

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 12 July 2018 at the Sports Pavilion
commencing at 7.30pm and concluding at 8.30pm

COMMITTEE PRESENT: Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr D Frearson, John Groom (groundkeeper) plus Laurie Eagling (clerk)

APOLOGIES: Paolo Aquila (P&IUFC), Richard Wade (P&IJFC), Feargal Tierney (P&IJFC), Jerry Dutton (P&IUFC) and Cllr Weber (Vice Chair)

SL50/18 **ATTENDANCE AND APOLOGIES** - See above.

SL51/18 **DECLARATIONS OF INTEREST**

All 3 councillors declared interests in the allotment site, as tenancy holders. All allotment matters therefore to be referred to full council.

SL52/18 **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.

SL53/18 **APPROVE MINUTES OF LAST MEETINGS**

The minutes of the previous meeting held on 14 June 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.

SL54/18 **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. Heater Guard. On order with contractor.
4. Allotments – full council approved moving the allotment renewal date to October, granted approval for the additional noticeboard and approved the commission of a tree risk assessment by Patrick Stileman.
5. Local Green Space - full council delegated authority to the sports and leisure committee to manage the Local Green Space between Marsworth Road and The Crescent.

SL55/18 **CORRESPONDENCE** – The correspondence received by the committee relating to the pavilion improvement program and the Football Foundation event was noted.

SL56/18 **OPENING CEREMONY/EVENT FOR PHASE I IMPROVEMENTS (ball stop netting & fencing)**
Update provided. Cllr Saintey and P Aquila to discuss in full.

SL57/18 **PHASE II IMPROVEMENTS FOR THE SPORTS PAVILION (building and frontage)**

1. Planning
 - a. It was noted that a pre-application planning meeting has been requested with AVDC and the associated fee paid. AVDC to advise of the date.
 - b. Work continues with Woods Hardwick to draw up the necessary documents. PPC to request a meeting with Woods Hardwick & Project Manager to discuss latest illustrations re cladding, roofing and windows.
2. Funding
 - a. Business case and associated documents approved. NHB, S106 grant applications to be submitted.
 - b. FF etc applications i.e. more sports related, then to be drawn up.
 - c. Both P&IUFC and P&IJFC to confirm their level of contribution.

3. Phase 3
Those who have previously expressed an interest in Phase 3 have received an invitation from PPC for a follow up meeting in July.

SL58/18 **GROUND KEEPERS REPORT – J GROOM**

1. The unprecedented weather means that the grass is struggling to survive despite the use of the sprinkler system evenings & mornings.
2. Grounds need a treatment of both weed-killer and fertiliser, but these can't be undertaken until the weather improves or it will stress the grass further.
3. The Spartan South Midland League had awarded the Pitstone pavilion the "Best Pitch of 2018" award. The second year in a row the grounds have won this award. The council congratulated the ground-keeper.

SL59/18 **OTHER SPORTS PAVILION RELATED MATTERS**

1. Remedial works: It was noted that gate signage had been replaced. Repair ordered for kitchen sink pipe in car park. Careplan renewal ready to be actioned by backs in July. Boiler/gas service undertaken. It was **RESOLVED** to ask J Leonard to clear the footpath/car park weeds cleared prior to event on 29/7/18.
2. Alternatives quotes for the plumbing works in the boiler room – ongoing.
3. It was **RESOLVED** to renew the annual licence to PJC Driving School with no amendments.
4. The draft requests from P&IJFC were discussed (P&IUFC still outstanding):
 - a. It was **RESOLVED** that no training bookings could be taken from either club until 1/9/18 due to the unprecedented weather and impact on the grounds.
 - b. It was noted that <18s, <16s, <15s, <14s and <11s had all requested some weekend training as well as mid-week (some only pre-season). Concern was expressed about the heavy weekend impact on the pitches and it was **RESOLVED** that no weekend training bookings could be taken if there were also matches scheduled for that day. To be reviewed as season progresses.
 - c. It was noted that <15s now required the senior pitch on a Saturday morning for matches which may clash with pitch preparation/changing room use/cleaning for the senior matches on a Saturday afternoon. It was **RESOLVED** that JFC/PA/JG should discuss to see if workable solution could be identified.
 - d. It was noted that a pitch enquiry had been received from Wing Raiders Belles and it was **RESOLVED** that accommodating the request for a regular venue may prove difficult, especially given current pitch condition, but to review at end of August.
5. External signage – PA to supply revised artwork.
6. Container - All clubs to be reminded to review the contents of the container and dispose of all unwanted/ unneeded items during the closed summer season.
7. Policies
 - a. The annual review of the Health and Safety Policy and Risk Assessment was carried out and it was **RESOLVED** to adopt the revised documents. The chairman was granted authority to sign on behalf of the council.
 - b. The annual review of the Fire Policy & Risk Assessment and the associated Emergency Plan was carried out and it was **RESOLVED** to adopt the revised documents. The chairman was granted authority to sign on behalf of the council.
8. Legionella Risk Assessment: it was **RESOLVED** to approve the quotation from First Environment (£295) to conduct the bi-annual legionella risk assessment.
9. Annual water testing: clerk to chase up quotation for annual water testing etc.

SL60/18 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters:
Orders placed for painting, washing, weed removal, concrete border at Hever Close and remove backing board from basketball hoop. Order placed for repair of wet pour in Hever Close. Orders placed for additional playground gates for Windsor Road and Hever Close (anticipated lead-time 4-5 weeks)
2. Local Green Space between Marsworth Road and The Crescent:
Site visit took place on 2/7/18. Recommendations to be submitted to full council:
 - a. Daffodils along length the boundary fence with Marsworth Road in the autumn. 0.5m back from fence. Plus, additional daffodils around some trees, to be specified nearer the time.
 - b. Repair of the mesh boundary fence between this land and the neighbouring charitable field.
 - c. Replace the missing wooden fence slat

- d. Replace the broken/rotted fence slats
- e. Consider/approve the purchase and installation of two additional benches, in line with the existing, across the centre of the site. Benches as per the one at the end of Glebe Close. Glasdon Stanford Seat with circular parish council plaques. Approx. £921 per seat – quote requested.
- f. Consider/approve the purchase and installation of a wooden kissing gate in the wooden boundary fence at the far end of the site. Either pedestrian/dog only, or pedestrian/pushchair/disability. BCC RoW recommend CentreWire website (smaller gate £186 and larger gate £229).
- g. Quotes requested for all items/work above and will be presented to full council.
- h. Crab apple may require work in the autumn
- i. Full council also to consider whether fence line should be extended around the corner into Cheddington Road. Those on the site visit were of divided opinion. Fence existed along that boundary many years ago, one historic fence post remains. Quotations not sought until received direction from council.

SL61/18 **REPORTS:**

- 1. It was noted that PAA had submitted their 6monthly risk assessment, no issues arising.

SL62/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to refer the recommendations for The Local Green space to council and to provide an update on current projects.

SL63/18 **DATE OF NEXT MEETINGS**

It was **RESOLVED** to cancel the 9 August 2018 meeting. The next meetings are therefore currently scheduled for:

September – 13 September 2018 (at pavilion)

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 agenda:

- a. Annual review of water treatment control systems
- b. Book 6 monthly fire alarm and emergency lighting check, due in September

SL64/18 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.30pm.

Signed: _____
Chair

Date: _____