



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

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DRAFT MINUTES: Meeting of the Assets Management Committee held at 7.30 pm on Monday 22nd July 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

Present: Cllr Helen Jackson, Cllr Helen Morgan, Cllr Sue Stanley, Cllr Chris Jeffery, Cllr Yvonne Gibson

1. OPEN FORUM

No members of the public were present

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Carter (Council business reasons) and accepted.

3. DECLARATIONS OF INTEREST

No interests were declared in items on this agenda

4. MINUTES

The committee agreed and the Chair signed the Minutes of the meeting of 3rd June 2024.

5. FACILITIES MANAGER REPORT

The Facilities Manager presented his report to the council. Body cams for the staff have been agreed and will be sourced and purchased due to incident with Pavilion staff being verbally abused. Facilities Manager is able to stream CCTV footage to the police following any incidents. Before the start of the meeting there was an incident involving a number of young people who entered the Pavilion and interfered with the setting of the air conditioning and also the door of the Pavilion

was kicked repeatedly. As per previous minutes there are to be two people present after 3pm in the Pavilion and playing fields.

Summer holidays are due to start and a larger number of users of the facilities will be expected at all times of the day. It was agreed that incidents should be reported to 101 so that the data can be held by the police rather than being held by the council. Any incidents are to be logged in the incident book.

Resolved: Cllr Stanley and Cllr Akhtar to mention incidents at their upcoming meeting with the head of Upton High School

Resolved: Cllr Jeffery will report the incidents on 22nd July to 101

Resolved: Any further incidents that merit it will be reported by Facilities Manager to 101, and CCTV images shared, or by anyone else involved plus all incidents to be logged

Resolved: Article for newsletter on ASB to be written

Resolved: The isolating ability of the CCTV in the function room to be investigated by Facilities Manager so that meetings are not recorded

Resolved: Facilities Manager and Locum RFO to source a hard drive to allow CCTV clips to be stored.

Resolved: Facilities Manager to purchase window stickers for CCTV

7. SITES MAINTENANCE

(1) QEII Playing Field

7.1 Tree survey.

Three quotes were reviewed by the Committee

RECOMMENDED: Last Branch quote of £3,400 to be approved at Full Council.

Resolved: Facilities Manager to post about tree work on social media.

7.2 Playground inspection follow-up

7.2.1 Quotes to cover all the actions recommended by the inspector were reviewed by the Committee, to be carried out by the Council's current playground maintenance contractor:

- a) £280 + VAT for replacing/repairing the wire ropes
- b) £830 + VAT for repairing the roundabout
- c) £410 + VAT to replace the bolts
- d) quote to repaint the MUGA

RECOMMENDED: to authorise works for items a, b & c as are health and safety remediations. Item d will be deferred to next committee meeting.

7.2.2 The Facilities Manager voiced his opinion that the staff being further trained to perform the playground inspections that they currently carry out was not an appropriate solution, due it being a considerable responsibility that he felt would be better carried out by an external expert.

Resolved: Facilities Manager to get quotes for an external expert to carry out monthly inspections.

7.2 Playground path.

Two quotes for a replacement tarmac surface were reviewed by the Committee.

Resolved: Facilities Manager to get an additional quote to include running the path further to meet up with the rubber surface under the swing, to cover the area in between the existing path and the rubber surface which is often muddy.

RECOMMENDED: contracting Invincible to carry out the work at £13,800 inc VAT providing they can meet the specifications on the additional quote requirement at a competitive cost.

7.3 Car park repairs

7.3.1: Replacement edging to the tennis courts

The insurance claim has been received and accepted.

7.3.2: Pot holes

Three quotes reviewed by the Committee to carry out repairs to the car park

RECOMMENDED: contracting GNW to carry out the works for £1,625 + VAT

7.4 CCTV extension

7.4.1 Cost received. There was a discussion on whether the extra monitor for the shop was necessary.

Resolved: Facilities Manager to refer back to Locum RFO for business case on why it's needed.

7.4.2 Review of CCTV policy will be deferred to next meeting.

Resolved: Defer review to next meeting.

(2) Chemistry Pits Playing Field

As per report from the Facilities Manager, Botanica will be dealing with a resident's report of flooding by the goal posts.

(3) Other sites

As per Facilities Manager report, Botanica are quoting for planting at the War Memorial bed and to replace the tree.

8. PAVILION REFURBISHMENT PROJECT

8.1 The monitor for the back office is no longer required.

8.2 The quotes and decisions for sound proofing will be deferred to the next meeting.

8.3 Expenditure to date:

£708 for furniture

£576 to move the CCTV

Approx £300 for a printer

8.4 Proposal for air conditioning from current contractor to extend the system were reviewed

£2,271 + VAT – shop

£1,739 + VAT – office

2 x £285 + VAT – cages

RECOMMENDED: approved subject to the power conditions on the quote being met.

8.5 Budget will be phased across the year rather than being front loaded with all expenditure at the start of the year.

9. QEII PLAYING FIELD DRAINAGE PROJECT

9.1 LLFA Officer Maria Roberts was unable to attend the meeting so she will meet with councillors on Thursday 25th July at 9 am to discuss her email response.

9.2 The council has to date received no response from the CEO, CW&C Council.

The option of a bund behind the pond will be considered under item 13 below

10. FOOTBALL PITCH IMPROVEMENT PROJECT

This item was deferred to the next meeting.

11. CHEMISTRY PITS IMPROVEMENT PROJECT

This item was deferred to the next meeting.

12. PROJECT PHOENIX

This item was deferred to the next meeting.

EXCLUSION OF PRESS AND PUBLIC. In view of the confidential nature of the matter to be discussed, Council is advised to resolve to exclude the press and public from the meeting for item 13, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

13. OPTION FOR BUND BEHIND POND

The email from Maria Roberts was discussed and it was felt that the council needed further clarification from her, hence the forthcoming meeting on 25th July.

As part of the work on the field as per the previous meeting, the council had resolved to apply for the FA Foundation grant for Enhanced Maintenance improvement to the Pitch condition. This will include the initial step of both the Facilities Manager and the Facilities Assistant carrying out online Pitch Maintenance training. The Facilities Manager agreed that the training would be completed following the Fun Day on the 14th September as his priority currently is on the Fun Day organisation. He will also ask Botanica in what season/s the scarification can be completed on the field, if the grant funding is agreed. Maria Roberts will be asked whether this proposed work might have the potential for improvement to surface water drainage at the field.

Subject to the outcome of the meeting with Maria Roberts, the Facilities Manager may be asked to get (without prejudice) three quotes from approved suppliers for a possible bund behind the pond.

The final decision would be made by full council.

RECOMMENDED: If agreed as an outcome of the meeting with Maria Roberts, the Facilities Manager will be asked to obtain (without prejudice) three quotes from approved suppliers for the bund specification as received previously.

Resolved: Facilities Manager and Facilities Assistant to complete Pitch Maintenance Training as a priority in September to allow the Council to apply for the FA Foundation Grant.

Resolved: Facilities Manager to contact Botanica to see in what season/s scarification might be carried out.

14. DATE AND TIME OF THE NEXT MEETING.

It was confirmed that the date and time of the next meeting will be 23rd Sept 2024 at 7.45 pm.

