

Facilities Management Committee Minutes

Held on Monday 13th November 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs J Gardner (JG) Chairman, N Atty (NA), H Breach (HB), M Hansen (MH), S Hope (SH) and C Hunt (CH)

In attendance: J Tetley (JT) Clerk and the tennis coach (TJ)

The meeting was opened at 10am

Item	Item	Action
137	Apologies were received and accepted from S Attwood (SA).	
138	No declarations of interest.	
139	Minutes of the Facilities Management Committee held on 9th October 2023 were agreed as an accurate record and signed by JG.	
140	<p>Tennis Management</p> <p>Tennis coach presentation (TJ). The following points were raised:</p> <ul style="list-style-type: none"> • Tennis courts are less busy now than 2 years ago. • TJ has access to tennis@prestbury website and intends to add a coaching page. • MH to give administration rights to TJ to the tennis@prestbury Facebook page. It was noted by the welfare officer that this would need to be monitored by someone. • HEB to design poster to advertise tennis@prestbury to go on the noticeboards. • TJ suggested social tennis for younger players, possibly on a Wednesday evening in the summer and a family social afternoon on a Sunday. • HB suggested advertising on a Saturday morning when all the junior footballer players are around. • Social tennis ladders were suggested, along with better use of the pavilion, a sign for the toilet and clear guidelines on the use of the toilet. • Reduced membership of £20 was approved for the remaining section of the year. HEB to action. Rolling membership was discussed. It was noted that JT and HEB are attending webinars by ClubSpark on rolling membership and using ClubSpark. • Problems have been encountered by members signing into ClubSpark as they can now only sign in using an LTA sign in. TJ to draft simple instructions on how to log into ClubSpark for all members. • A member has requested the ability to book courts 4 weeks in advance rather than the present 2 weeks. The committee approved this. HEB to action. <p>It was agreed that a committee was required for the tennis section to include TJ, the woman's team captain, the men's team captain, a representative from social tennis and CH to represent PPC. CH to coordinate a meeting for December with a view to discussing the following:</p> <ul style="list-style-type: none"> • SH and SA to remove all unwanted items from the pavilion before a deep clean takes place and hand over of the cleaning to the committee. 	<p style="text-align: right;">HEB</p> <p style="text-align: right;">HEB</p> <p style="text-align: right;">HEB</p>

	<ul style="list-style-type: none"> Maintenance of the tennis courts, fencing, entrance gate repair, net for MUGA, floodlights, recycling of balls, brambles and training sessions for teams. Use of the pavilion hut. Use of the toilet. 	
158	<p>Remembrance Service</p> <p>CH recommended the following:</p> <ul style="list-style-type: none"> Service person to read the names. Wreath presented by an elderly resident; a discussion took place regarding this; it was noted that this recommendation was not supported by all councillors. A wind muff for the microphone. Speakers located at a different angle. The High Street to be closed as well as the Bank from 10-12pm. HB to liaise with the Kings Arms regarding the Sunday market clashing with the service. CH to update file. <p>Thanks were expressed to HEB for her excellent administration of the service and it was noted that CH and CT would be willing to coordinate the service next year, having worked so well this year together.</p> <p style="text-align: center;">CH left the meeting at 11.18am</p>	<p style="text-align: center;">HB CH</p>
141	<p>Matters Arising not covered on the agenda:</p> <ul style="list-style-type: none"> HB clarified that the car park was just being left open on race weekends in November. 	
152	<p>Dog Poo Bag Dispensers</p> <p>HB outlined the scheme as discussed in previous meetings. It was agreed that HB could proceed with the scheme. HB to action.</p>	<p style="text-align: center;">HB</p>
160	<p>Green Flag Award</p> <p>HB outlined the Green Flag Award Scheme which is the benchmark standard for publicly accessible parks. A discussion took place regarding this award. HB stated that it would cost in the region of £350 to complete the application form. It was agreed to put £350 in the budget for the next financial year to cover the application fee.</p>	
142	<p>Groundsman Report and Meter Readings</p> <ul style="list-style-type: none"> Meter Readings - Water 5679 Electricity 128317 for the Pavilion, Whiskers 001.956 Solar Generation 3.6MWh since installation. CK requested the purchase of hooks and bungee cords for securing the wreaths at the war memorial. All approved the purchase. CK to action. MH and JG to discuss MUGA brushing with CK. 	<p style="text-align: center;">CK MH/JG</p>
156	<p>MUGA – professional clean</p> <p>It was noted that F&GP had given approval for Blakedown Sports to complete a routine service clean of the MUGA. Blakedown will then give a quote for any sand replacement required.</p>	
143	<p>First Aid Training</p> <p>SH to arrange dates for a morning and evening 3-hour first aid training course.</p>	<p style="text-align: center;">SH</p>
151	<p>Tree Survey</p> <p>JG read out emails received from the tree officer at CBC regarding the trees located near Robson Field. It was noted that it is still unknown who owns the land as CBC claim it does</p>	

