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## FACILITES COMMITTEE MEETING

<b>MINUTES OF MEETING HELD:</b>	<b>16<sup>th</sup> October 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)	G Tullett	L Emmett	M Marston
		P Jeater			
<b>Also Present:</b>		A Wood (Clerk and RFO) (attended online)	A Wright (Parish caretaker)		
<b>Absent</b>	<b>Cllr</b>	R Lee	C Russell		

<b>FA23/078</b>	<b>Apologies for Absence – for noting but not approval</b> Apologies were noted from Cllr Lee.
<b>FA23/079</b>	<b>Announcements and Declarations of Interest</b> There were no announcements or declarations of interest.
<b>FA23/080</b>	<b>To approve the Minutes of the Facilities Committee held on the 18<sup>th</sup> September 2023</b> The minutes were approved as a correct record and were signed by Cllr Whittow-Williams.
<b>FA23/081</b>	<b>Public participation session</b> No members of the public were present at this time.
<b>FA23/082</b>	<b>Matters Arising for Report (not for resolution)</b> Cllr Jeater presented an email that he and other councillors had received from Brentwood Borough Council in relation to the gifting of land at Steen Close to the parish council. The Clerk requested from this point on that she be the main contact in the parish council and that she would request further information on the state of the property and raise other questions before bringing it back to full council in due course.
<b>FA23/083</b>	<b>Caretaker's report</b> Mr Wright reported that he had removed the damaged nest swing and chains from the skate park and there had been no comments received about its removal. He also reported that there is a slight delay on the installation of bollards in Seymour Field at this time. Mr Wright advised that the renovation of the pitch had been delayed due to the topsoil supplier not arriving. The work should commence next week. Lastly the BT Wi-Fi is being installed at the pavilion and the alarm maintenance team will also be there tomorrow.
<b>FA23/084</b>	<b>To note the annual tree survey undertaken by Place Services</b> The Clerk advised that this had already been sent out to councillors and no works were identified for this year.
<b>FA23/085</b>	<b>To discuss the legal requirement for a Council Biodiversity policy and next steps</b> The Clerk presented the background papers for this agenda item, and it was agreed that the CEWG would be the best group to create a policy

	for IFPC. Cllr Jeater pointed out that BBC will be working on a similar policy and so, it made sense to dovetail with that. The CEWG are meeting this week.
<b>FA23/086</b>	<b>Seymour pavilion and field</b> Cllr Jeater reported on an email he had received from a resident expressing concern over the maintenance of the renovated pitches and that they are not overused. The committee noted his concerns and confirmed that they will monitor the situation. Cllr Jeater will respond to the resident.
<b>FA23/087</b>	<b>Fairfield and Ingatestone churchyard update</b> The Clerk reported on the missing bin in St Edmunds and St Mary's Churchyard. After a discussion it was agreed that no further action be taken on replacing the bin due to the level of administrative process needed in relation to a faculty.
<b>FA23/088</b>	<b>Fryerning Cemetery and Fryerning</b> It was noted that councillors are looking to arrange a meeting in October.
<b>FA23/089</b>	<b>Items for inclusion in the next Agenda (not requiring resolution or action)</b> <ul style="list-style-type: none"> <li>• Budget planning for 2023/24</li> <li>• Planters for New Road</li> </ul>
<b>FA23/090</b>	<b>Close of meeting</b> The Chair thanked the Cllrs for attending and closed the meeting at 8.24pm <b>Date of Next Meeting: Monday 20<sup>th</sup> November 2023 at 7.30pm</b> <b>Venue: Council Chamber</b>