

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 11 June 2020 via remote log-in
commencing at 7.30pm

COMMITTEE PRESENT: Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr Nicholls, Brian Brooks (employer's representative re pavilion), John Groom (groundkeeper), Grant Maxwell (P&IUFC), Mark Roberts (P&IUFC) plus Laurie Eagling (clerk).

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

SL1/20 **ATTENDANCE AND APOLOGIES** - See above.

SL2/20 **DECLARATIONS OF INTEREST**
No interests were declared.

SL3/20 **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.

SL4/20 **APPROVE MINUTES OF LAST MEETINGS**
The minutes of the previous meeting held on 12/3/2020 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.

SL5/20 **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. Container – All equipment relocated prior to move.
4. Wave/Anglian Water Sewerage Rebate – 29% allowance in place until 5/12/2020.
5. Online booking system – clerk will update room information etc once the new building is open.
6. Calorifier Blow Down test – no longer required due to construction work.
7. Purchase of Leisure Land – 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 – Draft Heads of Terms provided for their consideration.
11. Youth café PAT tests – completed.
12. Playground gate for Windsor Road – received from supplier and installed by contractor.
13. Corner flags – requested by P&IJFC were purchased by the parish council.
14. Play Space DDA Consultation – to be carried out once the new play space was installed.
15. Annual Playground Inspections – booked. Wicksteed staff returned from furlough and will attend on 18/6/2020 – will then be fully checked prior to re-opening post coronavirus. Playgrounds locked to comply with government guidance. Resulting report should be able to be considered at June full council meeting.
16. Annual Play Policy and Risk Benefit Assessment – postponed until after the installation of the Huck play space & receipt of annual playground inspection report.
17. Post Installation Inspection for Huck Teck – booked. To be undertaken once installation complete.
18. Occupational Licences with P&IUFC and P&ICUFC – completed.

SL6/20 **CORRESPONDENCE:** The correspondence received was noted.

SL7/20 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding/Claims

a. **VAHT**

It was noted that a VAHT panel member wished to visit the construction site in September. Clerk to liaise with professional team nearer the time to consider if possible and arrange.

b. **Football Foundation**

It was noted that the council was not yet in receipt of any grant offer from the Football Foundation, though correspondence is anticipated shortly.

c. **Teams**

The parish council expressed thanks to P&IUFC for their donation of £4k and P&IJFC for their donation of £1.5k towards this project.

d. **New Homes Bonus**

First instalment of £24,700 in respect of materials on site has been received (of total £370k grant).

e. **S106**

First instalment of £28,481.71 received of £540k originally approved. Second claim to be submitted upon receipt of first Neville's invoice.

2. Construction and Works

a. It was **RESOLVED** to note the updates provided.

b. It was **RESOLVED** to note that the original 12-yard skip had not been sufficient capacity and a second 6-yard skip had needed to be supplied as well (additional cost incurred £234 + VAT).

c. It was noted that the revised construction program would be from 1/6/2020 until 9/10/2020 (at the earliest).

d. It was further noted that the site would not be available for hire until at least 17/10/2020 and no bookings would be taken prior to this date. All clubs had been asked to notify their leagues and request away matches prior to this date.

e. Brian Brooks, acting as Employers Representative, with the site team provided an update on progress. The council thanked Brian for all his help and support to date.

f. It was **RESOLVED** that Mr Brooks would make enquiries with Neville's to establish their amended date for moving the container. The groundkeeper may be able to assist by either taking Cllr Saintey's mower to the churchyard whilst the trailer was indisposed or temporarily storing the content of the trailer until the container was relocated.

g. It was reassuring to note that now most of the groundworks and drainage were in progress that the risk of unforeseen ground conditions that may otherwise have added to the project costs, were minimised.

3. Insurance

a. It was noted that Hiscox, the parish council's insurer, had been unwilling to provide the necessary level of joint names contract works insurance required under the JCT contract.

b. It was noted that Came & Co, the council's insurance broker, had agreed revised terms with Ecclesiastical.

c. It was therefore **RESOLVED** to take out the required Contract Works cover with Ecclesiastical for the sum of £1,968.49 including IPT, increased risk to existing structure & terrorism cover.

d. The Ecclesiastical offer required the normal parish council business to be moved from Hiscox to Ecclesiastical.

i. As Hiscox had broken the terms of the 3-year agreement, the council was able to move to an alternative supplier. It was noted that Hiscox were required to return £736.60 premium refund, including IPT. This amount will be deducted by Came & Co from the new amount due.

ii. It was **RESOLVED** to enter into a 3-year long term agreement with Ecclesiastical, including a 4% index linking, for the sum of £2,527.56 per annum including IPT.

