



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

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Dear Member,

You are summoned to the Meeting of the Assets Management Committee to be held at 7.30 pm on Monday 22<sup>nd</sup> July 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

**The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.**

Signed *S.J.Stanley*, Chair of the Parish Council 15.07.24

## **AGENDA**

### **1. OPEN FORUM**

Members of the public are welcome to speak to any item on the agenda

### **2. APOLOGIES FOR ABSENCE**

To receive and note apologies for absence as reported to the Chair

### **3. DECLARATIONS OF INTEREST**

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

#### 4. MINUTES

For the committee to agree and the Chair to sign the Minutes of the meeting of 3<sup>rd</sup> June 2024. **Enc**

#### 5. FACILITIES MANAGER REPORT

To **receive** a report on the following areas and to **agree** any action required. **Enc**

- Annual Safety Audit: Risk Assessments completed
- Site Inspections
- Tree Survey
- Fun Day Preparation
- Accidents/Near Misses
- Other Initiative
- Grounds Maintenance

#### 7. SITES MAINTENANCE

(1) QEII Playing Field

7.1 Tree survey.

To **review** the quotes obtained to carry out the recommended actions

To **recommend** supplier selection and next steps **Enc**

7.2 Playground inspection follow-up

7.2.1 To **receive** a quote to cover all the actions recommended by the inspector

To **recommend** next steps **Enc**

7.2.2 To **receive** an update on staff training in Playground Inspection

7.2 Playground path.

To **review** the quotes obtained for a replacement tarmac surface

To **recommend** supplier selection and next steps **Enc**

7.3 Car park repairs

7.3.1: Replacement edging to the tennis courts

To **receive** an update on the insurance claim **Enc**

7.3.2: Pot holes

To **review** the quotes obtained to carry out repairs

To **recommend** supplier selection and next steps **Enc**

7.4 CCTV extension

7.4.1 To **receive** an update on costs and to **agree** next steps

7.4.2 To **receive** the current CCTV Policy and **agree** next steps **Enc**

(2) Chemistry Pits Playing Field

- To **receive** an update on routine maintenance
- To **consider** report of flooding by one of the goals and **agree** next steps **Enc**

(3) Other sites

- To receive an update on maintenance at the Parish Pump, War Memorial Gardens and Marl Heys

## **8. PAVILION REFURBISHMENT PROJECT**

- 8.1 To **recommend** approval for purchase of cctv monitor **Enc**
- 8.2 To **receive** update on quote for acoustic soundproofing, following site visit by supplier **Enc**
- 8.3 To **review** expenditure to date
- 8.4 To **approve** proposal for 2 additional air conditioning units
- 8.5 To **recommend** phasing of budget across the year

## **9. QEII PLAYING FIELD DRAINAGE PROJECT**

- 9.1 To receive an updated view from the LLFA Officer Maria Roberts, following the land drainage survey
- 9.2 To receive an update with regard to the approach to the CEO, CW&C Council **Enc**

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

## **10. FOOTBALL PITCH IMPROVEMENT PROJECT**

- 10.1 To **receive** an update on progress to date
- 10.2 To **agree** a timing for two staff to complete the Sports Grounds Maintenance online training

## **11. CHEMISTRY PITS IMPROVEMENT PROJECT**

To **receive** the outline masterplan from J.Seiler's team and **agree** next steps. **Enc**

## **12. PROJECT PHOENIX**

To **consider** the work package proposed for this Committee and **agree** next steps.

**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**

To **agree** next steps following the updated recommendation from LLFA

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

To **confirm** that the date and time of the next meeting will be 23<sup>rd</sup> Sept 2024 at 7.45 pm.