

Facilities Management Committee Minutes

Held on Monday 12th February 2024 at 10am at The Pavilion, Prestbury

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

In attendance: J Tetley (JT) Clerk, Helen Bridger (HEB) Administration Assistant and Cllr V Russell (VR).

The meeting was opened at 10am

Item	Item	Action
219	Apologies were received and accepted from S Attwood (SA). JG welcomed VR to the meeting so that he could give an update on the car park working group meeting.	
220	No declarations of interest.	
221	Minutes of the Facilities Management Committee held on 8th January 2024 were agreed as an accurate record and signed by JG.	
222	Matters Arising not covered on the agenda: None	
223	<p>Groundsman Report and Priorities</p> <p>Meter Readings: Electricity 136078 Water 5707 Whiskers 6315. NA monitoring solar energy generated. Currently 6KWh.</p> <p>MH outlined CK's work schedule for January: rope village green, take Xmas tree down, mark football pitches, clean showers, empty bins, litter pick, brush MUGA, drains, installed new bin, new artwork on sensory garden, planted new fruit trees. February – usual jobs plus village green, new memorial bench to be painted and installed.</p> <p>A discussion took place regarding a more functional brush for the MUGA. HB to research further options and present them at the next meeting.</p>	HB
224	<p>First Aid Training</p> <p>9th March 10-1pm and the 23rd March 10-1pm. To be held at the WI.</p> <p>PK is compiling a form for the website. PK to send to HEB to put on the website. HEB to send to HB to post on social media. HEB to print out 20 posters, 10 for the noticeboards and 10 for general circulation.</p>	HEB
225	<p>Sign for New Barn Lane</p> <p>GCC accept applications for signs at the start of September. NA to action.</p>	
226	<p>Tennis Management</p> <p>HEB has checked the names of non-paying junior members with the tennis coach and they are not juniors that play in the teams. HEB to remove them from the system.</p> <p>A discussion took place regarding cleaning the courts and resurfacing. It was agreed that the resurfacing of the courts should take place in September/October. HEB to ask</p>	HEB

	<p>companies to re-quote. After consultation with the coach and captain of the woman's tennis team it was agreed that the courts would be cleaned in February as normal. HEB to obtain quotes and proceed with a clean.</p> <p>LTA visit regarding safeguarding – PPC have received notice that a spot-check visit is due to take place from the LTA regarding safeguarding at Tennis@Prestbury. At present the clerk is the welfare officer and holds operational responsibility for safeguarding in line with the LTA role profile. The clerk expressed concern regarding this role as no one monitors the tennis coach and the welfare posters are not immediately visible to anyone using the courts. The posters are currently located on the main noticeboard by the office, inside the outside toilet and inside the tennis pavilion hut. Most of these locations are not seen by parents of children or children having coaching lessons. The clerk suggested a noticeboard outside the tennis courts where posters could be displayed for all to see easily. The purchase of a noticeboard was deferred by the committee pending discussion with the LTA.</p> <p>HEB to enquire as to the specific requirements of the LTA regarding safeguarding.</p>	<p>HEB</p> <p>HEB</p>
227	<p>Pavilion Development</p> <p>A planning permission application has been submitted to CBC. It was noted that Gloucestershire Live have produced a favourable report in relation this application. There has been one email from a resident and NA has responded in depth to this enquiry.</p> <p>Invoice from architect £1675. To be paid by the clerk.</p> <p>The consultation for the application ends at the end of February.</p>	
228	<p>Inspection of the Playground – update</p> <p>Await annual inspection report from CBC which normally takes place in February.</p>	
229	<p>Tree Survey</p> <p>Bovis Homes have denied ownership of the trees running parallel to the boundary of Robson Field as advised by Dawn Hakner, Highways Customer Service Officer from GCC.</p> <p>MH to report to GCC and await their response.</p>	
230	<p>Dog Fouling on the Adult Football Pitch</p> <p>HB to install his recyclable bottle scheme for dog poo bags for the playing field.</p>	HB
231	<p>Village Green – update</p> <p>JG to liaise with CK regarding using net posts in the concrete at the village green.</p>	JG
232	<p>Asset Register Review</p> <p>JG to consult with internal auditor.</p>	JG
233	<p>Complaints from the Public</p> <p>Kissing gate – 2 residents reported to the clerk that a woman had fallen out of her mobility scooter at the main entrance nearest to Laurel Drive. It was noted that there is a kissing gate slightly further down the field with wide access created last year.</p> <p>Removal of hedge at the bottom of a resident's garden in Laurel Drive – this hedge has been an issue for many years. The resident originally wanted the hedge kept as a deterrent to a possible burglary. The same resident now wants the hedge removed. The hedge used to act as a boundary to the playing field. However, residents have now installed fences on their side of the hedge in question. The groundsman to remove the hedge.</p>	

