

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 13 July 2017 in the sports pavilion,
commencing at 7.30pm

PRESENT: Cllr Saintey (Chair), Cllrs Mrs Crutchfield, Cllr Weber, John Groom (Groundkeeper), Matthew List (JFC), Cllr Dr Frearson and Laurie Eagling (clerk)

APOLOGIES: Daryl Masters (JFC)

NOT PRESENT: Paolo Aquila (P&I Senior FC).

SL38/17 **ATTENDANCE AND APOLOGIES** - See above.

SL39/17 **DECLARATIONS OF INTEREST**

Cllrs Saintey, Crutchfield and Frearson declared interests as tenants of the allotments, and Cllr Crutchfield a further interest as the Parish Council Allotment Officer on the Pitstone Allotment Association committee. As these interests affect the majority of councillors present and would otherwise prevent discussion of allotment matters, it was **RESOLVED** to grant a dispensation under paragraph 2(a) of Section 33 of the Localism Act 2011 for all councillors to speak at this committee meeting so the business can be transacted, and to defer any final resolutions required to full council.

SL40/17 **QUESTIONS FROM THE PUBLIC AND DISPENSATION REQUESTS** – No members of the public present. No councillors held a relevant interest (other than that described above in SL39/17) that they wished to speak about.

SL41/17 **APPROVE MINUTES OF LAST MEETING**

The minutes of the previous meeting held on 8 June 2017 were noted as a true and correct record and the Chairman signed on behalf of the council.

SL42/17 **CLERKS REPORT** – Receipt noted. Ongoing matters detailed below to assist members of the public:

1. Councillors are reminded to email/text the clerk after all spot-checks to Hever Close
2. Playground gate for Windsor Road on order
3. 2 x Play around the Parish sessions booked for August
4. Pavilion fire equipment replaced
5. Pavilion water heater serviced and gas safety check completed
6. Sunday football update – Nik Sabatini advises that they will be playing again this season, and they are registering with the league. Recreation Ground charity sent Occupational Licence to NS.
7. Tennis/Netball/5-aside – no update from the landowner, who is not yet in a position to negotiate with the parish council

SL43/17 **CORRESPONDENCE** – Receipt of the following correspondence was noted:

1. Copy of chase emails from architects
2. Chesham & District Natural History Society complaint re removal of the area at the end of Warwick Road from the grass cutting suspension program – Circulated electronically & responded
3. Quotes for tree work to oak – Circulated electronically

SL44/17 **APPOINTMENT OF A VICE CHAIR**

It was proposed, seconded and **RESOLVED** to appoint Cllr Weber as Vice Chair of the Sports & Leisure Committee.

SL45/17 **PAVILION/SPORTS SITE RE-DEVELOPMENT**

1. Phase I New ball stop netting, replacement fencing & relocation of senior pitch (estimate Summer 2017)

It was noted that P&IUFC were still waiting for an approval from the Football Foundation.

2. Phase II New building, external storage, outside perimeter, car park etc (estimate Summer 2018)
 - a. Following detailed consideration of 9 applications, it was **RESOLVED** to appoint Woods Hardwick to carry out architectural services to redesign the pavilion & grounds, as this supplier received the highest quality score and highest overall score, and was therefore deemed the most economically advantageous. It was further **RESOLVED** to seek clarity from the architect as to any further information they required ahead of an initial meeting.
 - b. It was noted that the S&L committee were meeting with the Memorial Hall Charity on 16/7/17 to discuss joint community wide consultation regarding hireable space requirements for both sites.
 - c. It was noted that the council needs to confirm the exact requirements for the CAD survey of the building with the architect prior to commissioning.

SL46/17 **GROUND KEEPERS REPORT**

1. It was **RESOLVED** to allocate a ground keeping budget for the pavilion of £8,500 for the forthcoming 12 months.
2. The ground keeper provided a general update on maintenance, pitch renovation, pitch location etc.

