

Facilities Management Committee Minutes

Held on Monday 14th August 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: J Gardner (JG) Chairman, N Atty (NA), S Attwood (SA), H Breach (HB), 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
054	Apologies received and accepted from C Hunt (CH) who is visiting Quennington regarding the community speed watch scheme.	
055	No declarations of interest.	
056	Minutes of the Facilities Management Committee held on 10th July 2023 were agreed as an accurate record and signed by JG.	
057	<p>Matters arising:</p> <ul style="list-style-type: none"> • Netball posts have been repaired by CK. • Bus shelter on Priors Road – it was noted that the bus shelter is leaking. JG and CK to review. A discussion took place regarding the use of the bus shelter. • Overgrown hedge on Prestbury Road – has been cut back by an unknown source. • Manhole cover has been replaced. It was agreed that MH would set up a WhatsApp group for key holder councillors and staff to coordinate emergency situations. • The grid on the main door to Little Explorers is no longer bolted onto the wall securely. The solar panel company removed the grid to gain access through the building more easily. JG to liaise with CK regarding whether it can be repaired and the location of the missing bungy cord. • Weedkiller – it was noted that weedkiller had been sprayed around the running track and killed the grass on both sides. A resident has complained about the weedkiller used. It was agreed that this would be discussed with Karen Watson, Environmental Partnerships Manager, at Cheltenham Borough Council at the PPC meeting next Monday. JG to liaise to CK. 	<p style="text-align: center;">JG/CK</p> <p style="text-align: center;">MH</p> <p style="text-align: center;">JG</p> <p style="text-align: center;">JG</p>
058	<p>Groundsman Report and Meter Readings</p> <ul style="list-style-type: none"> • Meter Readings - Water 5657 Electricity 125715 for the Pavilion. • Waste Collection – an extra wheelie bin has been delivered. • Policy for CK's absence during holidays – it was noted that JG and PK have tow bars if the water bowser is required for watering the sensory garden. • Football Pitches – HB has sent through the dimensions for the junior football pitches which need to be printed out and passed onto CK. It was noted that HB has arranged for 8 junior teams to play on the junior pitches. This will be monitored and matches can be cancelled if a weeks' notice is given to the club secretary of the FA. It was noted that Prestbury Rover's first match is on 2nd 	

	September, but the council have not been notified. MH to liaise with Prestbury Rovers.	MH
059	EV Charging Update – CBC have an arrangement with Connected Kerb and it was noted that PPC can use Connected Kerb without the requirement for the tender process. HEB has contacted Connected Kerb but had no response. HEB to chase CBC for more contact details, ideally a phone number and a name to contact.	HEB
060	Sign for New Barn Lane - the requirements for the sign were discussed. The following words for the sign were approved: Prestbury Parish Council Playing Fields. NA to progress further.	NA
061	Tennis Management Total income £4638 (minus fees) Membership £3083 (adult 59 x 50) (junior 11 x 11) (child 2 x 6) Bookings £385 (116 x 5.50) coach £1000 (5 x 200) <ul style="list-style-type: none"> • HEB to email all those members on the system who have not presently re-joined and inform them that their details will be removed by 31st August. • SH to continue with spot checks. • New bin installed outside the tennis courts. Positive comments from members have been received, CK to review the nets. • CK has applied sealant on the roof of the tennis pavilion. If it stops the leak, then a deep clean of the pavilion can be arranged by HEB. Cleaning will then be handed over to the tennis coach and other users of the facility. • A discussion took place regarding the installation of a water fountain. NA to consider as part of the pavilion re-development. • Re-surfacing of the court - HEB has obtained one quote. 2 more quotes required. MH meeting with LTA representative on 31st August at 11am and will seek a recommendation for a company to quote. HEB to liaise with the tennis coach for a further recommendation. 	HEB SH CK HEB
062	Pavilion Development <ul style="list-style-type: none"> • Changing rooms refurbishment completed and solar panels installed. NA to liaise with JT regarding generation of electricity and monitoring it on the app. • Presently in the process of the next stage of the development which involves securing planning permission and obtaining a quote from the architect. • On target to move Little Explorers into their new space by the summer holidays of 2024. • Thanks were expressed to LL for her support and hard work in helping to complete the first phase of the development. 	NA
063	Defibrillators CK has installed the plaque at the Park Stores. The donor is delighted. JG has contacted the National Grid to ask if a defibrillator can be placed on their site on Roberts Road and has had no response. JG to chase.	JG
064	Bike Marking Scheme The bike marking event on 8 th August was very successful with 40 bikes marked. It was noted that the police are happy to give a talk at a PPC meeting on crime prevention if required. JG to consider another bike marking event for January 2024.	JG
065	Sensory Garden <ul style="list-style-type: none"> • 4 teams of volunteers are up and running and they are liaising via a WhatsApp group. 2 further volunteers are required to have 4 teams of 4 volunteers. The problem of bindweed continues. 	

