

Facilities Management Committee Minutes

Held on Monday 4th April 2022 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: M Hansen (MH) Chair, H Breach (HB), L Langrish (LL) C Taylor (CT)

In attendance: J Tetley (Parish Clerk)

The meeting was opened at 10.04am

Item No.	Item	Action
22/127	Welcome by Chairman. No Apologies.	
128	No declarations of interest.	
129	Minutes of the Facilities Management Committee held on 11 th March 2022 were agreed as an accurate records and signed by MH.	
130	Matters arising:	
	21/051 Windyridge sign – still no sign. CT to email again.	
	21/055 PCSO Steve Yetton coming next week to collect CCTV footage of the fire and the youths breaking the fencing.	
	21/057 Whiskers – MH had an informal chat with Monika and Tom and they are happy with the current situation. MH to have another chat with them later in the month.	
	21/085 Newsletter MH waiting for formal quote from Jaz Media for 8000 copies of a leaflet. Quoted verbally £456 for 4000 copies assuming no more than £918 for 8000 copies. Jaz trim and fold leaflet. Instantprint - quote for A4 double-sided £263.34 for 7500 copies, and 10000 copies £331.41. With a 10% discount for a repeat customer actual cost £237 for 7500, or £298.27 for 10000. Both prices are for folded A4, at a slightly higher quality of 150gsm paper, also uncoated. Await formal quote from Jaz.	
	22/124 MH has informed Little Explorers the reasons for PPC declining their fence proposal. MH to arrange meeting with Little Explorers to discuss the consultation process for the refurbishment of the pavilion.	MH
	22/125 HB has fixed the defibrillator and it is now fully functioning gain.	
	22/125 CT has obtained 2 quotes for trees next to tennis courts and hedge to be cut back: Dowdeswell £900 for trees and hedge First Arb £270 for trees and £270 for hedge	

	MH proposed PPC proceed with First Arb. LL seconded the proposal, and all voted in favour. CT to instruct First Arb to proceed.	
	<p>22/125 Disabled Path and Kissing Gate (KG) KG has been delivered. A discussion took place about the path and the location of the KG.</p> <p>LL proposed that the FacMan proceed with the quote from Cleeve Garden Services to install the path and grid force to supply the material. KG to be located in front of the hedge to save extra work and cost, extra fencing to be placed either side. Cotswold Wardens to install KG for a donation to their charity of £250. CT seconded the proposal and all voted in favour.</p> <p>LL to action the proposal.</p>	LL
131	<p>Groundman's Report and Priorities</p> <ul style="list-style-type: none"> • CK has requested an extra wheelie bin. JT confirmed this would cost £8 a week. All voted in favour of purchasing another wheelie bin. JT to action. • JT to ask CK to move bin from far end of playing field to nearer the office. • Meter readings – on a smart meter 	JT
132	<p>Tennis Management Currently have 37 members with an approx. income of £1,665. One person has currently used the courts for pay and play.</p> <p>It was agreed that JT would pop out periodically and check members only playing. It was noted that PPC need to clean the courts next Feb/Mar 2023.</p> <p>It was noted that PPC have received a bill for rates for the tennis courts. JT to investigate on the valuation office agency website. PPC do not have access to a highway and have never paid rates before.</p> <p>JT and MH to have separate conversation regarding the tennis clubhouse.</p>	JT MH/JT
133	<p>Pavilion Development HB and LL to distribute the flyers requesting public opinion on the redevelopment of the pavilion to the businesses in Prestbury and Wyman's Brook. JT to distribute to WI and MH to distribute to United Reform and Whiskers. It was noted that only positive responses had been received so far. PPC will await responses from the flyer and it was agreed that it was matter for the next parish council to take forwards.</p>	
134	<p>Sensory Garden MH and LL met with IM and one member of the public and had an open discussion about their complaint about the sensory garden. It was agreed that a review would take place in the future.</p>	
135	<p>Festival</p> <ul style="list-style-type: none"> • HB to inform Festival WG to report to F&GP. • PW requested help from CK for the festival set up, collecting a stage etc. It was agreed that HB would discuss with the committee about hiring someone to do this. 	HB
136	<p>Bus Shelters The request for bus shelters on Swindon Lane has been referred onto JP and SF. SF, as County Councilor, has offered to investigate.</p>	

137	<p>War Memorial Wreaths MH will address this matter with CK at the appropriate time.</p>	
138	<p>Playground Development Safety inspection taking place today by Rospa. LL to phone Greenfields regarding climbing frame and clunking sound. LL and CT to complete snagging report. It was noted that the playground development came in on budget and on time and has been well used since installation. 4 fence panels and a new gate mechanism are still required on the children's play area. HB to send pictures of playground to JT to put on website.</p>	<p>LL & CT</p> <p>HB</p>
139	<p>Community Fund – Queen's Jubilee A grant is available from CBC for the Queen's Jubilee, but it needs to be match-funded by PPC. A discussion took place about possible purchases.</p> <p>CT proposed purchasing the following:</p> <ul style="list-style-type: none"> • one 5ft Queen's Jubilee bench £1020 to be installed by the playground as requested by parents • 5 Cheery Blossom Trees for the bund along the car park £600 (to match the 2 trees already donated by the WI for the Queens Jubilee) • One plaque £100 <p>Total cost £1720. PPC would only pay half if the grant application was successful. LL seconded the proposal, and all voted in favour.</p> <p>HB to apply for the grant and JT to send HB link to blossom tree website.</p>	<p>HB & JT</p>
140	<p>Carbon Zero Grant A discussion took place about this grant and possible ideas to facilitate a claim for the full amount of the grant. It was agreed that HB would look through the original report on energy saving measures and pinpoint any work still required on the pavilion.</p> <p>Police Commissioners Fund – HB still waiting to hear if PPC's application to this grant scheme has been successful.</p>	<p>HB</p>
141	<p>AOB</p> <ul style="list-style-type: none"> • A local resident has enquired about removing the mound on the playing field at the bottom of his garden. He lives in Laurel Drive. It was noted that the mound came about due to residents dumping their garden waste onto the playing field. He is welcome to remove it. 	
	The meeting closed at 12.45pm	
142	Date of next meeting: Monday 9th May 2022 10am at The Pavilion Prestbury	