PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting

held on 12 March 2020 in the Millennium Room at the Memorial Hall

commencing at 7.30pm

**COMMITTEE PRESENT:** Cllr Saintey (Chair), Cllr Mrs Stoddart, Cllr Mrs Crutchfield, Cllr Dr Frearson, John Groom (groundkeeper), Grant Maxwell (P&IUFC), Feargal Tierney (P&IJFC) plus Laurie Eagling (clerk).

**APOLOGIES/ABSENT**: Cllr Weber (Vice Chair) & Eugene Doherty (P&IJFC).

SL130/19 **ATTENDANCE AND APOLOGIES** - See above.

SL131/19 **DECLARATIONS OF INTEREST**

No interests were declared.

S132/19 **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.

SL133/19 **APPROVE MINUTES OF LAST MEETINGS**The minutes of the previous meetingheld on 13/2/2020 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.

SL134/19 **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 entered MUGA Agreement with NKH on 30/1/2020 to ensure delivery.
  3. PIE container/equipment **–** PIE equipment currently in parish council container.
  4. Wave/Anglian Water Sewerage Rebate – still waiting for final decision from AW.
  5. Online booking system – clerk to make final amendments to back information.
  6. Calorifier Blow Down test – Cllr Frearson undertaking.
  7. Purchase of Leisure Land – Parcel 1 complete. Parcel 2 to complete at same time as PDA.
  8. Fixed Floodlights – project ongoing with P&IUFC and PPC. No resolutions need to be passed this month.
  9. Pitch Barriers & Advertising – project ongoing with P&IUFC and PPC. No resolutions need to be passed this month.
  10. Potential Lease of land to 1st Ivinghoe & Pitstone Scouts – Heads of Terms being drawn up.
  11. Youth café PAT tests – scheduled for the Easter holidays.
  12. Playground gate for Windsor Road – replacement gate on order.

SL135/19 **CORRESPONDENCE**: The correspondence received was noted.

SL136/19 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding  
   It was **RESOLVED** that P&IUFC and PPC would submit a joint grant request to the Football Foundation for £30,000 towards phase II – new changing rooms, function room, turnstile/pay box, upgraded electrical supply to enable floodlights, improved parking etc.
2. Clear Out  
   It was **RESOLVED** that the parish council would hire a 12 yard skip from Camiers (£366 inclusive of VAT) and all clubs / council would attend site at 9am on 11 April to clear out the pavilion and container ahead of the proposed building works.
3. 2020 Summer Closure  
   It was confirmed that the whole site would be closed from 11/5/2020.

SL137/19 **OTHER PAVILION SITE RELATED MATTERS**

1. Remedial works  
   It was noted that more roof tiles had required replacement. It was **RESOLVED** that the parish council would purchase a new set of nets to replace the ones damaged by the deer.
2. Pavilion Financial Position

The latest financial position was noted.

1. Pavilion Hire Fees  
   Following review of pitch hire costs in Aylesbury Vale and Dacorum, and given that the new facility will be operating for the 2020/21 season, it was **RESOLVED** to increase the match hire costs to:
   1. Hire of the full-sized pitch for a match, regardless of which team, increase from £46.25 to £50.
   2. Hire of the junior pitch for a match, increase from £29.58 to £30.
   3. Training costs to increase by 5% (senior to £38, junior to £24).
2. Corner Flags  
   It was **RESOLVED** that the parish council would purchase 4 x spiked corner flags with red (or black) flag for use on the junior football pitch.

SL138/19 **GROUND KEEPER’S REPORT – J GROOM**

1. The groundkeeper provided a report on the condition of the pitches.
2. Pavilion renovation – it was **RESOLVED** that the parish council would order 40 tonnes of 50/50 top dressing for delivery 4-7/5/2020. It was **RESOLVED** that the groundkeeper would order 16-18 bags of grass seed at approx. £65-75 per bag. It was noted that if the belt snapped on the spreader that there would be an additional cost of £300 per day to hire a dresser spreader whilst the owned equipment was out of action (and **RESOLVED** to accept this cost if necessary). Pitch to be aerated to help eradicate moss.
3. Recreation ground pitch – ground keeper would try and spike the pitch to improve the condition. No additional topsoil, fertiliser or grass seed requirements.

SL139/19 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters: No additional activities required during the month.
2. DDA consultation: It was **RESOLVED** to carry out the consultation following the opening of the new play space.
3. Orchids: It was **RESOLVED** no areas of Castlemead required protection from cutting this year.
4. Annual Playground Inspections:
   1. Following consideration of the quotations, it was **RESOLVED** to appoint Wicksteed Leisure to undertake the annual playground inspections at Hever Close (funded by S106) and Windsor Road (funded by PPC) at a cost of £60 per play area.
   2. Following consideration of 2 quotations, it was **RESOLVED** to appoint RoSPA to carry out the post installation inspection of the new Huck Play Space at a cost of £395.
5. Leisure Land by Recreation Ground:
   1. **Play Space**  
      Huck postponed commencement date due to bad weather. Will now take place between 30/3 – 5/6/2020.
   2. **Skate Park**  
      Several issues being investigated prior to compiling any tendering documentation.
   3. **Cricket Nets**  
      J Groom provided an update on behalf of I&PUCC. 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.

SL140/19 **REPORTS/OTHER**: No other reports received for consideration.

SL141/19 **MATTERS FOR REFERRAL**It was **RESOLVED** that no issues from this section of the meeting required referral to full council for consideration.

SL142/19 **DATE OF NEXT MEETING**The date of the forthcoming meeting was noted as: 7.30pm on 2/4/20 in the Millennium Room at Pitstone Memorial Hall. It was noted that the following matters would appear on the agenda:

* annual fire extinguisher checks for pavilion
* Need to notify football clubs of any dates that the pavilion/pitches won’t be available in following season
* Review and re-issue occupational licence to P&IUFC for pavilion

SL143/19 **CLOSURE OF THE PUBLIC MEETING**   
There being no further business to be transacted, the chairman closed the public section of the meeting. Club and ground-keeping representatives departed the meeting.

**In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/…) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.**

**SL144/19 PAVILION TENDER:**

1. Following attendance at the evaluation meeting and interviews, and following full consideration of the final evaluation data, it was **RESOLVED** that the Sports & Leisure Committee only wished one contractor & proposed work schedule to be put forward to full council for consideration/approval. That program and contractor were determined.
2. Having given due consideration to the Value Engineering proposals it was **RESOLVED**:
   1. To remain with the existing flooring choices unless suitable guarantees could be provided.
   2. To approve the alternative pipework & potential screeding change (which could not be determined until work commenced).
   3. To consider alternative sanitary ware & doors once details provided to Woods Hardwick.
   4. To consider external/drainage proposals once full details provided to PEP Ltd.
   5. To investigate BMS and heating proposals once full details provided to Bannerman.

SL145/19 **CLOSURE OF THE MEETING**   
There being no further business to be transacted, the chairman closed the meeting at 9.05pm.

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