



PRESTBURY

P A R I S H C O U N C I L

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

MINUTES (subject to agreement at the next Committee meeting) of a meeting of the Facilities Management Committee held on Monday 10th February 2025 at 10:00am in the PPC Office

Councillors Present: Chair Cllr Linda Langrish (Chair) , Cllrs. S Attwood, M Hansen, S Hope

Also Present: Locum Clerk

FM24/147	Welcome to the meeting, apologies for absence Apologies were accepted from Cllrs Breach, Atty	
148	Declarations of interest No declarations	
149	Approval of the minutes of the meeting held on 13 th January 2025 The Minutes were approved as a true record	
150	<p>Progress Updates Cllr Langrish report: <u>Purchase of a Memorial Plaque</u> – To consider quotations for acceptance – Decision: A quote for £60 was accepted by unanimous vote A request for a memorial bench was discussed. It was decided preferable to have plaques placed on the existing public benches. A template plaque would be devised together with an application form. The fee was agreed at £150 each.</p> <p><u>Deep Flow Guttering</u> – Installation date – the committee were advised that the work would take place before the financial year end</p> <p><u>Meeting with Cheltenham Borough Council re: children’s play area joint working</u> – Cllr Langrish and the groundsman had met with Cheltenham Borough Council and it was now understood that the children’s playground was the property of the Parish Council but that the Borough Council would carry out H & S inspections and make emergency repairs (they are looking at quotes for replacement of the gates), with the Parish Council doing general maintenance. The Clerk felt that this should be backed up with a written agreement to avoid grey areas and would write to CBC.</p> <p>Consider quotations for the tarmac area outside the compound - A contractor has made a site visit and quotes awaited. A quote will also be submitted for the area outside Whiskers and repairs and partial resurface of the driveway.</p>	

	Public Toilet – hot water supply – not yet investigated	
151	<p>Receive Groundsmans Report -Water (5857)/ Electricity (14568) meter readings - Storm Damage (Fencing) it was agreed that the fence damage was the responsibility of the neighbouring properties The tractor service has been arranged for mid-March The ongoing issue of dog fouling was discussed at length. Clerk to speak to CBC re: dog warden making a visit 21-22 June tournament will be going ahead and pitches will need to be marked up</p>	
152	<p>Reports: <u>Receive report on sensory garden and planters/village green</u> A rota has been organized for care of the garden but more volunteers always welcome. Ownership of the village green has been established. It was registered in the name of Prestbury Parish Council on 1st October 1970. Therefore, the planter for this area could go ahead. Quote to be obtained.</p>	
153	<p>Expenditure Items: <u>Receive report on fire/cctv equipment and consider action</u> – the report was outstanding from the contractor’s inspection visit. Repair to one camera and linking to the new wifi was needed therefore quotes would be obtained. <u>Reconsider how to collect bins from around the field</u> – possible further equipment purchase – damage by the tractor was considered minimal and would be monitored. In any case, there was the option of using the kybuto and trailer without the need for the purchase of further equipment. <u>Discuss disputed invoice Broxap</u> – the locum clerk had obtained a partial credit note to compensate for the disappointing service – Payment of £477 was agreed by unanimous vote Cllr. Langrish advised some items still missing from the Green Reaper order would be delivered in April.</p>	
154	<p>Receive Update on Legionella requirements/online training session – awaiting quote Clerk to follow up with telephone call</p>	
155	<p>Receive Update on Tennis Management</p> <ul style="list-style-type: none"> • Consider purchasing a coded lock for control of the tennis courts – an electronic lock has been investigated but too expensive therefore further spare padlocks will be obtained • Note risk assessment (tree works) – the committee noted the risk assessment <p>Cllr. Hansen reported: Income before card fees £7278 Coach £2200 Current members 3522</p> <p>Receive Update on Football Management</p> <ul style="list-style-type: none"> • Progress with lease arrangement – Cllrs. Langrish/Breach to meet with Jude Marshall and the Phantoms re: licence agreement. It was suggested that £3500 pa might be the negotiation point 	

156	<p>To agree the updated Fixed Asset Register and consider any items to be added to the insurance schedule The updated register was agreed</p>	
157	<p>Consider progress on Biodiversity Actions No new projects put forward but No Mow areas will be identified People Planet Project invited the Parish Council to join them in an event on the 5th April</p>	
158	<p>Consider obtaining quotes for repair of car park entrance As covered under item 150</p>	
159	<p>Matters for Further Consideration (not for discussion) Discuss health & safety audit & site inspection – the clerk drew attention to the checklist. Cllr Attwood has prepared a report and will circulate this for the next meeting.</p>	
	<p>Date of next meeting: 10th March 2025</p>	