

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 10 May 2018 at the Sports Pavilion
commencing at 7.00pm and concluding at 8.19pm

COMMITTEE PRESENT: Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr D Frearson, Cllr Weber (Vice Chair), Paolo Aquila (P&IUFC), John Groom (groundkeeper) plus Laurie Eagling (clerk)

APOLOGIES: P&IJFC

SL16/18 **ATTENDANCE AND APOLOGIES** - See above.

SL17/18 **DECLARATIONS OF INTEREST**
No declarations made.

SL18/18 **QUESTIONS FROM THE PUBLIC AND DISPENSATION REQUESTS** – No members of the public present. No councillors held a relevant interest that they wished to speak about.

SL19/18 **APPROVE MINUTES OF LAST MEETINGS**
The minutes of the previous meeting held on 12 April 2018 had been circulated with no amendments notified or issues raised. The minutes were duly accepted as a true and correct record, and the chairman was authorised to sign on behalf of the council.

SL20/18 It was **RESOLVED** to bring forward the items on remedial plumbing in the boiler room and match day signage.

SL21/18 **PLUMBING**
It was noted that the expansion chambers had been replaced and the leak stopped. It was **RESOLVED** to obtain a quote for further works that would help prevent a similar situation arising including a new stop cock, some drains and isolation valves. It was **RESOLVED** to erect a sign in the boiler room to remind users that the mains stop cock was located by the front gate.

SL22/18 **EXTERNAL MATCH DAY SIGNAGE**
It was **RESOLVED** to progress with the Aluminium Dibond signage at a cost of £150 and Paolo was thanked for his work on this project. P&IJFC to provide PA with a list of all the other teams in each league that would be playing at the pavilion so that the appropriate signs could be made to affix to the sign, plus advise of any sponsorship requirements. P&IJFC to advise PA how many fixture slots would be required ie the maximum number to be played on any one date. PA to ensure that the sign is adapted to also show the date of the next fixture and confirm that the sponsor details can be updated. Finalised draft to be provided at the next meeting, prior to installation.
Following consideration of the planning regulations, it was understood that planning permission was not required.

Cllr Frearson departed the meeting to attend the Community Transport exploratory meeting being held the same evening.

SL23/18 **CLERKS REPORT** – Receipt noted. Ongoing matters detailed below to assist members of the public:

1. Tennis/Netball/5-aside – no update from the landowner, who is not yet able to negotiate with the parish council
2. Open access MUGA within PDA development - full planning application still with AVDC for determination.
3. Electrical checks currently being undertaken
4. Corrosion inhibitor/nitrate not required due to heating system specification
5. Fire equipment annual service booked for 15/5/18
6. Public Access Defibrillator

It was noted that the WI had agreed to provide a donation of £1,000 towards the purchase/installation/maintenance of the associated lock box to enable public access. Order placed for lock box. Electrician notified. The most appropriate location for the unit was

determined as the front wall to enable access by the public. Training to be organised post installation.

SL24/18 **CORRESPONDENCE** – The correspondence (playground inspection reports and QS report) received by the committee was noted.

SL25/18 **PHASE I IMPROVEMENTS OF THE SPORTS PAVILION SITE**

1. Agripower now completed pitch extension. It was **RESOLVED** to sign the final grant claim form. PPC requested payment of grant from P&IUFC.
2. PA to provide draft itinerary for opening event. It was **RESOLVED** to hold the event on 29 July 2018 approximately noon-3pm. All provisional details must be supplied to the Football Foundation asap.

SL26/18 **PHASE II IMPROVEMENTS FOR THE SPORTS PAVILION SITE**

1. The QS report from Goodrich LLP relating to potential construction costs was noted and potential next steps and funding routes were considered. It was **RESOLVED** to refer the following matters to full council for consideration/approval:
 - a. That the project progress to the next stage.
 - b. That following a couple of minor queries, Woods Hardwick be instructed to supply the necessary papers to enable application for planning permission.
 - c. That council works with the project manager to identify other potential costs eg professional services and pulls together a complete funding and business case.
 - d. That full council considers approving an S106 grant application for this project.
 - e. That full council considers applying for further grant funding from the Football Foundation Stadia Improvement Grant Scheme (funds up to £500k), the New Homes Bonus (full application would need to be submitted in June, so timing is tight) and other applicable grant streams.
 - f. That the council requests an update on capital projects eg adaptations to accommodate cricket league requirements, from the Pitstone Memorial Hall Charity.

SL27/18 **GROUND KEEPERS REPORT – J GROOM**

Renovations postponed until Agripower departed, so will commence on Monday. Following his report, J Groom departed the meeting.

SL28/18 **OTHER SPORTS PAVILION RELATED MATTERS**

1. It was **RESOLVED** to commission repair of the following matters:
 - a. four broken roof tiles need replacing
 - b. the fridge needs a replacement plug as this failed the PAT test
 - c. the heater in the main corridor needs a replacement part as this failed the PAT test
 - d. the emergency lighting log book is full, and a new book needs to be purchased
 - e. the heater in the kitchen had been left switched on with soft furnishings near. Sign added above heater. Layout of room changed so that chairs are not in front of heater. Risk assessment amended. It was **RESOLVED** to install a fire guard around the heater.
2. The annual review of maintenance requirements was undertaken. It was **RESOLVED** to accept the revised schedule and the Chairman was duly authorised to sign on behalf of the committee.

SL29/18 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. It was **RESOLVED** to commission repair of the following matters
 - a. Investigate repair/replacement of black gate in Windsor Road playground; adjust one gate in Windsor Road playground and replace missing bottom nut from fence.
 - b. Investigate if works required to Hever Close bench and bottom slat of seat by Vicarage Road.
2. The annual playground inspection reports from Wicksteed were noted.
 - a. It was **RESOLVED** that Cllr Saintey would investigate the kicking goal area and report back to the committee with a recommendation.
 - b. It was **RESOLVED** not to carry out other minor remedial actions eg painting in the Recreation Ground playground as it is still hoped to replace this equipment.
 - c. It was **RESOLVED** that Cllr Saintey would further investigate the recommendations for Windsor Road and Hever Close playgrounds which would

be funded by S106 contributions and report back to the committee with a recommendation.

SL30/18 **REPORTS:** None

SL31/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to refer all the matters under point SL26/18 to the full council for consideration on 24/5/18.

SL32/18 **DATE OF NEXT MEETINGS**

The next meetings are currently scheduled for:

June – 14 June 2018 at the sports pavilion

July – 12 July 2018

August – 9 August 2018

September – 13 September 2018

October – 11 October 2018

November – 8 November 2018

December – 13 December 2018

January to March are at Memorial Hall when possible, April to September at the sports pavilion, and October to December at the Memorial Hall.

It was noted that the following items would appear on the June agenda:

- 1) July-Dec Maintenance sheets for pavilion
- 2) Review annual budget for pavilion ground maintenance (July-June)
- 3) conduct annual play policy risk/benefit annual assessments
- 4) Book annual gas check for pavilion boiler due by 12 July
- 5) Issue Rec Charity Occupational Licence to P&ICU Football Club for signature prior to season commencing in August/September
- 6) Quarterly finance update from P&IUFC
- 7) Careplan maintenance agreement for water heater due for renewal

SL33/18 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.19pm.

Signed: _____
Chair

Date: _____