

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 11 July 2016 at the Pavilion, starting at 7.30pm

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**PRESENT:** Cllr Mrs Groom (Chair), Cllr Saintey, Cllr Weber, Cllr Mrs Crutchfield, Laurie Eagling (clerk), Paolo Aquila (Senior FC), Daryl Masters (JFC) and Brian Brooks (assisting with the new building).

**APOLOGIES:** Cllr Blunt, Matthew List (JFC) and John Groom (Groundkeeper) who have alternative commitments

SL31/16 **ATTENDANCE AND APOLOGIES** - See above.

SL32/16 **QUESTIONS FROM THE PUBLIC** – None present.

SL33/16 **DECLARATIONS OF INTEREST**

Councillor Groom declared a pecuniary interest in A J Groom.

SL34/16 **APPROVE MINUTES OF LAST MEETING**

The minutes of the previous meeting held on 13 June 2016 were approved as a true and correct record. The Chairman was duly authorised to sign them.

SL35/16 **PAVILION/SPORTS SITE RE-DEVELOPMENT**

1. Building Redevelopment

- a. It was **RESOLVED** to bring forward the agenda item relating to the redevelopment of the building(s) and to accept the professional advice and assistance offered by Brian Brooks.
- b. After a lengthy discussion, it was **RESOLVED** to seek quotations from architects with local government and sports building experience, to obtain outline planning permission from AVDC and produce the associated layouts, elevations and site planning.
- c. It was **RESOLVED** that the main focus should be on the redeveloped pavilion, so that the football works can progress, with space provision for the second building whilst the precise scope is being explored.
- d. It was **RESOLVED** to accept the assistance offered by Brian Brooks to ensure the correct wording of the quotations documents and to review the submissions from architects.
- e. Paolo to supply the architectural contacts that were recommended by the Football Foundation.
- f. Cllrs Weber and Groom to meet with the Memorial Hall Charity in September. It was **RESOLVED** to set a clear definition of requirements for the meeting prior to attendance.
- g. It was **RESOLVED** to set up meetings with all potential user groups to define precise scope for second building and the associated construction requirements.
- h. Brian Brooks was thanked for all his assistance, then departed the meeting.
- i. It was noted that 1<sup>st</sup> Ivinghoe and Pitstone Scouts had advised the parish council that their current plans did not involve the pavilion site and that the council should progress without their input for the present.
- j. It was noted that the redevelopment project was insufficiently far developed to enable a grant application for New Homes Bonus during the current financial year and therefore this has been postponed until next July.

## 2. Football Redevelopment

### a. **Ball Stop Netting**

- i. The parish council has contacted UK Power Networks re any impact the ball stop netting may have on their pylon. UK Power have advised they will arrange a site visit.
- ii. The parish council has contacted Taylor Wimpey re the balancing pond who confirm that the sale of the land to Network Rail is progressing and should be complete by mid-August so to contact them again then. Access will be required for fence works.
- iii. Paolo Aquila is seeking quotations for the installation of the concrete sockets and clearing of enough balancing pond to enable installation.
- iv. Paolo Aquila is seeking site visits to ball stop netting in situ via the netting supplier.
- v. Bob Saintey to request a site visit to Tring Rugby Club to view their ball stop netting via Brian Rogers.
- vi. It was **RESOLVED** that now that concreted sockets were required (the previously proposed screw fixings not being strong enough), that the ball stop netting needed to be installed in the final location and therefore that the fencing between the balancing pond and the site would need to be replaced along the boundary line at the same time, so that the net fell inside the site. The parish council to work with Paolo to obtain quotations and define specification for replacement fencing along the balancing pond edge (with a view that the same fencing would be required along the frontage).
- vii. It was **RESOLVED** to apply for planning permission for netting that remained permanently up to alleviate the clubs of the need to keep putting it up and down. Revised quotation may be required.
- viii. It was **RESOLVED** to approach the Towns Land Charity to discuss impact on their boundary hedge and associated options.
- ix. Once all factors known and approved, the draft planning application could be amended with the accurate details and subsequently submitted to AVDC.

## 3. Tennis/Netball/5-aside football

It was noted that the landowner was not in a position to discuss the parish council's request at present, but that they would revert to the council once they had obtained the necessary advice.

