

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 10 October 2019 in the Millennium Room at the Memorial Hall
commencing at 7.30pm

COMMITTEE PRESENT: Cllr Mrs Crutchfield (Chair of Meeting), Cllr Nicholls, Cllr Stoddart (until 8.30pm), Cllr Weber (Vice Chair), Cllr Dr Frearson, Paolo Aquila (P&IUFC), Eugene Doherty (P&IJFC), John Groom (groundkeeper) plus Laurie Eagling (clerk).

APOLOGIES: Cllr Saintey (Chair of Committee), Roy Woodford (P&IUFC)

SL73/19 **ATTENDANCE AND APOLOGIES** - See above.

SL74/19 **DECLARATIONS OF INTEREST**

No interests were declared.

SL75/19 **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.

SL76/19 **APPROVE MINUTES OF LAST MEETINGS**

The minutes of the previous meeting held on 12/9/19 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.

SL77/19 **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. Bonfire/Fireworks – site unavailable 1-3/11/19. Cllr Saintey to check site correctly cleared post event.
4. Possible Phase III of site improvements to Pavilion site - Discussions continue between PPC and 1st I&P Scouts.
5. Playground repairs – completed
6. PIE container – PIE advised reviewing requirement in November 2019 post firework event. However, then advised that they wished to utilise the space from this coming weekend. Council felt that it wished to assist if possible but the club's confirmed that the council's container has not been cleared out and tidied. Clerk to liaise with Cllr Saintey and respond to PIE.
7. P&IUFC Banner Permit for Fundraising Event – granted and issued by the parish council
8. Hirers Confirmation Slips – received from P&IUFC x 2, JFC <12, <15G, <13G, <16, <18. Outstanding <15 boys and <11s, ED to chase.
9. 6 monthly electrical checks – will take place during October (eta 16th)

SL78/19 **CORRESPONDENCE:** The correspondence received was noted.

SL79/19 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding
 - a. It was noted that the Football Foundation had confirmed that the limit for clubs at Step 7 was £20k unless changing rooms were involved, in which case an additional £30k of funding could be claimed towards the changing facilities. Therefore, the £30k is not available to the club for other purposes. A joint application will need to be submitted once the tender results are known.
 - b. PPC and P&IUFC to discuss, separately, use of FF other funding (£5,702) eg turnstile, barriers etc.
2. Tendering
 - a. Following consideration of the quotations it was **RESOLVED** to appoint Bannerman Consulting Engineers to act as Consulting Mechanical & Electrical Engineers for

- the purpose of preparing the Employers Requirements Brief for D&B tenderers (cost £9,970) assuming (1) successful credit check and (2) approval by AVDC (as required as part of grant conditions).
- b. It was noted that this would conclude the Employers Requirements team and meetings could now be arranged.
 - c. It was noted that the Expression of Interest had been published on 4/10/19 with responses due from contractors by 8/11/19. Assuming the timescales can be adhered to, council is looking to appoint a contract partner at the end of February 2020.

SL80/19 **OTHER PAVILION SITE RELATED MATTERS**

1. Remedial works - It was noted that 20 roof tiles had been replaced 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. Clubs were asked to ensure that the container is properly locked following use.
2. Online Booking System
It was noted that the system was working satisfactorily and therefore **RESOLVED** to subscribe to Hallmaster at the end of the free trial period.
3. Annual Review of Water Management
 - a. Cllr Frearson presented the findings of the Annual Review of Water Management & Control Systems and it was **RESOLVED** to approve the audit; Cllr Frearson was duly authorised to sign on behalf of the council.
 - b. The anomaly with the kitchen tap was discussed and it was **RESOLVED** to fully descale & then retest the water. If this does not resolve the issue, then a replacement kitchen tap head may be required.
 - c. It was noted that Cllr Frearson would carry out a calorifier blow down test.
4. Pitch Barriers
 - a. The initial information was considered.
 - b. P&IUFC confirmed that if the barriers were installed via ground-screws that they could be removed again should the council need to hire the grounds for an event etc but that if the barriers were concreted into place that they would be fixed.
 - c. P&IUFC have 6-8 advertisers currently in place at £395 per season each.
 - d. Adverts appear on standard 6'x 2/3' boards which are clipped to the mesh frames via brackets on the rear.
 - e. Could mesh just the short side as enter, where most visible, and could accommodate up to 30 adverts on this one side along.
 - f. Initial discussion took place re profit arising from such advertising and it was indicated that the ambition would be to utilise this to fund further meshing and club running costs. More detailed discussions need to take place.
 - g. P&IUFC hope to raise up to £5k at their forthcoming event. PPC to consider what other funding might be available. Further discussions to take place.
5. Portable Floodlights
 - a. P&IUFC advised that they wished to hire portable floodlights at a cost of £30-40 per week x 2 units so that they could undertake training on the junior pitch during the winter months.
 - b. PA to investigate what the implications would be if the units were stolen, as the last set of portable floodlights owned by the council were stolen from within the locked container.
 - c. Consideration to be given to further increased wear on the junior pitch and the likely increase in renovation costs.
 - d. P&IUFC to investigate use of the spare floodlights in the container as an alternative (owned by P&IUFC) and/or dispose of those lights if no longer operational.
 - e. P&IUFC & P&IJFC to investigate use of PIE portable exterior floodlights if/when they are relocated to the pavilion site.