	<ul style="list-style-type: none"> It was noted that approximately 20 bags of topsoil are required for the 5 raised beds. JG to organise. A quote for £184.14 has been received to install a blue sign on the blue post near to the office advertising the sensory garden. It was agreed that the purchase of this sign would be delayed until after the purchase of the soil and new mirrors. SA to investigate the purchase of new mirrors. 	JG SA
	HB left the meeting at 11.26am after discussing items 74 and 76. HB missed items 66 onwards.	
066	Inspection of the Playground – update <ul style="list-style-type: none"> Children’s den under the slide needs re-painting. HEB to progress with obtaining quotes for the work. The gate has been repaired by CBC although no-one is clear how this happened. Both gates are now broken. HEB to contact CBC. 	HEB HEB
067	Tree Survey <ul style="list-style-type: none"> JG took C. Arnold around Robson Field, the allotments and the Prestbury Playing Fields and reviewed the trees. PPC await the report from C. Arnold. JG to review. 	JG
068	Signs for Picking up Dog Mess It was noted that CBC have advised PPC that it is not possible for someone from PPC to be an authorised dog warden. It was also noted that the present PSPO for the Prestbury Playing Fields is under review. There is no time scale for when the review would be completed.	HEB
069	Village Green – stakes/bench CK has painted the village green bench and cut back the overhanging hedge. CK to purchase stakes and rope/chain to prevent cars parking on the green as advised by JG.	CK
070	Benches <ul style="list-style-type: none"> War Memorial Bench – JG to liaise with CK regarding refurbishment. Noverton Estate Bench - JG to liaise with CK regarding refurbishment. SA to inspect racecourse bench. 	JG JG SA
071	Robson Field <ul style="list-style-type: none"> JG has advised CK not to mark out the rounders pitch as in previous years. JG has purchased a new sign for the public footpath. The old one was broken when the fence was repaired. HEB has 2 quotes for new signs for the entrance. The purchase has been referred to F&GP. 	
072	Asset Register Review JG to review asset register for content and value and provide an update to F & GP. Carried forward.	JG
073	Anti-Social Behaviour MH advertised on the website of the need for residents to report incidents directly to the police at the time of the offence. MH confirmed this information with borough and county councillors via email. MH emailed the neighbourhood policing team and invited them to the September PPC meeting and awaits a response. CCTV camera for car park – no update as a lack of an electrical source for the car park remains problematic. JT to contact Bulldog regarding fixing the camera for the MUGA entrance.	JT
074	Renting Out Land on Barley Road Feld	

	<p>HB has received a request from Modica Gardens, a gardening company, to use land on the Barley Road open space to trial some wildflower meadow mixes. A discussion took place regarding this request.</p> <p>MH proposed approval of 2 plots of 2x2m squares in exchange for 4 hours a month of work from Modica. All agreed with the proposal. HB to pass on SA and JG's details to Modica so that a meeting can be arranged.</p>	HB
075	<p>Notice Boards</p> <ul style="list-style-type: none"> • Issue with the St. Nicholas Church notice board now resolved. • JG to remove bike marking scheme posters. • Allotments noticeboard key missing. Allotments reps are currently trying to locate the key. 	JG Allot. Reps
076	<p>Aluminum Goalposts</p> <p>The FA recommendations are 8 ft high and 24 ft across, 3 quotes required. HEB to research.</p>	HEB
077	<p>Matters for Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • JG stated that there are presently 3 planters in the parish maintained by Prestbury Planters. JG suggested another planter was needed in Wyman's Brook but noted it would need a team to maintain it. 	
	The meeting closed at 11.47am	
	Date of next meeting: 11th September 10am	