## SL36/16 **OTHER PAVILION CENTRE MATTERS**

1. It was **RESOLVED** to meet the cost of necessary repairs since the last meeting including: a new cistern is required in the disabled/gents toilet ahead of the new season – obtain quotes; the wall mounted pegs in the changing rooms have been re-affixed and a new fire safety record book has been provided (other book full). The senior football club were in the process of erecting whiteboards and clocks in the home changing room, the privacy panels had been removed from the home changing room and stored in the container.
2. The annual review of the pavilion maintenance schedule was undertaken and it was **RESOLVED** to adopt the schedule circulated (no significant change on previous years).
3. It was noted that as part of the annual service contract that British Gas had undertaken the annual boiler service (no issues arose) and carried out the annual gas safety check (no issues arose). Report provided and held on file.
4. It was noted that the British Gas engineer had adjusted the thermostat on the boiler to ensure that the temperature fell within the range specified by the legionella risk assessment.
5. It was **RESOLVED** to accept the kind donation of 5 metal benches from PRS. Waste disposal certificate provided. The council to write a letter of thanks.
6. It was **RESOLVED** that Cllrs Saintey and Groom would meet with the groundkeeper & Paolo Aquila to determine the best locations to site the benches for the forthcoming season (avoiding locations that may impact on access to the site for the ball stop netting / fence works etc).
7. The annual review of the pavilion Fire Risk Assessment and Pavilion Emergency Plan was carried out and it was **RESOLVED** to adopt the associated documents. The Chairman was duly authorised to sign on behalf of the council.

8. The annual review of the pavilion Health and Safety Policy and associated Risk Assessment was carried out and it was **RESOLVED** to adopt the documents. The Chairman was duly authorised to sign on behalf of the council.
9. Following consideration of the quotations, it was **RESOLVED** to appoint GES to carry out the bi-annual legionella risk assessment and associated water testing (£265 + VAT).
10. It was **RESOLVED** to approve the renewal of the annual British Gas Careplan Agreement as this had proved to be good value for money in the past. £359.79 + VAT.
11. It was **RESOLVED** to renew the agreement with South Beds Driving for a further year, with no change to the associated fee (£40pm). The chairman was duly authorised to sign on behalf of the council.

#### SL37/16 **OTHER SPORTS AND LEISURE MATTERS**

1. It was noted that at the full council meeting, a resolution had been passed to remove the damaged rolling barrel and re-concrete the leg of the 4-bay swing at the Recreation Ground site plus commission a number of works identified at the playgrounds in the annual inspection. No further matters had arisen since that required resolution.
2. The annual review of the Play Policy & Strategy, the associated Risk/Benefit Assessment and the Parish Play Audit was carried out. It was **RESOLVED** to adopt the documents. The Chairman was duly authorised to sign on behalf of the council.
3. The open access goal at Hever Close was discussed and the written complaint relating to it, which is not yet resolved, was reported to the meeting by the clerk. It was **RESOLVED** to:
  - a. seek an increase in visits by the litter picker to twice weekly
  - b. seek permission from Taylor Wimpey / AVDC to install a litter bin in the kicking area
  - c. meet the cost of a black metal litter bin similar to those in the Hever Close playground (approximately £252 + VAT + installation) if permission was granted by the above bodies
4. Open Space Policy – carry forward to next meeting.

#### SL38/16 **REPORTS**

1. The request from Safran was noted. It was **RESOLVED** to obtain more details so that the matter could be given due consideration.
2. It was noted that both P&IU and PI&CU wished to play friendly matches at the end of July. The clerk to liaise with the groundkeeper.
3. P&I JFC confirmed their requirements for next season.

#### SL39/16 **DATE OF NEXT MEETINGS**

The attendees were reminded of the next meeting dates:

Monday 8 August 2016 – the sports pavilion  
Monday 12 September 2016 – the sports pavilion  
Monday 10 October 2016 – Meeting Room at Pitstone Memorial Hall  
Monday 7 November 2016 – Meeting Room at Pitstone Memorial Hall  
Monday 12 December 2016 - Meeting Room at Pitstone Memorial Hall

Meetings to be in the meeting room at the hall during cold/winter months and on site at the pavilion during warmer/summer months.

#### SL40/16 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 9.10pm.

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

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