4. Kitchen

a. It was **RESOLVED** to approve the amended fit-out cost, following the withdrawal of the commercial hirer, of £2,955 + VAT.

b. It was **RESOLVED** to remove the gas supply from the kitchen, resulting in a saving of £1,080 + VAT.

- c. It was therefore noted and **RESOLVED** that the increased cost would be £1,875 + VAT.
 - d. It was **RESOLVED** to ask that the oven be moved nearer to the middle of the run.
5. Revisions
- a. **Design Freeze**
It was noted that a design freeze was agreed at the point of entering the contract. Only important/minor revisions could now be considered.
 - b. **Container**
It was noted that a minor amendment to the location of the shipping container had been agreed, to provide 1m clear access to both the southern and western boundaries.
It was **RESOLVED** that council would give consideration to painting and repairing the container if it managed to successfully relocate to the new position.
 - c. **Pedestrian Barrier**
It was **RESOLVED** to install the revised pedestrian barrier (1 section of Alpha Rail to match that being used at the rear of the building) in front of the main entrance doors to help deter young users from exiting straight into the car park (issue highlighted by CDMPC). It was **RESOLVED** to accept the associated additional cost of £294 + VAT.
 - d. **Television**
 - i. It was **RESOLVED** to approve the request from P&IUFC and accept a donation from the club of large screen TV and wall bracket, in due course.
 - ii. It was noted that P&IUFC had confirmed that they wished to be able to view normal TV channels and no satellite/sky services were required.
 - iii. It was confirmed that the council would be able to utilise the screen to display planning materials and meeting papers via wi-fi or direct connection. Therefore, it was **RESOLVED** that the parish council would accept the quotation from Neville's of £220 + VAT to install a high level TV point in the function room (half way along the main wall on the southern side) with high level socket, aerial point wired to aerial in loft void/roof and cat 5 data point wired to router in parish office.
 - iv. It was noted that Neville's were arranging for an aerial specialist to visit site and determine the signal strength, to identify if the aerial could be located in the loft void or would need to be external, and if an enhanced aerial would be required. It was also noted that enquiries would need to be made as to whether planning consent was required if the aerial had to be externally mounted. The council therefore **RESOLVED** to consider the aerial once the confirmed costs were known.
 - v. It was **RESOLVED** that the parish council would accept the ongoing costs of the associated 'hospitality' television licence (£157.50 per annum), PAT testing and insurance.
 - vi. It was confirmed to P&IUFC that the TV would need to be wall mounted and could not be on a mobile stand.
 - e. **Double Garage Door**
 - i. It was **RESOLVED** to accept the quotation of an additional £300 + VAT to internally fit the door to the double store/groundkeeper store which would enable a full 2625mm opening height and 3000mm width entrance so that the tractor cab could be accommodated.

SL8/20 **OTHER PAVILION SITE RELATED MATTERS**

- 1. Remedial works
 - a. It was noted that more roof tiles had required replacement and fence capping rails had been screwed down.
 - b. It was noted that upon further examination, it had not been necessary to replace the junior goal nets (damaged by deer) as the groundkeeper had been able to repair them.
 - c. It was noted that P&IUFC wished to purchase a set of nets for the full-sized socketed goals (with elbows), in team colours. It was **RESOLVED** to approve this. P&IUFC to purchase at their own expense.
- 2. Pavilion Maintenance Reports
It was **RESOLVED** to note the following:
 - a. Annual boiler service not required as being replaced

