

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 12 September 2019 in the Millennium Room at the Memorial Hall  
commencing at 7.30pm and concluding at 8.50pm

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**COMMITTEE PRESENT:** Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr Dr Frearson, Paolo Aquila (P&IUGC) (from 8pm), Roy Woodford (P&IUGC), John Groom (groundkeeper) plus Laurie Eagling (clerk).

**APOLOGIES:** Cllr Weber (Vice Chair), Cllr Mrs Stoddart, P&IUGC

SL59/19 **ATTENDANCE AND APOLOGIES** - See above. It was noted that Councillor Louise Stoddart would be joining the committee to assist with the procurement of the new building etc. Louise was welcomed to the committee.

SL60/19 **DECLARATIONS OF INTEREST**  
No interests were declared.

SL61/19 **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.

SL62/19 **APPROVE MINUTES OF LAST MEETINGS**  
The minutes of the previous meeting held on 11/7/19 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.

SL63/19 **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 granted by AVDC. Nicholas King Homes in process of completing purchase with landowners.
3. Match Day signage – completed and erected
4. Non-available dates – 1-3/11/19 (bonfire/fireworks)
5. Dylan Family Festival (20/7/19) – event went very well, no issues arose
6. Possible Phase III of site improvements to Pavilion site - Discussions continue between PPC and 1<sup>st</sup> I&P Scouts.
7. Playground repairs – Wicksteed hope to attend w/c 9/9/19 or following week
8. 6 monthly electrical checks – will take place during October.
9. Floodlights - P&IUGC to submit full details for consideration at a subsequent meeting

SL64/19 **CORRESPONDENCE:** The correspondence received was noted.

SL65/19 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding
  - a. It was noted that AVDC had approved a grant application for £540k of S106 sports and leisure funding towards the project. AVDC must approve all appointments. Funding will be provided in arrears.
  - b. PPC is applying for £10k of funding from Luton Airport Near Neighbours Fund.
  - c. P&IUGC expressed a desire to withdraw their support for £35k of Football Foundation funding towards this project as they are seeking funding for other football elements as well, however the increased amount is only available from FF as a building is involved. It was **RESOLVED** that the Clerk would double check FF funding available without building.
2. Tendering
  - a. It was noted that full council had resolved to appoint Brian Brooks to provide Civil & Structural Engineering advice. It was noted that full council had resolved to follow a Design and Build Procurement route. It was noted that full council had resolved to employ CDMPC to act as Principal Designer/CDM.

- b. It was noted that LCC had supplied a draft Expression of Interest document. Members had no further input/amendments. It was therefore **RESOLVED** that the clerk would liaise with BB and LS to complete the document and return to LCC.
- c. Following consideration of the quotations, it was **RESOLVED** to appoint Woods Hardwick to provide architectural support for RIBA stage 4, employed directly by the parish council, at a cost of 1.1% of construction cost (£9,900 at £0.9m).
- d. Following consideration of the options, it was **RESOLVED** to novate Woods Hardwick to the successful D&B contractor. It was **RESOLVED** to accept the associated costs of 0.6% of construction cost for RIBA stage 5 and 0.6% of construction costs for RIBA stage 6, both payable by the contractor.
- e. It was noted that difficulty was being incurred obtaining quotations from suitable Mechanical/Electrical Engineers. New contacts had been recommended and quotations would be requested. It was **RESOLVED** to postpone consideration to the full council meeting on 26/9/19.
- f. It was **RESOLVED** that no Quantity Surveyor was required at this point in time.

SL66/19 **GROUND KEEPER'S REPORT – J GROOM**

The ground keeper advised that both pitches were suffering due to the lack of rain. The senior pitch had already seen lots of use and was showing signs of wear. Fertiliser has been applied.

