.50+VAT subject to confirmation of the guarantee period**
Proposed: Cllr Sankey
Seconded: Cllr Pittman
All agreed
- FA20/038 Reopening of facilities and football and hall hire**
- The risk assessments for the parish council and hirers were received and noted. The pitch booking form was circulated and noted.
 - The Clerk advised that government guidance at this time prevents changing rooms from being available and Essex FA are not allowing matches to take place.
 - It was agreed that if football restarts in September, that the pitches can be hired without changing facilities. The Clerk was given permission to continue with this matter after obtaining guidance from Brentwood Borough Council.
- FA20/039 Playground RoSPA inspection reports**
 The reports were reviewed, and the Clerk was asked to action the required repairs and maintenance.
- FA20/040 Fairfield and Seymour rubbish bins**
 It was **RESOLVED to order 6 replacement bins from Roadware.co.uk at a cost of £773.70+VAT and for JPB landscapes Ltd to install them (3 in Fairfield and 3 in Seymour field)**
Proposed: Cllr Sankey
All agreed
- FA20/041 Bell Mead footpath**
 The Clerk presented two quotes for a new footpath but advised that no formal resolution had been made regarding this project. After a discussion, it was agreed that this project does not take place based on cost and the considered lack of need for it.

- FA20/042 Tree works**
The two quotes for tree works highlighted in the annual inspection were received and it was **RESOLVED that Acorn Arb & Forestry be appointed to undertake the work at a cost of £2600+VAT**
Proposed: Cllr Sankey
All agreed
- FA20/043 Risk assessment for playground**
The Clerk advised that this risk assessment had been distributed to all councillors by email and this agenda item was included to formally note that fact.
- FA20/044 To consider any work that can be undertaken by the Parish Caretaker, giving due consideration to the current lockdown measures.**
- Fence replacement on Fairfield – to speak to JPB landscapes
 - Removal of foliage hanging over footpath 38
- FA20/045 Items for inclusion in the next Agenda (not requiring resolution or action)**
Nothing further that has not already been covered.
- FA20/046 Close of meeting**
The Chair thanked the Cllrs for attending and closed the meeting at 8.55pm
Date of Next Meeting
Monday 14 September 2020 at 7.30pm Venue: Zoom virtual meeting