SL81/19 **GROUND KEEPER'S REPORT – J GROOM**

1. The senior pitch has already seen lots of use (more use already on this pitch than will take place on the recreation ground pitch over the entire season) and is showing signs of wear. However, the grass is benefitting from the recent rain and is currently growing. One instance of problems with badgers but does not seem to have re-occurred.
2. It was **RESOLVED** to note the ground-keepers recommendation of a similar ground-keeping budget for the pavilion to the current financial year to allow for 20 tonnes of topsoil, Premomax grass thickener and liquid fertilizer for renovation. No major top-dressing to be budgeted for 2020/21.
3. It was **RESOLVED** to note the ground-keepers advice that grounds maintenance on the recreation ground would need to increase by £50 per quarter to £950 per quarter to

account for inflation/fuel increases etc.

SL82/19 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters: No remedial works required this month.
2. Leisure Land by Recreation Ground:
 - a. Council was pleased to advise that it had now purchased the parcel of land from Pitstone Parish Charity and it was now within local authority ownership.
 - b. Council was pleased to advise that it was therefore re-engaging with Huck Teck Ltd who previously won the tender regarding the removal of the old equipment and supply/installation of the new play space. Principal Designer had been re-appointed.
 - c. Tendering for a concrete skate park will commence once the play space timescales are confirmed.
 - d. It was noted that I&PUCC would investigate the implications of renovating the practice nets and/or installing new nets and/or installing bigger nets and would revert to the parish council in due course.
3. Recreation Ground:
 - a. P&IUFC advised that new nets were no longer required as they had found spare nets in the container. P&IUFC confirmed that they would be willing to purchase trolley wheels which could be placed under the goals to move them and then removed again. It was **RESOLVED** that the Parish Council would make recommendation to the Recreation Ground Charity that they grant a trial with the full-sized portable goals.
 - b. It was **RESOLVED** that the council should purchase a replacement tree from Buckland Landscapes to replace the vandalised sapling.

SL83/19 **REPORTS:**

1. It was **RESOLVED** to note receipt of the quarterly financial update from P&IUFC. In response to a query from PPC, PA advised that the club were utilising some of the reserve funds pledged in the short term and would replenish before required for construction.
2. It was noted that P&IUFC had paid 3 out of the 4 overdue invoices, but one invoice remained outstanding. New invoices had now been raised for October. PA to arrange payment.
3. It was noted that the annual sewerage rebate allowance from Wave was expiring. New data had been submitted requesting an updated allowance for the forthcoming year.
4. It was **RESOLVED** to confirm the meeting dates for 2020 as per those detailed below, with the January 2020 meeting moving to Tues 7 Jan 2020.
5. No other reports provided.

SL84/19 **MATTERS FOR REFERRAL**

It was **RESOLVED** to refer consideration of full-sized portable goals to the Recreation Ground Charity. It was **RESOLVED** to refer ground-keeping budget proposals to full council.

SL85/19 **DATE OF NEXT MEETING**

The dates of the forthcoming meeting was noted as: 14/11/19, 12/12/19 in the Millennium Room at Pitstone Memorial Hall. No new matters were raised for the agenda. Dates for 2020: 7/1/20, 13/2/20, 12/3/20, 2/4/19 (one week early as Easter b/hol w/e on 9/4/20), 14/5/20, 11/6/20, 9/7/20, 13/8/20 (if required), 10/9/20, 8/10/20, 12/11/20 and 10/12/20. All at Pitstone Memorial Hall.

SL86/19 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.55pm.

Signed: _____
Chair

Date: _____