

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 7 January 2020 in the Millennium Room at the Memorial Hall  
commencing at 7.30pm

---

**COMMITTEE PRESENT:** Cllr Mrs Crutchfield (Chair of the Meeting), Cllr Dr Frearson, Cllr Stoddart, John Groom (groundkeeper), Grant Maxwell (P&IUFC), Roy Woodford (P&IUFC) plus Laurie Eagling (clerk).

**APOLOGIES:** Cllr Saintey (Chair of the Committee)

**ABSENT:** Cllr Weber, Junior FC

S101/19 **ATTENDANCE AND APOLOGIES** - See above. It was noted that Paolo Aquila had stepped down as Chairman of P&IUFC and Grant Maxwell had taken over the role. Grant was welcomed to the committee.

SL102/19 **DECLARATIONS OF INTEREST**  
No interests were declared.

S103/19 **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.

SL104/19 **APPROVE MINUTES OF LAST MEETINGS**  
The minutes of the previous meeting held on 14/11/19 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.

SL105/19 **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. Full council to enter into MUGA Agreement with NKH to ensure delivery.
3. Possible Phase III of site improvements to Pavilion site – Site meeting undertaken with 1<sup>st</sup> Ivinghoe and Pitstone Scouts.
4. PIE container/equipment – PIE equipment currently in parish council container. PIE have a further meeting in January. Awaiting update from PIE.
5. Wave/Anglian Water Sewerage Rebate – requested main water meter reading which was submitted and now waiting a further 21 working days. Response due by 9/1/20.
6. Online booking system – clerk to make final amendments to back information. I&PUCC advised of new system so can implement for 2020.
7. Calorifier Blow Down test – Cllr Frearson undertaking.
8. Kitchen tap – quotations received and work to be appointed
9. Purchase of Leisure Land – awaiting documents from Land Registry for Parcel 1. Parcel 2 to complete at same time as PDA.
10. Portable Full-Sized Goals on the Recreation Ground – Both the parish council and the recreation ground charity had granted permission for a one season trial of portable goals on the recreation ground. P&IUFC to adequately maintain goals and keep secured when not in use. Situation to be reviewed prior to next season. It was noted that P&IUFC had decided to continue with the fixed socketed goals.
11. Recreation Ground Tree – second replacement on order. Installation date tbc.
12. Pitch Barriers – further discussion to take place between P&IUFC and PPC in due course regarding funding, advertising, management, ownership etc. Further meeting to be arranged once P&IUFC in a position to discuss further.

SL106/19 **CORRESPONDENCE:** The correspondence received was noted.

SL107/19 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding
  - a. It was noted that the application to LLAL Near Neighbours Grant fund had been unsuccessful. No other major funding sources currently identified.
  - b. It was noted that further discussions between P&IUGC and PPC would be required re FFIS once the tender values for phase II were known.
2. Tendering
  - a. Receipt of the Geotech report was noted.
  - b. The completed set of Employers Requirements and tendering documents were noted.
  - c. The updated tendering timetable and associated implications was noted.

SL108/19 **OTHER PAVILION SITE RELATED MATTERS**

1. Remedial works
  - a. It was noted that more roof tiles had required replacement, a key had been broken off in grill lock & the lock had been fixed, a further problem has arisen with a padlock on the central doors and new padlock required, the glass in the door of the ladies toilet had been smashed, the urn had been left on and the away changing room emergency light had been replaced. It was **RESOLVED** to accept the associated costs.
  - b. It was noted that the departure checklist had been re-issued and all hirers should be checking the site at the end of their hire period as there had been several instances lately of major issues that had not been identified until the next hirer arrives. P&IUGC confirmed that they were introducing both a pre and post-match checklist which they would get signed at each booking.
  - c. It was noted that the pavilion floodlights were on this evening, indicating that the site was being used, but that there were no bookings. P&IUGC advised that their teams were not training that evening. It was stressed that all hirers must book via Hallmaster prior to use.
2. Portable Floodlights

