

Facilities Management Committee Minutes

Held on Monday 10th July 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: J Gardner (JG) Chairman, N Atty (NA), S Attwood (SA), M Hansen (MH) and S Hope (SH).

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

The meeting was opened at 10am

Item	Item	Action
026	Apologies received and accepted from H Breach (HB).	
027	No declarations of interest.	
028	Minutes of the Facilities Management Committee held on 19th June 2023 were agreed as an accurate record and signed by JG.	
029	Matters arising: 192 –EV Charging points - HEB to ask Laura Tapping for an update on EV Charging Points and request information on any initiatives PPC could engage with.	HEB
	SA joined the meeting at 10.12am	
030	Groundman's Report and Meter Readings <ul style="list-style-type: none"> Meter Readings as of 04.07.23 Water 5642 Electricity 124718 for the pavilion. Whiskers reading 002422.34. Waste collection – JT to arrange for another wheelie bin to be collected. The 2nd payment for the contractor to undertake 4 hours strimming at a cost of £100 was noted. A discussion took place regarding a policy for CK's absence. It was noted that JG and PK have towbars on their vehicles and can tow the water bowser if required. 	JT
031	Sign – New Barn Lane NA to liaise with JG.	NA
032	Tennis Management Total income £4196 (minus fees) Membership £3011 (adult 58 x 50) (junior 9 x 11) (child 2 x 6) Bookings £385 (70 x 5.50) coach £800 (4 x 200) <ul style="list-style-type: none"> SH offered to help with spot checks. HEB to liaise with CK regarding a bin for outside the tennis courts. Approval was given for a budget of £200 for the bin. It was agreed that HEB would continue to pursue a contractor to fix the roof of the tennis pavilion. SH to provide builder's details. Once the roof is fixed a deep clean of the tennis pavilion will be arranged. Cleaning will then be handed over to the tennis coach and other users of the facility. Re-surfacing of the court - HEB and JT to obtain quote for a resurface of the court. JT to liaise with Tennis Coach. MH and JT to arrange meeting with LTA representative. 	SH HEB HEB HEB/JT JT/MH

033	Pavilion Development <ul style="list-style-type: none"> Changing rooms work progressing with painter decorators in this week. JT has secured grant from the Football Foundation for £12,927 (based on a grant of 75%). This needs to be finalised by the Football Foundation. Solar panels: JT to chase an installation date. NA had meeting with the planning consultant. An architect has been secured. Plans are being drawn up for the next phase. NA has requested a meeting with Little Explorers with a date to TBC. 	JT
034	Defibrillators JG to write to National Grid to ask if a defibrillator can be placed on their site on Roberts Road.	JG
035	Bike Marking Scheme Bike marking to take place on 8 th August 9.30-12.30pm. A leaflet has been produced advertising the event. JG to display leaflets in all the notice boards and Park Stores. SH and SA distributing leaflets in various locations around the parish. JT to post on website and HB on social media. NA and JG to coordinate the event on the day.	JG SA/SH JT/HB
036	Sensory Garden <ul style="list-style-type: none"> The meeting on 21 June was successful. A rota has been organised with a schedule of weekly gardening. A member of the team has compiled a plan of the garden so people can identify the plants. SA to liaise with LL regarding mirrors that need mending. Blue sign on pole pointing to SG – HEB to research costs. SA to liaise with groundsman regarding wildflower beds. 	SA HEB SA
037	Inspection of the Playground It was noted that the children's den under the slide needs re-painting. CK has stated he is unable to do this. HEB to obtain quotes for the paint work to be completed by an outsider contractor. HEB to continue to chase Greenfields regarding fixing the gate and to research any other options.	HEB HEB
038	Tree Survey JG liaised with 2 tree surgeons: <ul style="list-style-type: none"> One refused to visit the site but offered a quote using google maps remotely of £1250 plus VAT. Chris Arnold visited the playing field and Robson Field. He has offered to do a written report detailing what is required. This report will stand for 3 years. Approval was given for the purchase of the written report and HEB to inform C Arnold to proceed. The funding of the report will be taken from the contingency fund. 	HEB
039	Signs for Picking up Dog Mess HEB has emailed CBC regarding the dog authorised person process. HEB to chase a response.	HEB
040	Tractor Tyres Awaiting the arrival of the tyres.	
041	Village Green – stakes/bench JG to liaise with CK regarding stakes and bench on village green.	JG
042	Benches It was noted that there are 5 benches on the asset register:	

