

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 12 September 2016 at the Pavilion, starting at 7.30pm

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**PRESENT:** Cllr Mrs Groom (Chair), Cllr Blunt, Cllr Mrs Crutchfield, Laurie Eagling (clerk), Paolo Aquila (Senior FC) and Matthew List (JFC). Cllr Webber attended via conference call until item SL55/16.1d)

**APOLOGIES:** Cllr Webber, Cllr Saintey, Daryl Masters (JFC) and John Groom (Groundkeeper).

SL51/16 **ATTENDANCE AND APOLOGIES** - See above.

SL52/16 **QUESTIONS FROM THE PUBLIC** – None present.

SL53/16 **DECLARATIONS OF INTEREST**

Councillor Groom declared a pecuniary interest in A J Groom.

SL54/16 **APPROVE MINUTES OF LAST MEETING**

The minutes of the previous meeting held on 8 August 2016 were approved as a true and correct record. The Chairman was duly authorised to sign them.

SL55/16 **PAVILION/SPORTS SITE RE-DEVELOPMENT**

1. Site Redevelopment

**a. Wooden Fencing**

- i. It was **RESOLVED** to realign the physical boundary with the legal boundary via removal of the current fence, clearance of the scrub area immediately behind it, and the erection of a new fence along the actual boundary line.
- ii. The above is needed to (1) to realign with legal boundary (2) the existing fence is aging (3) the increased space is required to accommodate the new internal plans for bigger pitch (4) it needs to be carried out ahead of ball stop netting installation.
- iii. After consideration of the various types of fencing, it was **RESOLVED** to install a 6ft close board/feather-edge wooden fence, with decorative top/cap rail, attached to mortised concrete posts, strengthened with arris rails and benefitting from a 12 inch concrete gravel board. Length 125m of western boundary. Include gate at present position. Rails on inside of site.
- iv. NB the league require that this is a minimum of 1.83m when measured from the outside. The council resolved that this should be in addition to the gravel board.
- v. It was **RESOLVED** that the bush/tree at the far end of the scrub would need to be removed. All scrub to be cleared, flattened and seeded.
- vi. The clerk to arrange for the requirement brief to be updated and reissued to all contractors so that they could quote on a like-for-like basis.

**b. Ball Stop Netting**

- i. It was **RESOLVED** that all the netting should stop 1ft below the top of the wooden fence (est 5ft above ground) to ensure there is sufficient free space beneath to allow for mowers etc not to get tangled in the mesh.
- ii. It was **RESOLVED** (by the P&IUC and the council) that along the rear, northern, boundary that the netting only needed to run for the extent of the box (40m) and not the full 75m of the pitch.
- iii. It was **RESOLVED** to locate the rear, northern, ball stop netting 5m behind and parallel to the rear touchline, leaving 7m of access space

between the ball stop netting and the rear hedge to allow for maintenance. At 7ft/2.1m off the ground, the netting will pass over the stays. Clerk to check this is acceptable with UK Power.

- iv. The ball stop netting on the western edge to run from the far corner to the gate, just inside the new fence line.
- v. Planning permission to be sought for permanent erection. Physical product to be capable of being lowered eg during high winds or long periods of non-use.
- vi. The clerk to arrange for the requirement brief to be updated and reissued to all contractors so that they could quote on a like-for-like basis.
- vii. It was noted that no update had been received from UK Power Networks re anti-climb spikes or initial enquiries re moving the final stay out of the pavilion site (process can take 3 years).
- viii. It was noted that UK Power insisted it was very important that all excavations to the right of the pylon are hand dug and this must be reiterated in the brief to contractors.
- ix. It was noted that no update had been received from Taylor Wimpey re the land transfer to Network Rail.
- x. It was noted that the Town Lands Charity were not able to meet with the committee until mid-September re the hedge.