	not belong to them. MH to email Stephan Fifield, County Council Councillor, for clarification and include the borough councillors.	
155	Old MUGA Refurbishment It was noted that CK has stated there are several problems with this refurbishment and that he cannot do it as he does not have the required tools. MH to speak to CK.	MH
	HB and MH left the meeting at 11.46am	
144	Dog Walkers Purchasing Gates for Barley Road Field JG outlined an email from a local dog walking company who wish to fund 2 gates for the 2 exits on Barley Road Field that are currently open spaces. The dog walking company want to make the space more secure for dogs. A discussion took place regarding the fitting of gates and it was noted that gridforce had been laid across the field to allow access for all and any kissing gate fitted would need to have an extended enclosure so wheelchair users could still gain access. It was noted that fitting gates is complicated and the costs would be considerable. It was agreed that gates should not be fitted.	
145	Sign for New Barn Lane – no update	
146	PAT – Little Explorers, Pavilion and Yard MH and NA to meet with Little Explorers to discuss items needing PAT. JT to compile PAT schedule and policy.	MH/NA JT
147	Biodiversity Policy Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 st January 2024. SH to review model policy sent through from GAPTC.	SH
148	Pavilion Development A complete survey of all the buildings in digital format is being completed. The architect is currently producing plans for planning submission and plans to put out to builders for tender.	
149	Sensory Garden <ul style="list-style-type: none"> A budget of £360 excluding VAT was approved for the purchase of artwork. 	
150	Inspection of the Playground – update <ul style="list-style-type: none"> HEB to chase a copy of the playground inspection report from Jan 23 and previous years from CBC. HEB to chase someone from CBC coming out to inspect the den that was set on fire. 	HEB HEB
153	Village Green – Stakes JG to speak to CK regarding the number of stakes required. A budget of £300 was approved for this project to be allocated to the contingency fund cost centre.	JG
154	Benches <ul style="list-style-type: none"> The war memorial bench has been cleaned and will be painted in the spring. Noverton Estate bench has been removed and jet sprayed by CK. It needs protection paint applied and will be reinstated in December. Racecourse bench – JG and NA removed all the loose paint and cleaned it at the weekend. Now requires wiping down and painting. CK to action. 	CK

156	Asset Register Review JG and CH met and discussed all items on the asset register. JG to speak to the internal auditor regarding the pricing of buildings and land.	JG
157	Winter Action Plan Work in progress. It was noted that the grit bags have not been delivered yet. JT to chase.	JT
159	Christmas Tree Delivery of Christmas Tree due for 1 st December. HEB to ensure delivery at 10am. JG, CK, NA and VR are all willing to help with installing the tree. JG spoke to the Prestbury library volunteer gardeners who are also willing to help.	HEB
161	Aluminum Goalposts CK has found suitable goals at a cost of £2395.00. Carried forward to next meeting.	
162	Portable Power Supply/New Microphone It was recommended to hire a power supply every year for the Remembrance Service rather than purchasing one.	
163	Bus Shelter – Priors Road A discussion took place regarding the bus shelter as CBC sent an email outlining the bus shelter on Priors Road as their responsibility and a separate email to MH stating it was the responsibility of the parish. Decision deferred until the shelter needs immediate attention, further consideration will be given to the matter at the next meeting.	
164	Broken Bin by Entrance to Playing Field at Priors Road End The bin at the main entrance to the playing field has deteriorated beyond repair. The purchase of a new bin was approved from Broxap to include the following: Bin £135, post £45 plus delivery £90. Total cost £270 excluding VAT.	
165	Bench for Robson Field It was agreed that 3 benches in the field are sufficient and a fourth bench is surplus to requirements.	
166	Car Park Potholes A budget of £200 was approved for the purchase of 20m shingle to fill the potholes in the car park. A team is required to shovel the shingle into place. JG and NA volunteered. JT to arrange delivery.	JT
167	Matters for Consideration (not to be discussed) <ul style="list-style-type: none"> • None 	
	The meeting closed at 12.35am	
	Date of next meeting: 11th December 10am	