	Robson Road, War Memorial, Village Green, Royal Oak and Racecourse. It was noted that the Royal Oak bench has been removed and deemed beyond repair. JT to remove from asset register. The racecourse bench cannot be moved as it is concreted into the ground and is in a difficult location to restore. JG to liaise with CK regarding the remaining benches and restoration.	JT JG
043	Defibrillator JG to take plaque up to Park Stores and request permission to install it on the wall. JG to liaise with CK regarding installation.	JG
044	Robson Field <ul style="list-style-type: none"> • CK to mark out rounders pitch as in previous years. • A discussion took place regarding the fence separating PPC 's boundary to Southam's boundary. CK has purchased all the necessary items to repair the fence although it was noted that PPC is unsure who is responsible for the fence and kissing gate. JG to liaise with CK regarding the kissing gate and fence. • No BBQ signs – HEB to investigate the cost of 2 signs. 	CK JG HEB
045	Renaming of Barley Road Field HEB updated the committee on the response from the Royal Household. PPC need a strong Royal Connection to submit a request to rename a field after the King. It was concluded that as there is no Royal Connection it was not practicable to pursue renaming the Barley Road Field.	
046	Asset Register Review JT to give JG the list of CK's work items in the yard. JG to review asset register for content and value and provide an update to F & GP. It was noted by the clerk that the asset register was submitted to the internal and external auditors every year and no problems had been highlighted.	JT JG
047	Anti-Social Behaviour JT outlined the present problems regarding anti-social behaviour: <ul style="list-style-type: none"> • Youths congregating in the car park at all hours during the night. • 2 cherry trees have been completely damaged. • Youths climbed into CK's yard. • Local residents come into the office to complain. • The local PSCO has attended and taken CCTV footage but often nothing is done regarding the crimes. • A huge amount of time is taken up dealing with complaints, the police, reporting the crimes and reviewing CCTV footage. <p>A discussion took place regarding this issue. It was noted that the crimes needed to be reported to the police at the time of the crime by the residents themselves. MH to contact local resident who has been into the office 3 times in the past 2 weeks. MH to email borough and county councillors informing them that residents need to report the crime to the police. HEB to review the cost of another CCTV camera to be located in the car park.</p>	MH MH HEB
048	Boundary Lines on Barley Road Field <ol style="list-style-type: none"> 1. JT explained that there had been a dispute regarding the boundary lines on Barley Road Field. This dispute came about due to the blue boards being taking down in front of the Spectre Hill apartments. Bovis claimed the land beyond the mound on the far right of the apartments belonged to PPC. It has been confirmed, after extensive research, that the public right of way (PROW) is within the Spectre Hill development boundary and it will be 	

	handed over to Meadfleet managing agent once the site is complete. Thanks expressed to ex-councillor LL for her help in this matter.	
049	Public Footpath Responsibility It was noted that residents and councillors who have concerns regarding footpaths need to report it to the relevant authority, namely Gloucestershire Highways. PPC are not responsible for footpaths.	
050	FacMan Membership It was noted that one vacancy now exists on this committee. CH was a member of Facman but resigned. MH to liaise with CH regarding membership as she wishes to rejoin.	MH
051	Notice boards JG to update the noticeboards with dates of meetings and councillor membership when finalised.	JG
052	Aluminum Goalposts A discussion took place regarding the purchase of aluminum goal posts and storage of posts. HEB to investigate costs of new posts although it was noted that researching goalposts is difficult with a limited knowledge of football goalpost requirements. MH to liaise with Prestbury Rovers and HEB regarding this matter.	HEB/MH
053	Matters for Consideration (not to be discussed) <ul style="list-style-type: none"> SA requested information regarding the Prestbury Road hedge and a resident injuring himself on a bramble as reported on social media. It is not clear which hedge had caused the injury. JT explained the problems encountered with the man-hole cover being dropped down the culvert on the playing field and who is responsible for the culvert. Out-of-hours cover for emergencies needs further consideration. 	
	The meeting closed at 12.01am	
	Date of next meeting: 14th August 10am	