

Facilities Management Committee Minutes

Held on Monday 13th March

2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: C Taylor (CT) Chair, J Gardner (JG), M Hansen (MH) and P Weir (PW).

In attendance: J Tetley (Parish Clerk) and H Bridger (Administration Assistant).

The meeting was opened at 10am

Item	Item	Action
184	Apologies received and accepted from N Atty (NA), H Breach (HB) and C Hunt (CH).	
185	No declarations of interest.	
186	Minutes of the Facilities Management Committee held on 13th February 2023 were agreed as an accurate record and signed by CT. Q) Why was it deemed unnecessary to inform residents of the car park being open for race week? A) It was considered too difficult and time consuming to post letters through each neighbourhood door.	
187	Matters arising: All covered in the agenda.	
188	<p>Groundman's Report and Meter Readings</p> <ul style="list-style-type: none"> • Meter Readings as of 06.03.23 Water 5601 Electricity 00118571. • CT emailed CK's work schedule. A discussion took place regarding CK's activities and an action plan. • The electrician has placed a meter on the electricity supply to Whiskers coffee shack. • Dog Bin – a discussion took place regarding the location of the dog bins. • Aluminium goalposts – CK is very keen for new light weight goalposts. Decision on purchase deferred. • Line marker and Pedestrian Sprayer of Weeds– MH proposed the purchase of a new line marker and pedestrian sprayer up to a budget of £2k subject to confirmation of money available in the current budget. JG seconded the proposal and all voted in favour. 	
189	Sign – New Barn Lane NA to provide update at next meeting.	
190	<p>Tennis Management</p> <p>Income: Total £7160 minus fees. Approximately £7050 in profit. Minus £1200 in cleaning fees. Net profit £6024</p> <p>It was agreed at the F & GP meeting that the tennis memberships fees would increase to: Adult - £50, Junior - £11, Child £6, and Pay and Play £5.50.</p> <p>It was noted that the cleaning company had recommended a new surface coating for both courts as during the present clean small amounts of stones were displaced.</p>	

191	<p>Pavilion Development</p> <p>JT has requested quotes from 3 planning consultants. The current plan is to reposition Little Explorers in the groundman's yard and the groundsman to be repositioned on a new site next to the tennis courts. The changing rooms to be refurbished during term time of Little Explorers. HB is currently applying for a grant from GCC. It was noted that Little Explorers use the toilet in the changing rooms area.</p>	
192	<p>EV Charging points</p> <p>GCC are presently reviewing suitable locations for EV charging points. HEB has emailed GCC regarding this matter and awaits a response.</p>	
193	<p>Defibrillators</p> <p>HB outlined progress on obtaining a new defibrillator for the Kings Arms including finances.</p> <p>JG to email all councillors regarding a training course on how to use a defib.</p>	JG
194	<p>Christmas Tree</p> <p>GCC, the library and the volunteer gardening group at the library have all confirmed and checked the location for the new living tree which is being delivered in April. Costs of the tree = £375 plus VAT plus £35 delivery fee. It was noted that JP would be covering the costs of the tree. JG to ask JP if he would like a plaque.</p>	JG
195	<p>Community Events</p> <p>Football tournament – HB outlined progress so far. JT to send HB the risk assessment for the festival so he can produce one for the football tournament. CK to paint 4 pitches for the tournament. CT to liaise with CK regarding the pitches.</p>	JT CT
196	<p>Race Week</p> <p>Car Park – plans were outlined on how the car park would be staffed during race week so that race goers could be charged £10 per day to park their car.</p>	
197	<p>Recycling Bins</p> <p>HEB outlined her report on recycling bins circulated to all members prior to the meeting. A discussion took place regarding HEB's report and NA's comments, received via email, were noted. HEB proposed one set of recycling bins next to Whiskers coffee shack and one next to the children's play area. It was noted that CK would empty the recycling bins.</p> <p>MH proposed the purchase of 2 Glasdon recycling bins at an approximate cost of £488.89 plus VAT and a pack of 100 clear plastic bags. PPC to provide their own signs for the bins. JG seconded the proposal and all voted in favour. The funds for the bins to be taken from the festival profit. HEB to proceed with purchase.</p> <p>Regarding collection of waste, it was noted that Little Explorers pay for one 190L wheelie bin to be collected each week. It was agreed that after recycling waste had been collected PPC needed to pay for approximately 400L of general waste to be collected. JT to obtain costs from Ubico and Business Waste and to proceed with the cheaper quote.</p>	HEB JT
198	<p>Picnic Benches</p> <p>CK has installed the new bench in the children's play area. A discussion took place regarding the surface for the concrete circle left from the removal of the green gazebo. MH proposed installing the new bench straight onto the concrete circle rather than painting the concrete or covering it with artificial grass. JG seconded the proposal and all voted in favour.</p>	

