



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
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**DRAFT: Minutes of the Meeting of Upton-by-Chester and District Parish Council Assets Management Committee held at 7.30 pm on Monday 22<sup>nd</sup> April 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.**

**Present:** Cllr Helen Jackson  
Cllr Alan Lingard  
Cllr Sue Stanley  
Cllr Yvonne Gibson  
One member of the public

## **1. OPEN FORUM**

No member of the public wished to make a contribution

## **2. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from:  
Cllr Helen Morgan,  
Cllr Matt Carter  
Cllr Chris Jeffery

## **3. DECLARATIONS OF INTEREST**

No declarations of interest

## **4. MINUTES**

Agreed as a true record and signed by the Chair, Assets Management Committee

## **5. CHEMISTRY PITS**

HJ has completed the Design brief and this has been sent to John Seiler, CWAC landscape architect. He has responded and is able to provide an outline masterplan and a cost estimate for a sum of £350. This will also include an updated master plan

following community consultation. Kirsty Howarth in John Seiler's team has taken on this project.

Previously some councillors had attended a meeting in February and a site visit on 4th March with David Pilgrim from Massey and Harris. YG requested further information but apparently there has been no communication from him since the site visit.

AL reminded us that we are restricted overall in our spending on the community by Section 137 of the Local Government Act, since we no longer have the General Power of Competence, and we should take account of this when applying for grants.

We unanimously agreed to go ahead with the proposal for £350, proposed by SS and seconded by AL. We will request an expected timeline and once the estimate has been received, we will look at grant applications.

**Action HJ to contact John Seiler**

## **6. SITES UPDATE**

The Site Manager gave a report at the Parish Council meeting on 15<sup>th</sup> May. We will request an update from him if there is anything additional to report since then. Normally we expect the Sites Update to come to this committee, and for the Facilities Manager to attend if possible.

**Action HJ to contact RL**

## **7. WEALSTONE LANE PLAYING FIELD FLOODING.**

We are still waiting for a report from Alan Kane, the land drainage consultant following the survey he carried out. He was also asked to advise on the option of a bund behind the pond.

**Action SS to contact AK again**

Joint grant application to improve the playability of the football pitches with UJFC to the FA Foundation.

**Action SS to keep a watching brief on this**

Following a discussion about the need for and the use of the changing rooms, we agreed that we need to write an impact statement.

**Action HJ**

We have not yet received a reply from CWAC regarding the availability of section 106 funding.

Welsh Water. It is possible that we could have a connection between the Wealstone Lane drain and the one just outside the pavilion. This could help with the drainage from the playing fields.

**Action SS to communicate to Alan Kane**

## **8. REFURBISHMENT OF SMALL MEETING ROOM AND PAVILION SHOP**

Items including desks, chairs and cupboards have been purchased.

- We will request information on what has been spent on the refurbishment so far and what still needs to be done.
- We agreed that H and S actions need to be prioritised so that the kiosk is electrically safe, and the cabling for the CCTV needs to be moved to the small meeting room.
- We need an update on design options for the kiosk.

**Action HJ to discuss with RL**

## **9. DATE AND TIME OF THE NEXT MEETING.**

**The provisional date and time of the next meeting will be 3<sup>rd</sup> June 2024 at 7.30pm.**

Date and time to be confirmed at the PC Annual Meeting on 20th May 2024.