P&IUGC advised that they would no longer be pursuing the use of portable floodlights at the site.
3. Full Floodlights
  - a. It was noted that initial information had been received from P&IUGC. The Parish Council was supportive of the principle of floodlights for the main pitch for the site.
  - b. It was **RESOLVED** that P&IUGC would submit the necessary planning application. P&IUGC were thanked for their assistance.
  - c. It was **RESOLVED** that the clerk would supply a copy of the comments from Bannerman re the need to upgrade the electrical supply and a copy of the quotation from UK Power Networks. The potential need for this to be funded as part of the floodlight project was discussed. The council would not be in a position to confirm until the end of March.
  - d. It was **RESOLVED** that the clerk to supply further information and suggestions to P&IUGC to help ensure that the application reflected the needs of the site.
4. Pavilion Financial Position
  - a. The latest financial position was noted.
  - b. P&IUGC are still keen to pursue pitch surround advertising as a means of generating income for both the club and the site. Further discussions between the two parties would take place shortly. However, P&IUGC would like a steer from the council on the %/£ that council would like to receive per advert. They anticipate charging approximately £300 pa in the first year (when boards need to be manufactured) for a season of advertising, with a 50% discount in subsequent years if the advertiser continues with the existing board.

SL109/19 **GROUND KEEPER'S REPORT – J GROOM**

1. The groundkeeper provided a report on the condition of the pitches, which are struggling with all the wet weather and over-use. It is acknowledged that there is insufficient pitch space in Pitstone and Ivinghoe to accommodate all the requirements of all the local teams. However, the limited space available at the pavilion can only accommodate a fixed capacity of use given the natural sports surface, pitch composition and underground drainage system.
2. It was **RESOLVED** that no training should take place on the senior pitch, especially no shuttles. It was appreciated that the training floodlights illuminate the bottom right hand corner of the pitch now that it has been extended/moved and noted that teams are

removing the pitch perimeter ropes to make use of the additional lit area. In due course, the existing floodlights will be relocated. Until then, teams will need to focus activity on the limited space available.

3. P&IUFCA advised that they were seeking alternative off-site training facilities in order to preserve the pitch.
4. It was **RESOLVED** that, from a grounds point of view, the senior pitch could not accommodate 5 x teams of wear and tear during any year, and that in future years, a maximum of 4 teams would be granted permission to play on the pitch per season. Any additional requests would either need to be accommodated on the Recreation Ground pitch or on the junior pitch.
5. It was **RESOLVED** that the senior pitch should only be utilised twice on any given day. It was acknowledged that if two junior matches are played during the morning, the line markings are often eroded and the pitch in a poor state of play for the senior match in the afternoon, especially if the weather is poor. There is no opportunity for any ground maintenance in between. By the time 3 matches have been played, the damage to the grass cover is significant in poor weather. JFC leagues will need to co-operate and either accept that the pitch is unavailable as another JFC match is already scheduled, re-arrange for an alternative date, or swap to the recreation ground pitch.

#### SL110/19 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters: It was noted that no remedial works had been required this month.
2. Leisure Land by Recreation Ground:
  - a. It was noted that play space works would be undertaken on the recreation ground by Huck Tech from the start of March 2020 for 8 weeks.
  - b. It was noted that LCC would provide draft skate park tendering documents in January 2020.
  - c. 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.

#### SL111/19 **REPORTS/OTHER:**

1. Due to the change in management, P&IUFCA were getting up-to-speed and the quarterly financial report would be provided next month.
2. It was noted the no further communication would be received from Leighton United and that all bookings and invoices for the P&IU <18 team would revert to being undertaken by P&IUFCA.
3. It was **RESOLVED** that P&IUFCA and PPC would work closely together to try and identify alternatives ways of generating income eg sponsorship deals, investigating helicopter landing etc.
4. No other reports received for consideration.

#### SL112/19 **MATTERS FOR REFERRAL**

It was **RESOLVED** to refer discussion regarding pitch advertising boards to full council for comment.

#### SL113/19 **DATE OF NEXT MEETING**

The date of the forthcoming meeting was noted as: 7.30pm on 13/2/20 in the Millennium Room at Pitstone Memorial Hall. It was noted that the following matters would appear on the agenda:

- Approve booking of 6 monthly check of emergency lighting and fire alarm system
- Approve booking of PAT tests
- Issue occupational licence to I&PUCC following annual review

SL114/19 **CLOSURE OF THE MEETING**

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

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

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

DRAFT