

PRESTBURY

PARISH COUNCIL

Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52 3LP

Facilities Management Committee Minutes

Held on Monday 11th March 2024 at 10am at The Pavilion, Prestbury

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

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

The meeting was opened at 10am

Item	Item	Action
248	Apologies were received and accepted from M Hansen (MH).	
249	No declarations of interest.	
250	Minutes of the Facilities Management Committee held on 12th February 2024 were agreed as an accurate record and signed by JG.	
251	Matters Arising not covered on the agenda: 214 - Bus shelter Priors Road. MH received an email from Gloucestershire Highways stating the bus shelter was scheduled to be repaired at the end of this month. 244 – Christmas Tree Lights. No invoice received from DBF.	
252	Groundsman Report and Priorities Meter Readings: Electricity 138499 Water 5715 Whiskers 6983 A discussion took place regarding Whisker’s usage of electricity. The committee agreed that the amount paid in rent and for electricity by Whiskers was sufficient. HB stated that after investigation the brush proposed by the groundsman for the MUGA is not suitable for the surface. HB to research more efficient brushes.	HB
253	First Aid Training 9 th March 10-1pm - 9 attended. JG expressed thanks to SH for the training and the WI for the use of the hall and the refreshments. Next course date 23 rd March 10-1pm. Future dates, possibly mid-week, for first aid courses discussed.	
254	Sign for New Barn Lane Deferred to next meeting.	NA
255	Tennis Management JG suggested another meeting of the tennis committee would be advantageous to discuss the cleaning and resurfacing of the courts. It was agreed that the courts would be cleaned by Blakedown this month and resurfacing would be scheduled for September. HEB to ask Blakedown to quote for a resurface. After a 4 th quote is received the FacMan committee will decide which quote to proceed with and make a recommendation to the Full Council for their approval.	CH HEB

	LTA visit regarding safeguarding – The clerk has contacted the LTA representative and requested the safeguarding team visit Tennis@prestbury and review present safeguarding procedures. The safeguarding representative is due to visit this week but as it is race week the visit has been postponed. JT to organise another date.	JT
256	Pavilion Development The consultation for the application has now closed. One positive comment has been received and one neutral comment stating that tennis balls could end up in the outside play area of the playgroup. No negative comments. It was noted that when planning permission is received the committee needs to be ready to proceed with the groundsman building.	NA
257	Inspection of the Playground – update No inspection report from CBC received. JT to chase.	JT
258	Tree Survey GCC and Bovis both claim that the land on which the trees are located is not their responsibility, but both are unable to state who is responsible. MH has asked SF for help and suggested a meeting with GCC and Bovis jointly.	MH
259	Dog Fouling on the Adult Football Pitch The groundsman has made dog poo bag dispensers. HB to drop off the 400 dog poo bags to the office. HEB to make signs for the dispensers.	HB HEB
260	Village Green – update To fit the posts into the concrete the groundsman needs to hire a portal post digger. Approval was granted for a 2-day hire if required. HB available to collect the tool on 21 st March if required. JT to liaise with CK.	JT
261	Asset Register Review Parish Councils do not need to depreciate assets as part of the internal or external audit as advised by the clerk. JG noted that it had been a valuable exercise regardless.	
262	Complaints from the Public Removal of hedge at the bottom of a resident’s garden in Laurel Drive – The groundsman has cut down the hedge but the stumps remain.	
263	Car Park Car Park Working Group – next meeting to take place on 18 th March. 12 tonnes of gravel have been spread around the car park costing approximately £400. JG thanked CT and VR for their hard work helping to spread the gravel. Thanks were also expressed to the groundsman for his help. Race Week Parking – JG expressed disappointment at the lack of volunteers for the race week car park rota. The rota has been changed to accommodate the lack of volunteers and each volunteer is now covering 10am-1pm.	
264	Memorial Benches One new bench has been installed on the bund. A discussion took place regarding the location of new benches. NA to research possible locations for further benches and the process of installing a bench in other parts of the parish.	NA
265	Drains It was noted that it is important to understand the source of the three drains in LE’s garden, notably the third drain heading in the direction of the tennis courts.	

	JT to chase quotes from Ogden and Cotswold Drains. A decision regarding the repair to the drain running under the groundsman yard will be made at the next meeting.	JT
266	<p>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. HEB has contacted Caloo and they have quoted £2369.12 to remove the existing suds bond and lay post crete to provide a hard standing surface and then lay the surfacing. Caloo claims it is not the product that has failed but the ground underneath has moved.</p> <p>HEB to request quotes from Greenfields and Blakedown for repairs to the running track.</p> <p>HEB recommended closing parts of the track. A discussion took place regarding risk and ways to close the track. JG, SA and SH to review the track.</p>	JG, SA & SH
267	<p>Old MUGA – update JT requested CK to remove earth from the far end of the bund and fill the potholes. JG to review with SA and SH and report back at the next meeting.</p>	JG
268	<p>Wildflower Garden – 14 of the 18 beds have been installed by Modica to grow wildflowers. JG gave an update on progress so far. It was noted that the sensory garden is well maintained by the volunteers.</p> <p>JG added that he had been contacted by Purple Shoots, a not-for-profit micro finance organization and a registered charity, regarding a space for gardening for a self-reliant group. Basically, a space for people who are disadvantaged to learn gardening.</p> <p>A discussion took place regarding a suitable space. HB recommended another raised flower bed next to the wildflower garden. JG to liaise with Modica.</p>	JG
269	<p>New Noticeboard Roberts Road JG stated that the bottom part of the noticeboard fell off recently when he went to add a notice. JG to ask if CK can repair it. It was noted that JG carries out regular inspections of all the noticeboards.</p>	JG
270	<p>Matters for Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • Defibrillator for Noverton. • The Horticultural Society has asked if they can put a banner up on our railings after race week advertising their show. It will be taken down on 7th April. Approval was granted for the banner. • Football and the combination lock chaos. • It was noted that SF, County Councillor, will be presenting his petition to CBC on Monday at 2.30pm and would welcome as much support as possible. People must register to attend the meeting via the CBC website. 	
	The meeting closed at 11.47am	
	Date of next meeting: 8th April 2024 10am	