

Facilities Management Committee Minutes

Held on Monday 13th June 2022 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: C Taylor (CT) and P Weir (PW)

In attendance: J Tetley (Parish Clerk)

The meeting was opened at 10am

Item No.	Item	Action
22/23/001	Apologies received and accepted from: M Hansen (MH), H Breach (HB), G Griffiths (GG) and H Egger (HE).	
002	No declarations of interest.	
003	Minutes of the Facilities Management Committee held on 9 th May 2022 were agreed as an accurate records and signed by CT.	
004	Matters arising:	
	21/147 - CT has emailed GCC regarding replacing the burnt fence. Local resident asking for up-date. There needs to be a long-term solution to the compost heap. CT to liaise with CK.	CT
	21/151 – CT emailed and phoned Greenfields. CT chasing for confirmation that low-risk issues reported on new playground equipment inspection need no further action.	CT
005	<p>Groundman’s Report and Priorities</p> <ul style="list-style-type: none"> • Wheelie Bins – CT to liaise with CK about whether PPC needs 2 new wheelie bins or would one be enough for now. • Cutting back hedges – residents have complained about the hedges overhanging the pavement on Prestbury Road. PW to investigate the legalities of cutting hedges. • Meter Readings – CT to liaise with CK regarding meter readings. 	PW CT
006	<p>Tennis Management</p> <p>Currently have 82 members. Several issues have been highlighted by a member of Tennis@Prestbury:</p> <ul style="list-style-type: none"> • Fencing – youths have bent back the fencing to gain access to the courts and have broken several clips. CK and CT have bent the fence back to its original position and CK to cable tie it down. Cross wires on the gate are hanging free, CK to mend. • Lost Property- Tom to bring any lost property to main office so that it can be stored in the back room • Rubbish bins – CT to speak with Tom to discuss the removal of rubbish from the bin inside the clubhouse. • Court Inspection – need a file to register dates of inspection for both the tennis courts and the MUGA. JT to set up file and CT to inspect weekly. 	JT & CT

	<ul style="list-style-type: none"> • Net winder - JT to purchase 2 more net winders to be stored in the office. • Safeguarding notice – a safeguarding letter needs to be posted on the board in the clubhouse together with a notice about reporting injuries to the office. PW to action. • Leaf Blower storage – leaf blower now stored in CK’s yard and CK to use it when required. 	PW
007	Community Tennis Fund – the idea of a community fund for tennis was discussed with the possibility of the courts being available for free for residents unable to afford membership. One option – one court for a set time once per week. To be reviewed at next meeting when quorate.	
008	Help for Craig to prepare for Festival CT to liaise with CK and GG regarding the tasks in preparation of the fields for the Festival. PW and CT willing to dedicate 2 days each of help.	
009	Speed Watch Fund and Road Safety 20mph campaign continues. Speed Watch Fund to be reviewed after the Festival as the deadline for the applications is not until August.	
010	Fires and ASB A local resident has contacted the parish requesting an update on the burnt fence at the end of the drive into his property. GCC have been contacted as it is their responsibility. PC Silsby has sent an update on all of the crimes committed on the playing fields. The culprits of the fires at the end of the car park are difficult to apprehend as the bushes and brambles obscure the view of the CCTV camera. A discussion took place about the difficulty of clearing that area due to wildlife issues. CT to liaise with BS for further information.	
011	Asbestos Rex Bishop should remove the asbestos this week. CT to arrange with Chris Arnold, if his schedule allows, to tidy up the area before the festival.	
012	Tree outside Office 3 tree surgeons have recommended the removal of one of the two silver birch trees directly outside the parish office. Some councillors have recommended keeping both trees. Matter to be taken to full council for decision.	
013	Whiskers Contract CT held meeting with Monika. Whiskers to pay £200 per month with immediate effect. £100 for rent and £100 for electricity. PW to draft formal agreement between Whiskers and PPC regarding rent, electricity, cleaning of toilets and being responsible for the bins when CK is away.	
014	Kissing gate – installed by the Cotswold Wardens. PPC have made a £250 donation to their charity as a thank you.	
015	Bench Another bench has been donated to the parish along with a plaque. The new bench is located in front of the hedge separating the playing field from Barley Road field.	

016	Bug Hotel The bug hotel is being installed on 15 th June next to the sensory garden. There are 2 options for the wording to go with the bug hotel, either a small sign or a larger sign with more of a story. Referred to full PPC meeting for decision.	
017	Jockey Club and Racecourse JT and HB to attend a meeting on 20 th June organised by the Gloucestershire Police, to include major stakeholders, to discuss the on-going problems experienced by local residents during race week.	
018	Little Explorers CT to liaise with Little Explorers about their rent as the current figure they are paying monthly is incorrect. The door onto the playing field needs to be open at tonight's meeting from the pavilion as an emergency exit. JT to locate keys.	CT
019	Festival DBS checked volunteers required for PPC gazebo. Presently JT, HB and CT have valid certificates. LL trying to organize a sponsored sign for the PPC gazebo.	
020	AOB <ul style="list-style-type: none"> • PW to email CT his report on signs for New Barn Lane indicating where the playing fields and pavilion are located. CT to email GCC. • Options for the redevelopment of the Pavilion were briefly discussed: <ol style="list-style-type: none"> 1. Do nothing apart from an internal refurbishment. 2. Move Little Explorers behind the office into CK's yard and move CK to the tarmac next to the tennis courts. 3. Move Little Explorers to the tarmac area next to the tennis courts into a purpose-built building. 	
	The meeting closed at 12.26pm	
	Date of next meeting: Monday 13th June 2022 10am at The Pavilion Prestbury	