**c. Building Redevelopment**

- i. It was **RESOLVED** to place plans for a second building on hold until such time as the Memorial Hall Charity was able to move forward jointly with the committee.
- ii. It was **RESOLVED** that the redeveloped building should include all the necessary amendments required by the football league eg toilets in the changing rooms, extra referee room, separate entrance for function area etc.
- iii. It was **RESOLVED** that the building would be extended in the region of 10m as per the original drawing.
- iv. It was **RESOLVED** that the function room would also double as a room to hire out for fitness activities eg yoga or spinning, and to hire out as a meeting room. Minimum Sport England recommended size for such a room is 8 x 4 x 3, therefore must be of at least these dimensions and fulfil the Sport England requirements associated with such, plus provide sufficient storage for these activities plus the tables that would be required when utilised as a function room.
- v. It was **RESOLVED** that a fully functioning kitchen was required eg with cooker and fridge but that this would not be hired out commercially and would be utilised by those hiring the premises.
- vi. It was **RESOLVED** that a bar area was required but that this needed to be able to be completely segregated/shuttered off from the function area. It was noted that this did not need to be a fully stocked bar with pumps, but could be fulfilled via cans eg in fridges.
- vii. The operation of the bar area was discussed, and it was **RESOLVED** that the parish council would investigate the legalities and possibilities of employing a weekend steward to provide catering and bar services.
- viii. It was noted that football club members may stay in the function room / bar area into the evening post match, especially if some outside seating could be provided as well.
- ix. It was **RESOLVED** that the youth café would be unable to be accommodated at the pavilion site with the proposed size of extension and therefore the requirement for additional internal and external storage could be removed.
- x. It was **RESOLVED** to present the above proposals to the full parish council and seek their approval to approach AVDC re S106 funding to cover the architects/contractors fees in the first instance.

**d. Current Kitchen**

- i. It was noted that P&IUF were arranging a PAT test for the fridge/freezer and would supply the necessary test certificate to the parish council prior to utilising the equipment.

- ii. It was noted that all hirers ie football clubs, would need to be responsible for their own compliance to environmental health and food hygiene legislation. Eg if they are preparing/selling food, they must keep temperature records of the transit temperature, the stored temperatures etc and retain samples for testing if necessary.
- iii. It was **RESOLVED** that PA would discuss options for the kitchen with JG and circulate proposals for consideration at the next committee meeting.

2. Extended Site for 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.

SL56/16 **GROUND KEEPERS REPORT**

The ground keeper had submitted a report to the Chair, who advised the committee about the turfing of the northern goal mouth on the senior pitch following damage to the original seeding by badgers.

The care and maintenance of the junior pitch was discussed. It was **RESOLVED** to discuss again in more detail prior to the 2017 renovations.

SL57/16 **OTHER PAVILION CENTRE MATTERS**

1. It was noted that no remedial works had been required since the last meeting.
2. It was **RESOLVED** to accept the quotation from J Leonard Limited of £200.00 to repair the donated benches and install by pegging down using wooden pegs.
3. The parish council is still waiting the final bi-annual legionella risk assessment which is being amended and issued by GES. It was noted that some works may be required to replace the single TMV in the boiler room with multiple TMVs nearer the shower heads.
4. Two additional quotations were considered for the off-pitch ground care at the pavilion. It was **RESOLVED** to double check with the existing contractor that he still wished to relinquish the work. If the existing ground keeper was happy to continue undertaking the work, the contract should remain with J Groom & Son. If the contractor needed to relinquish the work, the committee **RESOLVED** to award the work to R Porter.
5. The quotations to remove the fencing around the stays and make good the ground were considered. PA offered his services/those of the senior football club to carry out the work themselves with assistance from the ground keeper. It was **RESOLVED** to accept this kind offer.
6. It was noted that Safran had not eventually needed to hire the car park.
7. It was noted that the six monthly fire alarm check had been booked for September.

SL58/16 **OTHER SPORTS AND LEISURE MATTERS**

1. It was noted that no remedial works had been required at the play grounds this month.
2. It was noted that Glasdon had declined acceptance of the batch of litter bins following a quality control issue. They are expecting a replacement delivery w/c 26 September. They apologise for the delay.
3. Open Space Policy – carry forward to next meeting.
4. Initial consideration was given to the request for a portable football goal on Pitstone Recreation Ground. It was **RESOLVED** to make initial enquiries with Mark Harrod regarding health & safety, suitability and quotations and then provide a recommendation to the Recreation Ground Charity for consideration. Approx. anticipated size 12x7.
5. It was **RESOLVED** that no action was currently required with the kicking goal or matting.

SL59/16 **REPORTS**

1. None reports given.

SL60/16 **DATE OF NEXT MEETINGS**

The attendees were reminded of the next meeting dates:

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.

SL61/16 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 9.15pm.

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

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

DRAFT