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FACILITIES COMMITTEE

MINUTES OF MEETING HELD: 14 September 2020, 7.30pm
VENUE: Virtual meeting

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

FA20/047 Apologies for Absence to be received but not approved

Apologies were received from Cllr Lee

FA20/048 Announcements and Declarations of Interest

None were presented.

FA20/049 Approval of minutes of the last Facilities meeting held on 13 July 2020

Approved but not signed by Cllr Sankey owing to the nature of the meeting. It was noted with the following amendments: FA20/040 and FA20/042 that the expenses were within budget.

FA20/050 Public participation session

No members of the public were in attendance

FA20/051 Matters arising for report (not for resolution)

- The Clerk reported on a matter raised about the Fairfield burial ground wall and research undertaken. The committee agreed that after reviewing the lease, the responsibility of the wall fell to the Petre Estate. With regards to the self-seeded elder tree in the burial ground, the Clerk was asked to liaise with the grounds maintenance company to cut this back.
- The issue of the car parking in St Edmunds and St Mary's churchyard was discussed and it was agreed that the Church of England as owners of the land need to lead on this matter.
- Cllr Jeater advised he is meeting with Brentwood Borough Council on the 22nd September, along with Cllr Winter to discuss the location of cycle hoops and a possible electric charging point in Market Place and Bell Mead carparks. The Clerk advised that she is unable to progress a locality grant application with Cllr Wagland until the siting and costing for the cycle hoops had been agreed. Cllr Sankey advised he would like cycle hoops at Seymour Field.
- Cllr Russell gave an update on the quotes she is obtaining for tree works and Cllr Jeater is investigating a company to dredge the pond. The Clerk reminded councillors that the grant policy is available for the Trustees of Fryerning Parish Rooms if they wished to apply.
- Cllr Sankey reported on a request to provide hand sanitiser at the playground. It was noted that the risk assessment undertaken when the site was reopened decided against the provision. The Clerk agreed to provide the risk assessment and respond to the concern.

FA20/052 Market Place Christmas Tree and High Street Christmas Trees

The Clerk advised that permission had been obtained from Essex Highways for the siting of a large Christmas Tree in the Market Place and quotes obtained for the purchase of the stand and security fencing. The update was noted and the Clerk was given permission to continue to liaise with Spectrum Electrical and JPB Landscapes on this project. The Clerk also advised that she will be writing to Kennedys about a contribution to their electrical cost for the lighting of the tree. It was confirmed that the remaining high street trees will also be installed and that this was not replacing them.

FA20/053 Essex Tree Initiative

The project was reviewed, and it was agreed that the Clerk would do further research with Cllr Jeater on the possible locations for new trees

FA20/054 Seymour Field and Pavilion

The Clerk reported that in the light of the new Rule of Six, that the changing rooms will continue to be out of use for the football teams until the situation changes.

FA20/055 Fairfield

- The state of the gate on Star Lane was discussed and the Clerk was asked to research wooden and metal gate options to replace the current gate.
- The remaining repair work quoted by Playquip Ltd was reviewed and the highlighted repair work for the MUGA and the service of the zip wire was approved at a cost of £909+VAT.

Proposed: Cllr Sankey, All agreed

This cost is within budget.

Cllr Sankey asked for an explanation as to why only one company had quoted and the Clerk confirmed that sourcing similar companies for comparison is challenging and that financial regulations did not require numerous quotes for work under £3000.

FA20/056 Fryerning Cemetery

- The Clerk provided information that she had obtained regarding the setting up of a Friends of Fryerning Cemetery group. After a discussion it was agreed that the group should be independent of the parish council and that they would have to be responsible for risk assessments, insurance, and the provision of equipment. However, the parish council could consider a grant award for this group to assist with the financial implications. Cllr Sankey agreed to report back to the resident who had raised the matter.
- A request for headstone design was presented to the committee and approved.
- The Clerk asked that a working party be set up to review the costs for digital mapping of the cemetery, as well as the digitalisation of the cemetery records. Cllrs Russell, Marston and Sankey agreed to meet with the clerk to review the quotes and work involved.

FA20/057 To consider any work that can be undertaken by the Parish Caretaker, giving due consideration to the current lockdown measures.

The caretaker was requested to provide a list of current tasks. The Clerk confirmed that she would speak to the caretaker about the stepping logs in the playground. She confirmed that the wood by the table plinth had been removed.

FA20/058 Items for inclusion in the next Agenda (not requiring resolution or action)

Nothing further that has not already been covered.

FA20/059 Close of meeting

The Chair thanked the Cllrs for attending and closed the meeting at 8.43pm

Date of Next Meeting

Monday 12 October 2020 at 7.30pm Venue: Zoom virtual meeting