



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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DRAFT MINUTES: Meeting of the Assets Management Committee held at 7.45 pm on Monday 3rd June 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

In the absence of the Clerk, the minutes of the meeting were taken by Cllr Sue Stanley

Present: Cllr Helen Jackson, Cllr Helen Morgan, Cllr Sue Stanley, Cllr Matt Carter, Cllr Chris Jeffery

The Chair for Items 1 and 2 was Cllr Helen Jackson.

1. OPEN FORUM

One member of the public was present, who gave permission for a summary of his contribution to be minuted.

In relation to items 9, 10 and 13, the member of the public wished to ask Council its intentions for this summer with regards to the surface water that he had experienced coming onto the rear boundary of his property during winter 2022 and 2023. He gave a summary of where he considered that the discussions with CW&C Council Flooding Officer had reached.

In relation to item 7.1 he wished to ask Council its intentions with regard to the 3 large conifers near the boundary to his property.

The Chair asked the committee for its permission to move item 9 to the front of the agenda and it was accepted. Item 9 was therefore taken at this point.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Yvonne Gibson and accepted. Apologies were also received from the Facilities Manager, Darren Flaherty, who provided a written report relating to items 6-8.

3. ELECTION OF CHAIR

Cllr Helen Jackson was elected to be Chair of this committee for the 2024-25 council year. Proposed: Cllr Sue Stanley, Seconded: Cllr Helen Morgan.

4. DECLARATIONS OF INTEREST

No interests were declared in items on this agenda

5. MINUTES

The committee agreed and the Chair signed the Minutes of the meeting of 22nd April 2024.

6. HEALTH & SAFETY

6.1 One incident was reported, of a car mounting the edging in the car park and causing damage. The incident has been logged in the Accident Book as damage to property. Quotes for repair are being obtained.

Resolved: the PC's insurance company is to be notified.

6.2 A further 10 risk assessments have been completed arising from the annual Safety Audit.

6.3 The CPSO report of youth ASB on the roof of the youth shelter and the top of the large green container was discussed. There is currently anti-climb paint on the roof of the container, as well as notices saying that this is the case.

As a longer-term preventative measure to mitigate the risk of future injury it is proposed that a further cctv camera on a pole either at the far corner of the bowling green, or at the back corner of the tennis courts will be considered. The use of solar power will be investigated.

It is noted from the CPSO that we should complete a release form to them for any images in the future (GDPR).

Resolved: to add CCTV extension to the July agenda of this committee.

6.4 The report of the Annual Inspection of the Playground at QEII was noted, with all items being assessed as Low Risk. The Facilities Manager is obtaining quotes from our Massey & Harris maintenance contractor for those items with a risk score of 6 or above.

Resolved: The Facilities Manager will be asked to obtain quotes for the items scored 1-5 in addition to those scored as 6.

Resolved: The Facilities Manager and the Assistant Facilities Manager will receive refresher training in carrying out playground inspections.

7. SITES MAINTENANCE

(1) QEII Playing Field

7.1.1: Three quotes have been obtained for the most urgent work, scheduled to start next week.

7.1.2: Following the report of uneven flagstones on the path to the playground, as well as the muddy dip at the end and to one side, the Facilities Manager has spoken to 3 builders, including discussion of the relative merits of re-laying the flagstones vs replacement with an edged tarmac or concrete path. It is noted that the edged tarmac path to the bowling green works well.

Resolved: The Facilities Manager to obtain quotes for all types of materials for renovation of the path, including the dip at the end.

7.1.3: The Zoo wildlife advice for the site has not yet been received.

(2) Chemistry Pits Playing Field

Arrangements have been made to remove the large items that have been deposited in the wooded area

(3) Other sites

The Parish Pump area has been cleared of weeds and planting has been carried out in the trough. A neighbour has volunteered to carry out watering in the summer. Further spot treatment of dandelions may be carried out.

8. PAVILION REFURBISHMENT PROJECT

An update on progress including expenditure vs budget and expected further expenditure is still outstanding.

Resolved: This update is required for the next meeting of this committee.

It was noted that the current CCTV equipment together with a new monitor will be installed in the back office, and that a quote for an air conditioning unit has been obtained.

Recommendation: Further advice from an expert on soundproofing should be obtained, as any noise reduction that can be achieved for those working in the office is urgently required.

Discussions have been held with the Chair of UJFC regarding the changing rooms, and it has been agreed that there is insufficient case to retain them for the few adult

matches played on the QEII pitches nowadays. They are no longer ever used for youth training sessions, or for changing for other sports.

The space is urgently required for dedicated storage so as to free up the office space, and for storage that meets H&S criteria.

Recommendation: A plan for refurbishment of the changing rooms will be put together, to follow on from the current projects to refurbish the kiosk and office.

The use of some of the Section 106 money (capital) for this purpose will be explored.

Item 9 was brought forward to follow Item 1.

9. QEII PLAYING FIELD DRAINAGE PROJECT

The report from the land drainage consultant was noted.

Recommendation: an approach will be made to the CW&CC Chief Executive to ask them to consider liaison with Welsh Water at a senior level

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

10. FOOTBALL PITCH IMPROVEMENT PROJECT

10.1 The Pitchpower Assessment Report was noted. It was agreed that improvement to the condition of the pitches and surrounding area of the field would be of high value both for youth sport and for residents of all ages who use the field for recreation including walking, running and dog exercise. The enhanced maintenance would be expected to reduce the waterlogging in early autumn and early spring, extending the usable time period.

Recommendation: The Parish Council will apply for the FA Foundation grant for 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.

It will be explored whether Section 106 money can be used towards the PC contribution to the work as there is currently no dedicated budget under Grounds Maintenance.

10.2 A proposal and draft contract has been received from a consultant to act as a bids coordinator.

Recommendation: The consultant will be commissioned to do an initial 4 hours of work to scope out the requirements for the FA Foundation grant.

11. CHEMISTRY PITS IMPROVEMENT PROJECT

11.1 A summary of S106 funding currently held by CW&CC was noted. Some needs to be used by the end of 2025, and some by end 2031. It was also noted that there are some CIL funds in the Council's Earmarked Reserves

Resolved: The purposes for which the different S106 funds might be used will be explored further with CW&CC.

11.2 The outline masterplan from J.Seiler's team has not yet been received. Sources of grant funding will be discussed with the team when the report is available.

11.3 The design for a play area as proposed by Massey & Harris was noted.

12. LANE LEADING TO CHEMISTRY PITS FIELD

A Land Registry document showing the Parish Council's ownership of specific land was noted. This will be added to the Asset Register.

Legal advice has been obtained from NALC as to the PC's responsibilities, including in relation to the removal of the abandoned car. It was advised that the car removal should go ahead on Health & Safety grounds as the lane is used by children/young people going to the field.

Resolved: This property will be added to the Insurance schedule.

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 report from the Land Drainage consultant was noted.

The contribution of a resident in obtaining a quote for a possible bund was acknowledged.

Resolved: To contact CW&CC LLFA with regard to their report in November 2023 to gain clarification on their advice, in the light of the further advice obtained from the land drainage consultant.

14. DATE AND TIME OF THE NEXT MEETING.

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