

## Facilities Management Committee Minutes

**Held on Monday 8<sup>th</sup> January 2024 at 10am at The Pavilion, Prestbury**

Members Present: Cllrs S Attwood (SA), N Atty (NA) M Hansen (MH) and S Hope (SH)

In attendance: J Tetley (JT) Clerk and Helen Bridger (HEB) Administration Assistant

The meeting was opened at 10.15am

Item	Item	Action
196	Apologies were received and accepted from J Gardner (JG) Chairman, H Breach (HB), and C Hunt (CH). In JG's absence MH chaired the meeting with the approval of the committee.	
197	No declarations of interest.	
198	Minutes of the Facilities Management Committee held on 11th December 2023 were agreed as an accurate record and signed by MH.	
199	<b>Matters Arising not covered on the agenda: None</b>	
200	<p><b>Groundsman Report and Priorities</b> MH outlined CK's work schedule for January: rope village green, take Xmas tree down, mark football pitches, clean showers, empty bins, litter pick and brush MUGA.</p> <p><b>Meter Readings:</b> Electricity 132788 Water 05679 Whiskers 5620 (this meter reading has changed dramatically since December and one explanation was that it was a different reading. NA and JT to check the meter).</p> <p>SA noted that many residents had commented on the excellent refurbishment of the Noverton bench carried out by the groundsman. It was noted that the benches in Barley Road Field and the bench at the racecourse need painting.</p> <p>A discussion took place regarding a more functional brush for the MUGA. CK has recommended a brush that he believes would do the job. JT to send the details of the brush round to FacMan. Subject to approval, via email of the members, NA proposed a budget of £800 plus delivery charges for a new, more comprehensive brush. SA seconded the proposal, and all members present agreed.</p> <p><b>Old MUGA</b> – CK keen on reseeding the grass area although tarmacking is another option. To be considered in the spring.</p> <p><b>Purchases by CK</b> – no concerns were expressed regarding purchase made by the groundsman. It was noted that most purchases are for jobs requested of CK, for example, the village green, benches, football pitches, etc. KB, as financial monitoring officer, also monitors the purchases.</p>	JT/NA

201	<p><b>First Aid Training</b>  Dates have changed to: 9<sup>th</sup> March 10-1pm and the 23<sup>rd</sup> March 10-1pm. To be held at the WI. Everyone welcome but a place on the course must be booked with Sheila Hope via her councillor email address: sheila.hope@prestbury-pc.gov.uk  The course is free and the WI will provide refreshments for a small charge.</p>	
202	<p><b>Sign for New Barn Lane</b>  NA to chase.</p>	
203	<p><b>PAT – Little Explorers, Pavilion and Yard</b>  Bulldog has completed PAT on all the items in the office and the yard. The heaters and fridge freezer in Little Explorers belonging to PPC have also been tested. The report from the PAT was circulated prior to the meeting on 04.01.24.</p> <p>The fire extinguishers and smoke alarms have been tested and the CCTV has had a maintenance check. The 6<sup>th</sup> camera, which is presently not working, is being investigated.</p>	
204	<p><b>Tennis Management</b>  MH asked for information regarding the 8 tennis members on the system who have not yet paid. HEB to investigate. It was noted that these may be children who play for the junior tennis teams. If children play for Prestbury they should be fully paid members. HEB to chase payment.</p> <p>It was noted that although the tennis membership revenue is down slightly from last year, the number of bookings for play and play has increased. The tennis offered at Prestbury is affordable and inclusive.</p> <p>The tennis coach organised an open morning on the tennis courts on 6<sup>th</sup> January 2024. Two tennis members complained to the office that they knew nothing about it and it would have been more considerate of the tennis coach to let them know. The tennis coach did not inform the office or council either. MH to email the tennis coach informing him that he needs to inform the council and members of any future events.</p>	<p><b>HEB</b></p> <p><b>MH</b></p>
205	<p><b>Pavilion Development</b>  NA stated that he believed the planning consultant had everything she needed to submit a planning application. A quote has been agreed for the groundsman building. Quotes will now be obtained for the work on the refurbishment of the pavilion building, phase 4 of the development.</p> <p>A brief notice, to all the neighbours of the pavilion, will be distributed notifying them of the planning prior to its submission to CBC.</p>	<p><b>NA</b></p>
206	<p><b>Inspection of the Playground – update</b>  An inspection report has been received from CBC from Malcolm Walls. He stated the following in his email:</p> <p>CBC undertake weekly visual inspections of the playground and monthly operation inspections of the playground. Attached is the latest independent annual inspection and there will be another one in the new year. As you can see there aren't any medium or high-risk items. Would it be possible to catch up in the new year to chat through a few things and look at future improvements and repairs?</p> <p>The clerk has requested a chat in the New Year.</p>	

