

Facilities Management Committee Minutes

Held on Tuesday 11th April 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: H Breach (HB) J Gardner (JG), C Taylor (CT), and P Weir (PW).

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

The meeting was opened at 10am

Item	Item	Action
210	Apologies received and accepted from N Atty (NA), M Hansen (MH) and C Hunt (CH). Due to the resignation of CT as chair of Facilities Management prior to the meeting, HB proposed JG as chair for this meeting and all members approved.	
211	No declarations of interest.	
212	Minutes of the Facilities Management Committee held on 13th March 2023 were agreed as an accurate record and signed by JG.	
213	<p>Matters arising:</p> <p>192 – HEB is still waiting for a response regarding EV charging points being installed by GCC.</p> <p>205 – JT emailed Prestbury Rovers Football Team regarding the price increases and has not had a response.</p> <p>209 – No councillor has volunteered to coordinate the litter-picking event which takes place once per month. A rota using all councillors was discussed. To be put to full council on Monday.</p> <p>209 – Coronation Weekend. A discussion took place regarding a parish competition for the best front of house/garden. HB to apply for a grant of £300 from CBC to cover prize money and administration of the competition. The following was proposed:</p> <ul style="list-style-type: none"> • The parish to be split into 4 zones, identified on a parish map and attached to the minutes in paper form. • A prize of £50 per would be awarded to the winner of each zone with another £50 awarded to the overall winner. • Judges to include representatives from Prestbury Horticultural Society and Prestbury Planters. JG and CT to liaise. • Competition to be advertised on social media (HB), noticeboards (JG), and the website (HEB). HB to design flyers and place them in shops and on noticeboards. • Applicants for the competition to contact the office with their name and address via email or the postbox. HEB to coordinate a spreadsheet of applicants. <p>209 - Living Christmas Tree – the tree is ready to be planted and PPC is waiting for GCC to agree the location for planting. A plaque for the Christmas Tree was approved with a budget of £75.</p>	<p style="text-align: center;">HB</p> <p style="text-align: center;">JG & CT</p> <p style="text-align: center;">HB, JG, HEB</p>

214	<p>Groundman's Report and Meter Readings</p> <ul style="list-style-type: none"> • Meter Readings as of 04.04.23 Water 5611 Electricity 121097 for the pavilion. It was noted that Whiskers are paying the correct amount for electricity used and the electricity used by Little Explorers and the tennis hut was minimal. • PW stated that a sign has been broken on the village green. It was noted that the sign was put there by a neighbouring resident. JG to repair. • CK to repair the village green bench and paint it. JG to review the height of the hedge. • CK to inspect memorial area as it was noted it was looking unkempt. 	<p>JG JG CK</p>
215	<p>Sign – New Barn Lane NA to provide update at next meeting.</p>	
216	<p>Tennis Management 28 members have re-joined, 24 adult memberships and 4 junior memberships. 12 pay and play bookings so far, this financial year. It was noted that many of the memberships were paid for before the start of the new financial year. JG to review the accounting system in the office.</p>	<p>JG</p>
217	<p>Pavilion Development</p> <ul style="list-style-type: none"> • Still waiting for a response from the third planning consultant. • HB has applied for a grant from GCC for the refurbishment of the changing rooms which will need to be match-funded by PCC. • CT proposed a budget of up to £25k for the refurbishment of the changing rooms, showers, toilets, and referees' room from the CIL funds. HB seconded the proposal and all voted in favour. To be put to the full council for consideration. If approved to request the advisor to the working group to proceed. 	
218	<p>Defibrillators The defibrillator was purchased on 29.03.23, JT to chase delivery. A discussion took place regarding the location of the defib.</p> <p>HB proposed locating the defib at Park Stores on New Barn Lane due to the complications of the Kings Arms being a listed building and the proximity of the WI defib and possible scouts defib. CT seconded the proposal and all voted in favour.</p> <p>It was noted that a long-term plan would be to install a 4th defib in the Noverton Area.</p> <p>Training – it was noted that the defib training which took place at the WI was well attended. It is possible that further defib training will be organised by the WI. CT suggested first aid training would be useful for all staff and councillors.</p>	<p>JT</p>
219	<p>Race Week Car Parking Review Total income £550. The following was noted:</p> <ul style="list-style-type: none"> • Toilets needed to be open as some customers urinated against the pavilion and the hedges around the car park. • Locking the car park at 9pm every night proved problematic for JT. • 2 cars parked for the entire week for free as they arrived before Tuesday morning. • The police and signs at the end of Priors Road were redirecting traffic away from New Barn Lane and through the village. <p>A discussion took place regarding the car park and future plans. It was agreed that HEB would research costs for advertising on Just Park and in the Racing Post. It was agreed to</p>	<p>HEB</p>

