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## FACILITES COMMITTEE MEETING

<b>MINUTES OF MEETING HELD:</b>	<b>20 February 2023, 7.30pm</b>
<b>VENUE:</b>	<b>Council Chambers, Suite 3, 4 The Limes</b>

<b>Present:</b>	<b>Cllrs</b>	R Whittow-Williams (Chair)	C Russell	M Marston	R Lee
		P Jeater			
<b>Also Present:</b>		A Wood (Clerk and RFO) – attended remotely			
<b>Absent</b>	<b>Cllr</b>	L Emmett (attended virtually)			

<b>FA23/001</b>	<b>Apologies for Absence – for noting but not approval</b> No apologies were received as all councillors were present. Cllr Emmett attended online and did not take part in any voting.
<b>FA23/002</b>	<b>Announcements and Declarations of Interest</b> There were no announcements or declarations of interest
<b>FA23/003</b>	<b>To approve the Minutes of the Facilities Committee held on the 19 December 2023</b> The minutes were approved as a correct record and will be signed by Cllr Whittow-Williams this week.
<b>FA23/004</b>	<b>Public participation session</b> There were no members of the public wishing to speak.
<b>FA23/005</b>	<b>Matters Arising for Report (not for resolution)</b> Cllr Jeater advised that he and the clerk will be meeting this week with the Essex FA to discuss funding opportunities for the renovation of the pitches at Seymour.
<b>FA23/006</b>	<b>Caretaker's report</b> Mr Wright was not in attendance and there was nothing to report.
<b>FA23/007</b>	<b>Grounds maintenance contract and gardening contract discussion</b> <ul style="list-style-type: none"> <li>• To approve the new grounds maintenance contract documents – The Clerk presented the tendering documents and advised that 12 contractors had currently requested the information. It was <b>RESOLVED to retrospectively approve the documentation for the tender and for the clerk to continue the process</b> Proposed: Cllr Whittow-Williams, seconded: Cllr Marston, all agreed</li> <li>• To approve the new gardening contract documents. The Clerk presented the documents and it was noted that although volunteers might come forward to maintain various planters and flower beds, it was important for a costed service be obtained. It was <b>RESOLVED to approve the documentation for the tender and for the clerk to continue the process.</b> Proposed: Cllr Whittow-Williams, seconded: Cllr Russell, all agreed</li> </ul>

FA23/008	<p><b>Seymour pavilion and field</b> To consider a request for a memorial bench at Seymour Field. <b>It was RESOLVED that the clerk and parish caretaker could proceed with this request.</b> Proposed: Cllr Whittow-Williams, seconded: Cllr Russell, all agreed</p>
FA23/009	<p><b>Fairfield and Ingatestone churchyard update</b> Cllr Marston provided an update on the community garden and advised that the church is still waiting for permission from the Diocese before the order for the large table and bench is placed.</p>
FA23/010	<p><b>Fryerning Cemetery and Fryerning</b></p> <ul style="list-style-type: none"> <li>• The Clerk and Cllr Marston presented an update on the green burial project, and <b>it was RESOLVED that a working group be created of interested councillors to take this project forward. It was further RESOLVED that the terms of reference for this working group be for the creation of the green burial site at Fryerning cemetery.</b> The Clerk was asked to contact councillors to look for membership and that Cllr Marston would be taking the lead on this project. Proposed: Cllr Whittow-Williams, seconded: Cllr Lee, all agreed</li>   <li>• Three quotes for the French drain work were considered and it was <b>RESOLVED to appoint SJ Tidd to undertake the work at a cost of £4640 with possible further required works of £935 inc VAT.</b> It was noted that the work needed to be invoiced before the financial year end and was within budget. Proposed: Cllr Marston, seconded: Cllr Whittow-Williams, all agreed</li>   <li>• A request for the purchase of a burial plot prior to use was considered by the committee and it was <b>RESOLVED that owing to the service provided to the community by the individual that the request be approved.</b> It was also requested that the current terms and conditions for the cemetery be considered at the next meeting. Proposed: Cllr Whittow-Williams, seconded: Cllr Lee, all agreed</li> </ul>
FA23/011	<p><b>Community garden project</b> Two quotes for the provision of a new path at the Bell Mead Community Garden was considered and it was <b>RESOLVED that the Clerk approve the quote from Richardson Landscapes Ltd with a slight amendment to the price to include metal edging. It was further RESOLVED that the Clerk can proceed with the award of the quote if the new price did not exceed the other quote received.</b> It was noted that the work needed to be invoiced before the financial year end and that the funds would come from the balance allocated to the Green Burial site budget and a grant from Essex County Council. Proposed: Cllr Whittow-Williams, seconded: Cllr Marston, All agreed</p>
FA23/012	<p><b>Items for inclusion in the next Agenda (not requiring resolution or action)</b></p> <ul style="list-style-type: none"> <li>• Green burial site working group membership and terms of reference approval.</li> <li>• Review of the terms and conditions for the cemetery</li> </ul>
FA23/013	<p><b>Close of meeting</b> The Chair thanked the Cllrs for attending and closed the meeting at 8.18pm <b>Date of Next Meeting: Monday 20 March 2023 at 7.30pm</b> <b>Venue: Council Chamber</b></p>