PRESTBURY
PARISH COUNCIL

Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52 3LP

Facilities Management Committee Minutes

Held on Monday 11th July 2022 at 12.45am at The Pavilion, Prestbury

Members Present: Cllrs: C Taylor (CT), M Hansen (MH), H Breach (HB), C Hunt (CH) and P Weir (PW)

In attendance: J Tetley (Parish Clerk)

The meeting was opened at 10am

Item No.	Item	Action
22/23/021	Apologies received and accepted from: N Atty (NA) and H Eagger (HE).	
022	No declarations of interest.	
023	Minutes of the Facilities Management Committee held on 13th June 2022 were agreed as an accurate records and signed by CT.	
024	Matters arising:	
	22/005 – Cutting Back Hedges. PW stated that protected hedges cannot be cut back between April and late August. A discussion took place regarding cutting hedges and overgrown footpaths. It was noted that JP had visited the office and requested the hedge, situated to the right of the entrance to the playing fields as you enter the field, to be cut back by CK. The hedge was cut back in preparation for the Festival but this hedge is not the responsibility of the parish. It is unclear if it belongs to the resident or Highways. The matter has been referred to JP. It was agreed that the hedge running along Prestbury Road needs to be cut down and back every March and September. 22/014 – Kissing Gate. It was noted that the new kissing gate is not big enough for mobile scooters. CT to research if the gate can be modified to allow for easier access. 22/020 – Sign for New Barn Lane. PW to liaise with NA.	**CT**
025	**Groundman's Report and Meter Readings** • Meter Readings: 101864 Electricity (submitted). Total still not charging PPC for the total amount of electricity used. • Water for Pavilion: 5518 (submitted)	
026	**Tennis Management** • TJ requested a reduction in his monthly payment as he is not using the predicted hours required due to a lack of tennis coaches. He cannot currently recruit as no-one is available. F&GP agreed to a reduction of £50 per month. TJ to now pay £200 per month. CT to issue new contract and liaise with TJ. • Safeguarding notice – a safeguarding letter has been posted on the board in the clubhouse. JT to email all tennis members the welfare letter. • Men's League left the toilet door unlocked with the combination code visible on both locks on Sunday night after their match. JT sent email regarding this issue. It was noted that this is a security issue with netball posts being stored in the toilet	**CT** **JT**

	as well as other stock. JT to inform the team that any further breaches and access to the toilets would be withdrawn. • Business Rates – Still no up-date from CBC.	**JT**
027	**Fires/Vandalism** • An inspector from GCC has inspected the fire damaged fence beside the compost pile. PPC await a decision as to further action and responsibility. • FacMan to review the mound of topsoil at the end of the car park for wildlife issues. CT to seek advice from BS. • It was noted that a resident had encountered a group of youths on the playing field inhaling substances from balloons. The resident called the police who made a speedy response. This is encouraging news. • It was noted that the security guard, present both Friday and Saturday night, employed for the Festival worked hard to ensure there were no issues.	**CT**
028	**Asbestos and Removal of Vegetation** Asbestos all removed by Rex Bishop. CT has arranged with Chris Arnold for the following: • Removal of mound next to main entrance to playing field and the taking back of all brambles and vegetation to the fence • Removal of second silver birch next to office A resident has requested the ash tree stump and growth to be removed located between CK's yard and the tennis courts. CT consulted with Chris Arnold and he is able to include the removal with the work above for an additional £240 including VAT. F&GP and Fac Man agreed to proceed with this quote. **Total cost £850 plus VAT** for all work outlined above.	
029	**Bug Hotel** The bug hotel has been installed next to the sensory garden with a sign. It was noted that a review of the sensory garden was required. Initially the following points need to be addressed: • Watering of the beds – CT to liaise with CK • Maintenance – HB to liaise with Modica • New Plants – HB to liaise with Modica JT to liaise with CK regarding the purchase of a water tank on wheels.	**CT** **HB** **JT**
030	**Whiskers Contract** New contract signed as outlined at the last meeting. Monika has requested 3 tables and 9 chairs to be placed outside of Whiskers during the summer holidays, when Little Explorers are away. FacMan agreed to this proposal with a review in September.	
031	**Robson Field** CK has installed one bench with the second bench scheduled to be installed when the ground is softer. It was noted that a resident had apparently found a syringe in the field and had been advised to notify the police. CH proposed the marking out of a rounders pitch. It was agreed by FacMan to proceed. CT to liaise with CK regarding marking one out.	**CT**
032	**Bush Court** JT attended Bush Court on the evening of 7th July to deliver storage unit, combination lock, wheelbarrow and raised beds along with Cheltenham is Growing. Photographs taken of the developing project will be posted on the website next week. Top spoil is required to fil the beds. JT to source soil.	**JT**

	It was noted that Bush Court may move ward boundaries under the present consultation.	
033	**Little Explorers** Little Explorers are presently paying £498.17 in rent per month for 10 months in line with their contract. Previously paying £462. The pavilion re-development continues to be an area of misunderstanding with Little Explorers stakeholders. PPC will continue to keep Little Explorers fully informed of any decisions taken.	
034	**AOB** • A resident requested contacts for hockey coaches. CT to research. • The height of the fence of the garden continues to be a concern for Little Explorers. A discussion took place regarding this matter. • It was noted that the Festival had been a huge success with positive feedback from the public. JT to compile feedback via email and HB to compile feedback via Facebook. A review meeting of the Festival to be held 18th July at 10am. Issues noted so far: cars parking in New Barn Close despite road closure, PA system and walkie talkies not working effectively. • Fuses – the fuse box needs to be inspected. There are 36 fuses and each fuse will cost approximately £20. It will involve 2 days work and there will be no electricity for the whole 2 days. JT to book electrician for October half term. PAT to take place in August. PW added that the fuse box for the Christmas Tree at the library also needed to be fixed. It was queried as to why this was an issue for the parish. JT t ask electrician to liaise with PW so that a quote can be obtained. • PA system – problems were encountered with the council's PA system. PW to liaise with an expert for advice. • Pavilion Development – feedback from the public obtained at the festival indicates option 1 as the preferred way forward whereby CK is relocated on the tarmac next to the tennis courts and Little Explorers are relocated to the back of the Pavilion. Next stage is to formalise a working group with a consideration of skills required. It was agreed that councillors would be asked to express an interest in joining the working group at the next PPC meeting on Monday.	
	The meeting closed at 2.50pm	
	Date of next meeting: Monday 8th August 2022 10am at The Pavilion Prestbury	