



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

Email: [locumclerk1@uptonbychester.org.uk](mailto:locumclerk1@uptonbychester.org.uk)

Dear Member,

You are summoned to the Meeting of the Assets Management Committee to be held at 7.45 pm on Monday 3rd June 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 *Toni Critchlow* Locum Clerk of the Parish Council 28.05.24

## **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 Locum Clerk

### **3. ELECTION OF CHAIR**

Members of the committee will propose and vote on a Chair of this committee for the 2024-25 council year

### **4. DECLARATIONS OF INTEREST**

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

## 5. MINUTES

For the committee to agree and the Chair to sign the Minutes of the meeting of 22nd April 2024. **Enc**

## 6. HEALTH & SAFETY

- To receive a report on any incidents and near misses in the last month and the actions taken. **Enc**
- To receive an update on the actions arising from the annual Safety Audit. **Enc**
- To review the CPSO report of youth ASB on the roof of the youth shelter and the top of the large green container. To agree next steps on preventative measures to mitigate the risk of future injury. **Enc**
- To receive the report of the Annual Inspection of the Playground at QEII. To agree actions. **Enc**

## 7. SITES MAINTENANCE

### (1) QEII Playing Field

- To review action taken with regard to next steps from the Tree Survey
- To review action arising from the report of uneven flagstones on the path to the playground
- To receive an update on the Zoo wildlife advice for the site **Enc**

### (2) Chemistry Pits Playing Field

- To receive an update on routine maintenance **Enc**

### (3) Other sites

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

To consider any actions required.

## 8. PAVILION REFURBISHMENT PROJECT

- To receive an update on progress including expenditure vs budget and expected further expenditure **Enc**
- To receive an update on discussions with UJFC regarding the changing rooms, including the impact report. **Enc**

To consider any actions required

## 9. QEII PLAYING FIELD DRAINAGE PROJECT

- To receive the report from the land drainage consultant. **Enc**
  - To consider the possibility of an approach to CW&C Council
- The option of a bund behind the pond will be considered under item 13 below

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

To receive the Pitchpower Assessment Report. **Enc**

To receive a proposal from a consultant to act as a bids coordinator. **Enc**

To agree next steps.

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

- To receive a report on the availability for this purpose of S106 funding currently held by CW&CC. **Enc**

- To receive the outline masterplan from J.Seiler's team. **Enc**

- To receive the design for a play area as proposed by Massie & Harris. **Enc**

To agree next steps.

#### **12. LANE LEADING TO CHEMISTRY PITS FIELD**

- To receive a Land Registry document showing the Parish Council's ownership of specific land. **Enc**

- To receive advice obtained from NALC as to the PC's responsibilities. **Enc**

To 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 receive a quote from a contractor. **Enc**

To agree next steps

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

To confirm that the date and time of the next meeting will be 1<sup>st</sup> July 2024 at 7.45 pm.