- b. Annual care plan maintenance agreement not required as new boilers will have initial guarantee
 - c. Annual review of maintenance schedule not required until new building finalised as requirements will be different
 - d. Annual service of fire equipment – to be reviewed along with new additional equipment required for new building
3. Premises Licence & Associated Actions/Implications
- a. Following consideration, it was **RESOLVED** to apply for a Premises Licence for the pavilion and accept the associated costs of application (£100), ongoing renewal (£70pa), printing & display of notices and advertising within the Bucks Herald (£345 + VAT).
 - b. Following consideration, as the pavilion is a community building, it was **RESOLVED** to apply for a waiver to the mandatory condition for a Designated Premises Supervisor to oversee sales and to replace this with a condition that Pitstone Parish Council act in this capacity. It was further **RESOLVED** to accept the associated cost of £23.
 - c. The draft parameters were considered. It was **RESOLVED** to refer counter-approval of the above to full council, and to refer consideration of the full terms/parameters to full council.
 - d. Rateable Value (RV)
It was noted that the application fee was based on the Rateable Value (RV) of the property. Buckinghamshire Council had confirmed that the RV of the pavilion would increase upon completion of the works. The parish council to notify them upon completion and they would notify the Valuation Office who may arrange inspection.
 - e. Terms and Conditions of Hire
The extended and refurbished premises would require a more in-depth terms and conditions of hire. These must be submitted to the Licencing Authority along with the Premises Licence and Application for the council to be responsible for alcohol sales. Model agreement obtained from ACRE (as recommended by Licencing Authority). It was **RESOLVED** to refer consideration of the draft terms to full council.
 - f. Fire Risk Assessment
Part of the application requires the parish council to comment upon the fire risk assessment for the new premises and actions taken. Bucks Fire recommend that this is carried out by an independent body and have provided some useful criteria to consider when appointing. Quotations to be obtained for consideration.
 - g. Timescale
It was noted that Premises Licence applications take 1-3 months to process, due to the in-built notification and consultation periods. The parish council was unable to apply until all the necessary supporting documents were available. The clubs were therefore asked to note, that the Premise Licence may not be in place for the opening of the site in October.
4. Pavilion Financial Position
The latest financial position was noted. As the April/May period included the renovation works but excluded any income (due to Coronavirus and summer renovation), a deficit of £4.2k for the year-to-date is showing for this cost centre.
5. P&IUFC Fit Out
It was noted that P&IUFC had supplied a discussion document. The parish council will arrange a separate meeting with the club to discuss.

SL9/20

GROUND KEEPER'S REPORT – J GROOM

- 1. The groundkeeper provided a report on the condition of the pitches.
- 2. It was noted that it had been necessary to water every day during May but that no watering had been required so far in June. Wave water bill not yet received.
- 3. It was noted that the pitch would be fertilised in due course.
- 4. No access issues for the groundkeeper had been experienced to date, arising from the construction works on site.

SL10/20 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters: No additional activities required during the month. Playgrounds remain locked due to coronavirus guidelines.
2. Leisure Land by Recreation Ground:
 - a. **Play Space**
 - i. It was **RESOLVED** to approve the revised Huck Teck commencement date of Monday 6 July 2020. Work on site due to take 8 weeks (ie to Friday 28 August 2020).
 - ii. It was **RESOLVED** that this play space would not re-open until post the Huck Teck works, should Coronavirus guidelines be amended in the meantime, to assist the workforce and as no full equipment inspection will have been carried out.
 - iii. All affected parties (eg NKH re car park access) had been advised.
 - iv. Huck Teck were liaising with CDMPC re health & safety.
 - v. It was noted that the commemorative picnic table, funded by the WI, had been vandalised beyond repair and had needed to be disposed of. It was **RESOLVED** to contact the WI and ask if they would like to supply a plaque to go on one of the picnic tables instead.
 - vi. It was noted that these works would coincide with the pavilion works, and therefore the council needs to fully investigate the quarter VAT liability implications for July-September.
 - b. **Skate Park**

Tendering on hold until further clarity post Covid-19 regarding timescales of adjoining projects and ability to undertake public consultation.
 - c. **Cricket Nets**

Still under consideration by I&PUCC, who would provide information in due course.

SL11/20 **REPORTS/OTHER:**

1. Mark Roberts, Treasurer for P&IUFC, talked the parish council through their year-end accounts. No questions arose from the parish council.
2. Coronavirus outbreak terminated the previous season in mid-March.
3. John Groom won "Groundsman of the Year 2019-20" from the Spartan South Midland League – congratulations were expressed to John.
4. The Parish Council is not aware of any dates that the ground will not be available due to events for the forthcoming season, we understand that there will be no fireworks festival this year.
5. Pavilion maintenance sheets for employee, to be updated and re-issued once new building open.
6. Asset maintenance sheets & rota for employees re-issued (playgrounds remained closed under government covid-19 guidance)

SL12/20 **MATTERS FOR REFERRAL**

It was **RESOLVED** that the committee wished full council to:

1. Consider and approve the premises licence application, application for sales to be governed by the parish council, and all associated implications, terms/conditions etc arising, as full council would be the responsible body.
2. Consider the quotations re aerial, following site visit by specialist.

SL13/20 **DATE OF NEXT MEETING**

The date of the forthcoming meeting was noted as: 7.30pm on 9/7/20 via remote log-in.

SL14/20 **CLOSURE OF THE PUBLIC MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.40pm.

Signed: _____
Chair

Date: _____

DRAFT