207	<p><b>Tree Survey</b> Stephan Fifield, County Council Councillor, has requested further information on ownership of the trees running parallel to the boundary of Robson Field. Dawn Hakner, Highways Customer Service Officer from GCC, informed Stephan via email of the following:</p> <p>We have been advised by our highways tree Inspector that the trees belong to Bovis homes, according to the attached land registry documents. GCC highway only maintains the footpath.</p> <p>A discussion took place regarding the trees. MH to email Bovis Homes.</p>	
208	<p><b>Dog Fouling on the Adult Football Pitch</b> HB to update the committee at the next meeting regarding his recyclable bottle scheme for poo bags.</p>	HB
209	<p><b>Village Green – update</b> CK to commence work this month.</p>	
210	<p><b>Old MUGA Refurbishment</b> Covered under groundsman report item 200.</p>	
211	<p><b>Asset Register Review</b> JG to consult with internal auditor.</p>	JG
212	<p><b>Christmas Tree Lights</b> DBF visited the library and disconnected the timer integrated into the mains which appeared to be the problem. NA proposed an electrician visits the library to connect the lights to the mains and a normal timer be fitted to the socket. SH seconded the proposal and all agreed. Further consideration will be required for lights for the living Christmas tree as it is located on the opposite side of the path to the electrical socket.</p>	
213	<p><b>Green Flag Award</b> HB to find out more details regarding the application process and requirements.</p>	HB
214	<p><b>Bus Shelter – Priors Road</b> MH to chase this week for a definitive answer on ownership.</p>	MH
215	<p><b>Car Park</b> The working party, chaired by VR, is scheduling a meeting this month. SH requested that any plans for the car park consider the environmental impact. The clerk noted that the 2 potholes at the entrance to the car park are getting larger. A neighbour has offered to fill them with sand and gravel. This is only a very temporary solution and will be referred to the working party.</p>	
216	<p><b>Sensory Garden</b> SA informed the committee that the working party were working well to maintain the garden and only one more volunteer is required to complete the rota. Consideration is being given to a ring of flower beds around the sensory garden. Modica are coming in the spring to sow the wild flower beds. SH to oversee the sensory garden in SA's absence.</p> <p>JT to request a quote for 4 more caterpillars for the sensory garden.</p>	JT
217	<p><b>Bench on CBC land on Noverton estate</b> It was noted that CBC have asked PPC if they would have any objections to a bench being located on CBC's land on the Noverton Estate. PPC have no objections but asked for clarification that CBC would maintain the bench. CBC clarified maintenance would be their responsibility. JT to add the bench as an appendix to the asset register.</p>	

218	<b>Matters for Consideration (not to be discussed)</b> <ul style="list-style-type: none"><li>• Fire Risk Assessment.</li><li>• SA extended her apologies for the next FacMan meeting.</li></ul>	
	<b>The meeting closed at 11.23am</b>	
	<b>Date of next meeting: 12<sup>th</sup> February 2024 10am</b>	