234	Green Flag Award HB noted that there was a lack of enthusiasm for the scheme at the last full council meeting. HB added that he did not believe it was a productive use of money and resources at this time and proposed that the scheme should not be taken any further.	
235	Bus Shelter – Finchcroft Lane JG instructed the groundsman to remove the broken bench from this site. It remains unclear who owns the bench or the bus shelter.	
236	Car Park Car Park Working Group - VR provided an update; the next meeting is taking place this Friday 16.02.24. The priorities have been identified as follows: <ul style="list-style-type: none"> • Appropriate surface • Improvements to the entrance and pedestrian access • Extension to the car park • Ability to have lights and EV charging points Initial quotes for resurface range from £14k (more grid force), to upwards of £35k for a more substantial surface. A discussion took place regarding the priorities of the council and expenditure. Race Week Parking – a discussion took place regarding a strategy for charging cars to park during race week in our main car park. It was agreed that JG would compile a rota and people would be charged to use the car park during race week. The car park would remain open to members of the public using the facilities. The car park will not be locked at night.	JG
237	Sensory Garden 4 more caterpillars have been installed on the beds of the sensory garden.	
238	Wildflower Garden – 18 beds will be installed by Modica to grow wildflowers. JG has drawn up a simple contract between PPC and Modica. It was noted that the beds need to be watered every 4 days if there is no rain during March to May. The groundsman is to undertake the watering for these months as negotiated by JG. It was noted that the groundsman is on holiday 13-17 th May. JG to organise watering of the beds during this period and if the groundsman is absent through illness.	
239	Football Matches It was noted by the clerk that when a recent match was cancelled the away team still turned up and trained on the pitches. It was agreed that very little could be done about this issue. Cancellation of Matches – a discussion took place regarding who cancels matches if the pitches are considered unfit for purpose. Last week all matches were cancelled on Thursday at 2.30pm by the groundsman due to the huge amount of rain. This is only the second time they have been cancelled all season. It was agreed that the decision of the groundsman was final. Additional Matches - Teams often request to book the pitches for friendly matches. The clerk added that the matches were often difficult to coordinate as the spreadsheet received from the official secretary at the beginning of the week was often contradicted by managers of teams later in the week wanting to book extra matches. It had been agreed with the fixtures secretary of Prestbury Phantoms that scheduled league matches would be prioritised and friendly matches would only be considered if the pitches were in a reasonable state as directed by the groundsman. The clerk added that the pitches could	

	be filled every weekend to full capacity, but this could have a detrimental effect on the grass.	
240	Memorial Benches <ul style="list-style-type: none"> A new bench has been delivered but unfortunately the plaque was incorrect and was sent back. A request for a further bench to be added to the memorial row has been made, the resident already has the bench and would like to bring it over to the playing field to be installed by CK. Approval was granted by the committee. A review of the location of benches is to be discussed at the next meeting. 	
241	Drains The clerk explained the current problems with the drains as follows: <ul style="list-style-type: none"> Main sewer underneath the groundsman's yard which blocks quite regularly. Drain Doctor unblocked the drain and after placing a CCTV down the drain identified cracks, displacements, and areas of broken pipe. They supplied a quote for £3057.50 excluding VAT to fit a 14-meter liner to repair the identified defects, which requires little or no digging and takes significantly less time to complete than other methods of pipe repair. JT to organise 2 more quotes. Blocked drain in Little Explorers Garden – 3 drains converge into one drain at this point. One drain from the outside toilet, one drain from the disabled toilet in LE and one drain from LE's kitchen sink. The drain that was completely blocked was from the LE's toilet. Referred to Pavilion Development Working Group. 	JT
242	Request for Sign from Little Explorers The clerk received a request from a new member of the LE's committee to put up a sign advertising LE to generate interest. The clerk asked for this to be made in writing via email with specific requirements. No email has been received. To be discussed at meeting with LE.	
243	Barley Road Fruit Trees CK has planted a mixture of pear, apple and cherry trees in Barley Road Field. CK bought 2 trees, a local resident bought 2 trees and PPC paid for the last 2 trees.	
244	Christmas Tree Lights No invoice has been received from DBF regarding the fuse box for the lights for the Christmas tree.	
245	Playing Field Running Track 12 areas of the running track have been identified by HEB and CK as having no ground underneath creating sink holes. These areas have been circled in blue paint. HEB to request Caloo to investigate. Dead grass bordering track – await spring for a review	HEB
246	Removal of hedgerow along A435 CT had a discussion with Cllr David Gray from GCC and Cllr SF to discuss PPC's concerns regarding the removal of the hedge to build the new cycle path. The following points emerged: <ol style="list-style-type: none"> 1. It would be very difficult from an engineering and safety perspective to put the cycle path between the road and the existing hedge thereby leaving the existing footway on the west side and retaining the current hedge. 	

	<p>2. GCC intend replanting as many of the native species in the current hedge in a new hedge that will be bulked up with additional native species. This will be sited further to the east to give enough space for a safe and well-engineered cycle path and a pedestrian footway.</p> <p>3. The 40 trees that will be removed will be replaced with many more than 40.</p> <p>4. No work will take place during the nesting season from 1 March and biodiversity officers will be on site during the re-siting of the hedge.</p> <p>MH proposed accepting the new cycle path on the understanding the above points would be followed. All members approved the proposal.</p>	
247	<p>Matters for Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • Old MUGA – 2 substantial holes have appeared. CK to fill with soil from the end of the bund. 	
	The meeting closed at 12.13am	
	Date of next meeting: 11th March 2024 10am	