	run another trial in November although it was noted that it may clash with users of the junior football pitches. Decision deferred until August.	
220	Recycling Bins The 2 recycling bins are to be installed this week. The contract for the main bin to be emptied starts on Monday 24 th April and recycling is due to be collected every 2 weeks. This is to be monitored. Whiskers has been informed.	
221	MUGA Holiday opening update- it was noted that the MUGA had been enjoyed everyday by local children and parents during the Easter holidays during office opening hours and it has been a successful community engagement programme. Some residents have rung the office trying to book the MUGA for free, it was noted that all communication regarding this programme needed to state clearly that it was free, but slots could not be booked. Padlocks -the MUGA padlock has once again been broken by local youths although CCTV shows no conclusive images. The tennis court padlock has also gone missing again. Approval was given for the purchase of new padlocks with a budget of £150. CCTV – approval was given for a local company to inspect the camera presently not operating and to give a quote for a new camera facing the junior football pitches.	
222	Bike Marking Scheme PW has contacted Gloucestershire Police and is waiting for feedback. Further update at the next meeting.	
223	Sensory Garden SA in conjunction with JT to organise a maintenance schedule. CT to check if the official opening of the sensory garden is still taking place on 22 nd April and to liaise with SA. CK to remove any dead plants that have been recently planted.	JT & SA CT CK
224	Inspection of the Playground CK has replaced the ladder staircase in the children’s playground. HEB to contact Greenfields again regarding the broken gate.	HEB
225	Tree Survey HEB sent 3 quotes to CT. CT to forward to MH.	CT
226	Football Tournament July 8th 2023 Expenditure HB stated that he had secured a sponsor for the whole event. There are currently 24 different teams entered into the tournament with the U9s playing in the morning and the U10s playing in the afternoon. HB to provide costs for blue paint (CK to research), St Johns Ambulance and trophies. Sponsor to provide grant before any purchases can be made by the council. HB has asked Whiskers to provide food.	HB
227	Signs for Picking Up Dog Mess HB stated that there had been a request via social media for a Public Space Protection Order Sign to be displayed on the playing fields reminding dog owners that it was an offence not to pick up after their dog. HEB to request signs from CBC.	HEB
228	AOB <ul style="list-style-type: none"> It was noted that a resident on Laurel Drive has successfully installed a new fence at the end of her garden which backs onto the playing field. 	

	<ul style="list-style-type: none"> • The 5G Mast proposed for the corner of Barley Road has been objected to by the planning committee. The signs objecting to the mast have been taken down from the PPC's railings which were put there by an unknown source. • Prestbury Planters have requested more high vis vests. CT to find out how many are required. • It was noted that the storm drains next to St Mary's School are to be cleared this week by CBC after a request was made by PCC. • HEB to order business cards for all councillors to use. 	<p style="text-align: center;">CT</p> <p style="text-align: center;">HEB</p>
	The meeting closed at 12.30pm	
	Date of next meeting: Tuesday 9th May 2023 10am at The Pavilion Prestbury	