

PRESTBURY

PARISH COUNCIL

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

Facilities Management Committee Minutes

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

Members Present: Cllrs J Gardner (JG) Chairman, S Attwood (SA), N Atty (NA), M Hansen (MH), S Hope (SH) and L Langrish (LL).

In attendance: J Tetley (JT) Clerk.

The meeting was opened at 10am

Item	Item	Action
001	<p>Apologies were received and accepted from H Breach (HB). Resignation of chairman 2023/2024 – JG resigned as present chairman. Election of new chairman 2024/2025 – JG was proposed by MH, SA seconded the proposal and all voted in favour. JG was duly elected as Chairman of Facilities Management for the year 2024/2025.</p>	
002	No declarations of interest.	
003	Minutes of the Facilities Management Committee held on 8 th April 2024 were agreed as an accurate record and signed by JG.	
004	Matters Arising not covered on the agenda: None	
005	<p>Groundsman Report and Priorities Meter Readings: Electricity 142814 Water 5743 Whiskers 8919 The groundsman has been moving items to the new facility and will be marking out the football pitches ready for the football tournament at the end of June. Football tournament 29th-30th June – HB has requested that the changing room toilets be left open for the football players. All members approved. JT to provide keys for HB. JG and CT to help NA with the PA system and keep scores. HB to store goals in the changing rooms.</p>	
006	Sign for New Barn Lane - no update.	
007	<p>Tennis Management Finance 60 adult members and 14 junior members. 67 bookings for pay and play. The tennis coach has made 3 payments. Total income £4122.50 minus fees. Tennis Committee Meeting –</p> <ul style="list-style-type: none"> • Request for a tennis sign cost £28.79 plus VAT. MH proposed approval for the purchase of the sign. JG seconded the proposal and all voted in favour. • CH apologised to the tennis committee regarding the perceived lack of information regarding the pavilion development. • The tennis coach requested a key for the compound so that he could retrieve balls. He would place a sign on the tennis pavilion stating when players could retrieve their balls. • It would be written in his contract that he is responsible for the key. 	

	<p>Concern was expressed regarding the tennis coach having a key. It was noted that the coach would not be able to retrieve them from the LE's area. It was agreed that the groundsman would collect the balls every morning and put them in the tennis pavilion for players to collect. <i>(NB - Subsequently on 12th June, it was agreed by the committee on exchanges of emails that the tennis coach could have a key to the compound in order to retrieve balls from this area for a trial period of three months. Consequently, the groundsman will only have to retrieve balls from the LE area).</i></p> <ul style="list-style-type: none"> Resurfacing – LL outlined a plan to pressure wash the two tennis courts, apply bonding application and recolour and line allowing another 3-5 years of play at a cost of £5200 plus VAT. LL added that the tennis committee were happy to proceed with this solution including the tennis coach. It would mean the courts would be closed for one week. <p>LL proposed expenditure of £5200 plus VAT to be taken out of earmarked funds for the refurbishment of the tennis courts and to continue to collect £2k every year for refurbishment at a later date. JG seconded the proposal and all voted in favour. Recommendation to be put to Full Council.</p>	
008	<p>Pavilion Development & Car Park</p> <ul style="list-style-type: none"> CK moved to new building CK has a welfare hut, water for cleaning and drinking water available from the pavilion. Quote received for internal work for the main hall and moving the diesel tank. Decision on outside surface for LEs deferred. LL meeting with LE's manager to discuss. Quote required from structural engineer and builder for function room and café. Working group to create draft proposal for contract for new café. Car Park – LL and NA to meet with one of the companies that quoted to discuss quotation. VR and CT to be involved with the discussion. 	
009	<p>Inspection of the Playground – CBC report</p> <p>NA and LL to review the roundabout. SA to review the inspection report from CBC and create a schedule of work.</p>	LL/NA SA
010	<p>Trees at Robson Field</p> <p>MH to write to GCC, CBC and include all borough and county councillors informing them that the trees are not PPC's responsibility and what do they propose going forwards.</p> <p>It was noted that F&GP has recommended monitoring the den that has been built in the trees on the outskirts of the field.</p>	
011	<p>Sensory Garden</p> <ul style="list-style-type: none"> The benches need to be painted around the trees. JG has asked CK to do this and to mend a broken seat. SA to review if the garden needs watering. Blue sign for the post deferred until September. 	
012	<p>Wildflower garden</p> <p>Modica have mowed between the plots and put-up signs which now need replacing due to the rain.</p>	
013	<p>Inspection of the Playground</p> <p>A discussion took place regarding the inspection of the playground. At present there are no written records of any inspection and the clerk advised that written reports should be maintained. It was noted that this should be the responsibility of the groundsman.</p> <p>SA to create a checklist for the groundsman to complete weekly.</p>	SA

014	Dog Poo Bag Dispensers A discussion took place regarding this scheme and the failure of the public to replace bags taken or add bags to the boxes. It was agreed that the boxes would not be re-filled at present.	
015	Living Christmas Tree The living Christmas tree is now dead. CK is going to chop it down. JG has contacted the company that the tree was bought from and they are willing to replace it at cost price. JG has asked for a quote.	
016	MUGA -update on brush Deferred.	
017	Village Green – update A discussion took place regarding a solution. SA suggested a low hedge and possibly planters. Q) What is the frequency of cars actually parking on this green? A) No-one knows for definite. SH to investigate via highways what is possible.	SH
018	Memorial Benches Delivery of new memorial bench scheduled for June 27 th . To be delivered to CK's compound. Clerk to inform the groundsman. Itw as noted that the racecourse bench is in CK's yard ready for CK to refurbish.	CK
019	Playing Field Running Track JG stated that the running track had settled down and does not currently need any work carried out on it. It does need weeding by CK.	
020	Old MUGA – update JG to liaise with the groundsman regarding re-seeding in the Autumn. It was noted that CK has bought grass seed.	JG
021	Robson Field – signposts JG to review and organise.	JG
022	New Noticeboard Roberts Road JG has sourced a notice board and liaised with CK about installing it. Cost of notice board £794.86	
023	Planter for Windyridge There is presently £500 in the budget for a new planter for Windyridge Road. At present there is no-one available to plant the planter or maintain it. HB to put a request out for volunteers via social media.	HB
024	Aluminum Goalposts LL has liaised with Leckhampton football team regarding posts and they stated they regret getting aluminum posts. LL to liaise with Prestbury Rovers and Prestbury Phantoms.	LL
025	Matters for Consideration (not to be discussed) <ul style="list-style-type: none"> • Budget wish list • Storage unit for football 	

	The meeting closed at 12pm	
	Date of next meeting: 8th July 2024 10am Meetings to take place on the second Monday of every month.	