SL47/17 **OTHER PAVILION MATTERS**

4. The remedial works required during the month were noted and it was **RESOLVED** to accept the associated costs.
 - Emergency lighting – kitchen unit needed replacing with LED unit. Electrician advises that the lighting fittings are now 15 years old and will need replacing when the building is redeveloped.
 - Furthest shower unit in away changing room developed a major leak from the pipe beneath. Fixed by ground keeper.
5. It was **RESOLVED** to postpone the commission of water tests pending receipt of further quotations.
6. It was **RESOLVED** to adopt the following policies and assessments following their annual review and the Chairman was duly authorised to sign on behalf of the council:
 - Pavilion Health & Safety Policy
 - Pavilion Health & Safety Risk Assessment
 - Pavilion Fire Risk Assessment
 - Pavilion Emergency Plan
 - Pavilion Manual
 - Pavilion Terms & Conditions of Hire including departure checklist
7. Licence to driving school – it was **RESOLVED** to continue with the existing licence for a further 12 months, with no amendments to the terms and conditions.

SL48/17 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters:
 - a. It was noted that the gate post on the recreation ground was failing and **RESOLVED** to obtain recommendations and quotations for consideration.
 - b. It was **RESOLVED** to approve the annual review of the Play Policy, Play Audit and Play Risk/Benefit Assessment. The chairman was duly authorised to sign on behalf of the council.
2. Allotments:
 - a. It was noted that Brian Brooks had been appointed as interim chair of Pitstone Allotment Association (PAA) at their AGM. The council wish him well in his new role.
 - b. It was noted that PAA had granted permission for tenants to use non-noise generating bird scarers.
 - c. PAA to supply clarity surrounding their proposed grant of permission to permit poly tunnels eg height/width/size/level of care etc for final approval by National Trust and the parish council.
 - d. PAA to further consider permitting bee keeping by trained keepers and supply further details to the parish council and National Trust.
 - e. PAA to supply details of proposed signage to advertise vacant plots, as per request from National Trust.
 - f. It was noted that one plot had changed tenant.
3. Trees:

- a. The urgent works that had been required to make safe the oak tree (no. 19) on the recreation ground were noted. The committee had been advised, and approved, the quotation prior to commission. It is hereby formally **RESOLVED** to meet the associated cost of £280 + VAT.
- b. It was **RESOLVED** to commission an investigation into the Beef Steak Fungus on this tree by Patrick Stileman Limited at a cost of £315 + VAT.
- c. The feedback from the Lantra Basic Tree Risk Assessment course was noted. It was **RESOLVED** to purchase a nylon mallet (£12).

SL49/17 REPORTS

1. P&IUFC were congratulated (in their absence) for the receipt of 3 awards for the 2016/17 season: Best Grounds, Most Improved Discipline and Best Hospitality. It was **RESOLVED** to erect a laminated sign in the pavilion to advise spectators/away teams etc.
2. It was noted that I&PUCC had made it to the final of the Coronation Cup.

SL50/17 MATTERS FOR REFERRAL TO FULL COUNCIL

1. It was **RESOLVED** to refer approval of renewal of the British Gas Service Contract to full council as the information had been received too late for inclusion on the S&L agenda but they required payment prior to the August S&L meeting.
2. No other matters requiring full council consideration.

SL51/17 DATE OF NEXT MEETINGS

The next meetings are currently scheduled for:

Thursday 10 August 2017 7.30pm at the pavilion
Thursday 14 September 2017 7.30pm at the pavilion
Thursday 19 October 2017 7.30pm in the Millennium Room.
Thursday 9 November 2017 7.30pm in the Millennium Room
Thursday 14 December 2017 7.30pm in the Millennium Room

It was noted that the following items would appear on the August agenda:

- Annual review of the water treatment / control procedures
- 6 monthly fire alarm check due in September
- Quarterly finance update from P&IUFC

SL52/17 CLOSURE OF THE MEETING

There being no further business to be transacted, the chairman closed the meeting at 9.25pm.

Signed: _____
Chair

Date: _____