SL67/19 **OTHER PAVILION SITE RELATED MATTERS**

- 1. Remedial works - It was noted that roof tiles had been replaced and fence sections repaired and **RESOLVED** to meet the associated costs. All teams asked to clean out the dirty laundry and tidy the changing rooms of their materials – items should be stored in the container. Portable goal combination locks had been changed.
- 2. Online Booking System  
Trial with Hallmaster operational. Both P&IJFC and P&IUFC were now making bookings on-line. P&ICUFC had passed responsibility to Alec Henson. No issues arising to date. It was noted that the clubs were requesting training bookings for the pitches. It was **RESOLVED** that this would be permissible for ball work only, with all shuttles etc needing to take place off pitch. Position to be reviewed in the spring. It was confirmed that if P&IU<18 team needed to use the pavilion grounds at any point that the junior rate should apply.
- 3. Water sampling and servicing  
Samples taken and work on site carried out. Results due in 3 weeks. It was therefore **RESOLVED** to postpone the annual review of water management/treatment until the results were available.
- 4. PIE container – Awaiting feedback following the PIE meeting as to whether they still wish to locate a container at the pavilion.
- 5. Club Safety Checks – 2 completed forms received from P&IJFC. P&IUFC supplied their 2 sheets. Clerk to chase JFC for remaining confirmation slips.
- 6. Pitch Barriers – At the meeting, P&IUFC expressed interest in installation of pitch barriers with advertising panels. Anticipated cost in the region of £12k. Currently looking at funding options. The parish council requested full details were supplied for proper consideration at a future meeting.
- 7. P&IUFC Fundraising – At the meeting, P&IUFC advised they were holding a fundraising event on 30/11/19 and requested permission to erect advertising banners. Full council to approve under devolved services and permit to be issued.

SL68/19 **OTHER PLAY AREA/OPEN SPACE MATTERS**

- 1. Remedial matters: It was **RESOLVED** to accept the associated costs of the following repairs: Commemorative plaque on Local Green Space repaired.
- 2. Cricket:
  - a. It was **RESOLVED** to approve the renovation of 1 x strip on the Recreation Ground by I&PUCC. All costs being met by I&PUCC.
  - b. I&PUCC desire for larger cricket practice nets was discussed. JG to measure the available space on the recreation ground, seek confirmation from I&PUCC and then update the council.
- 3. Use of Portable Goals on Recreation Ground: P&IUFC raised a request for council to consider utilising the full-sized portable goals on the recreation ground instead of the socket goals as their <18 team did not have sufficient adult support to erect the socketed goals. It was **RESOLVED** that this would need to be considered by the Recreation Ground Charity/full council as expenditure would be required on wheels, nets and locks; agreement would need to be obtained from other hirers; risks/benefits would need to be considered.

SL69/19 **REPORTS:**

1. No quarterly financial update was available from P&IUFC. They hope to supply next week.
2. It was noted that P&IUFC were £634 in arrears to the Parish Council/Recreation Ground Charity. PA advised that he would ensure payments were made over the weekend.
3. No other reports provided.

SL70/19 **MATTERS FOR REFERRAL TO FULL COUNCIL**

Appointment of Mechanical/Electrical Engineer and consideration of request to use full-sized portable goals on the recreation ground.

SL71/19 **DATE OF NEXT MEETING**

The dates of the forthcoming meeting was noted as: 10/10/19, 14/11/19, 12/12/19 in the Millennium Room at Pitstone Memorial Hall.

Items for discussion at the October meeting include:

- Consider/approve purchase of replacement tree for recreation ground (cage in storage)
- Need to renegotiate Anglian Water sewerage rebate (now calculated annually)
- Consider annual budget for pavilion ground maintenance in April 2020-March 2021 as part of annual budgeting process
- Consider/approve 2020 meeting dates
- Annual budget setting for ground keeping

Cllr Saintey tendered his apologies for the 10/10/19 meeting. Cllr Weber (Vice Chair) or Cllr Mrs Crutchfield to Chair.

SL72/19 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.50pm.

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_