199	<p>MUGA – holiday opening update</p> <p>It was noted that the scheme to open the MUGA to children during the school holidays had been successful with many children of varying ages using the facility. It was agreed to trial the scheme again for the Easter Holidays.</p> <p>MUGA Bookings – it was noted that the same problem still exists in putting the MUGA online for bookings. ClubSpark only allows for one email to be sent out for people hiring either the tennis courts or MUGA. This would mean the combination lock for the tennis courts and MUGA would need to be the same. JT to check whether ClubSpark have updated their system to allow for different emails to be sent out to hirers of different facilities.</p>	JT
200	<p>Bike Marking Scheme</p> <p>PW to investigate further.</p>	PW
201	<p>Sensory Garden – CT to organise a maintenance meeting before the end of March. Planters to be given a high vis-vest to wear.</p> <p>Plaque – HEB to research costs for a plastic plaque recognising the donation of the shrubs by Webb’s Nursery. A budget of £50 was approved.</p> <p>A discussion took place regarding an extra bin to be placed around the sensory garden for dog mess. CK to monitor whether it is required.</p>	CT HEB
202	<p>Business Cards</p> <p>JG requested business cards. A generic card with a PPC logo cost £14.66 for 250 cards. CT proposed purchasing the cards. MH seconded the proposal and all voted in favour. HEB to purchase cards.</p>	HEB
203	<p>Inspection of the Playground</p> <p>HEB circulated inspection report prior to the meeting. CK to fill in the holes on the old MUGA and JT to ring Greenfields regarding the gate to the children’s play area. CT, HEB and CK to liaise regarding repairs to the children’s play area.</p>	CK JT HEB, CT CK
204	<p>Tree Survey</p> <p>HEB has received 3 quotes. Decision deferred to next meeting.</p>	
205	<p>Football Pitch Fees for 2023/24</p> <p>It was noted that the fees charged for the adult football pitch and junior pitches are no longer in line with CBC. The current CBC fees are as follows: Adult pitch with changing rooms £54, Adult pitch without changing rooms £28.00. Junior pitch with changing rooms £29.25, Junior pitch without changing rooms £26.15. These fees are increased each year inline with inflation.</p> <p>A discussion took place regarding an increase in the fees charged here at PPC. JG proposed charging £50 for the adult pitch with changing rooms and £26.50 for the junior pitches without changing rooms. CBC’s rates to be followed for 2024/25. MH seconded the proposal and all voted in favour. JT to inform Prestbury Rovers of the increase.</p>	JT
206	<p>Little Explorers -contract update</p> <p>Little Explorers have requested a reduction in the % increase in rent for next year only. The increase for 23/24 should be CPI plus 1% as stipulated in the contract. Little Explorers have requested a 6% increase and F&GP have agreed.</p>	
207	<p>Village Fayre</p> <p>It was noted that if a village fayre is to be organised for 2024 preparation needs to start in the autumn.</p>	
208	<p>Date of next Meeting</p> <p>It was noted that the following FacMan meetings fall on bank holidays:</p>	

	10 th April rearranged to Tuesday 11 th April at 10am. 8 th May rearranged for Tuesday 9 th May at 10am.	
209	<p>AOB</p> <ul style="list-style-type: none"> • It was noted that JT had spoken to GCC of Asset Management and Property Services regarding registering an interest in purchase of the library and awaits a response. • HB requested consideration of an outside drinking tap. HEB to review costs. • HB requested ideas for the Coronation weekend. No ideas were forthcoming. • Litter-picking - it was noted that with the resignation of HO a new volunteer would be required to organise the monthly litter pick. • PW requested approval for the installation of another memorial bench for the bund from a local resident. Approval given. JT to liaise with resident. 	<p>HEB</p> <p>JT</p>
	The meeting closed at 12.15pm	
	Date of next meeting: Monday 11th April 2023 10am at The Pavilion Prestbury	