

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 14 June 2018 at the Sports Pavilion  
commencing at 7.35pm and concluding at 9.45pm

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**COMMITTEE PRESENT:** Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr D Frearson, Paolo Aquila (P&IUFC), Matthew List (P&IJFC), John Groom (groundkeeper) plus Laurie Eagling (clerk)

**APOLOGIES:** Jerry Dutton (P&IUFC), Cllr Weber (Vice Chair)

SL34/18 **ATTENDANCE AND APOLOGIES** - See above.

SL35/18 **DECLARATIONS OF INTEREST**

All 3 councillors declared interests in the allotment site, as tenancy holders. All allotment matters therefore to be referred to full council.

SL36/18 **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.

SL37/18 **APPROVE MINUTES OF LAST MEETINGS**

The minutes of the previous meeting held on 10 May 2018 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.

SL38/18 **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 application still with AVDC for determination.
3. Public Access Defib. Installed and activated. Maintenance checks being undertaken. Signage for car park gate, pedestrian gate and pitch side in production. Publicity issued on website, Facebook page and twitter feed plus briefed for PPP. WI thanked. Training being organised.
4. Heater Guard. On order with contractor.

SL39/18 **CORRESPONDENCE** – The correspondence received by the committee relating to the pavilion improvement program and the Football Foundation event was noted.

SL40/18 **PHASE I IMPROVEMENTS OF THE SPORTS PAVILION SITE – OPENING CEREMONY/EVENT**

1. It was **RESOLVED** that there would be no requirement for a TEN.
2. P&IUFC to organise refreshments, raffle and bouncy castle.
3. It was **RESOLVED** that PPC would organise ribbon, photographer, invitations and publicity.
4. It was **RESOLVED** that BS and PA would give the speeches/presentations, take place in the photo opportunity and meet/greet the dignitaries.
5. Clerk and PA to liaise re the press release and calling notice.
6. The guest list for dignitaries was agreed.
7. It was agreed to hold a final meeting one week before the event to agree presentation, gazebos etc.
8. It was noted that no under 16s would be taking part in the football matches and therefore no FF photography/participation approval forms would be required.

SL41/18 **PHASE II IMPROVEMENTS FOR THE SPORTS PAVILION SITE AND QUARTERLY ACCOUNTS FROM P&IUFC**

It was **RESOLVED** to move the agenda item on Phase II improvements to the sports pavilion site to the end of the agenda.

It was **RESOLVED** to bring forward the quarterly accounts agenda item. P&IUFC presented

their accounts to their year-end. Any questions to be submitted to PA who will ensure responses are provided.  
PA then departed the meeting.

SL42/18 **GROUND KEEPERS REPORT – J GROOM**

1. Renovations completed. As the weather has been dry, the sprinkler has been utilised to try and ensure grass seed germinates.
2. New extension very unstable due to high sand content. All users must refrain from even walking on this area. PA and ML to advise all managers. It was **RESOLVED** that the ground-keeper would seek advice from Agripower.
3. It was **RESOLVED** that the forthcoming season would be played on the original size of pitch and the new extension would be roped off to give it chance to properly bed in.
4. Ground-keeper advised that he hoped that the volume of top dressing required for renovations would be able to be reduced in forthcoming years. FA recommend approximately £10k per annum per pitch to maintain to high standard. It may be possible to reduce from 60 tonnes to treat total surface area of both pitches, to closer to 20 tonnes to treat key areas such as centre/goals etc. To be reviewed again in November/December when setting budget for next financial year.
5. It was noted that it may be possible to re-open the site for friendlies/training by 22 July, but this will need to be confirmed by the ground-keeper closer to the date.
6. Both P&IJFC and P&IUFC were asked to confirm their desired pitch usage/teams fielding to the parish council asap for the forthcoming season.
7. Both P&IJFC and P&IUFC were asked to confirm their training requirements for the forthcoming season to the parish council asap.
8. It was **RESOLVED** to allocate areas of the site to the various teams/clubs for training purposes to try and even out the usage of the site and avoid excess impact on the areas closest to the pavilion.

SL43/18 **OTHER SPORTS PAVILION RELATED MATTERS**

1. It was noted that 10 roof tiles had needed to be replaced during the month. It was **RESOLVED** to commission:
  - a. Replacement signage for the car park gate/pedestrian gates (now faded and illegible)
  - b. Repair of broken pipe from the kitchen sink
2. It was **RESOLVED** to seek alternatives quotes for the plumbing works in the boiler room.
3. It was **RESOLVED** to renew the annual Careplan agreement for the water heater with British Gas, and to book the annual service.
4. The external signage was reviewed. The requirements for P&IJFC were noted. It was **RESOLVED** to advise PA and request a final artwork for approval before construction.
5. All clubs were asked to review the contents of the container and dispose of all unwanted/unneeded items during the closed summer season.
6. It was **RESOLVED** to approve the application for hire of the pavilion site on 11/7/18. It was **RESOLVED** to offer a 50% discount, to £50 for the evening.

ML then departed the meeting. He advised that he was stepping down as Chairman of P&IJFC and therefore would not be attending future meetings. ML was thanked for all his past assistance and attendance and wished well for the future.

SL44/18 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. It was noted that several minor remedial matters had been undertaken during the month including adjusting playground gates, replacing missing bolt on fencing, repair of benches and infilling soil depressions at Windsor Road and the kicking goal.
2. It was noted that new damage had been caused to the trees on the recreation ground, TVP had been informed and the trees had been re-covered in wire netting.
3. It was **RESOLVED** to accept the quotation of £850 to wash all play equipment to remove lichen & moss, remove all weeds from around safety surfaces/equipment/benches etc and cut back brambles at all 3 sites.
4. It was **RESOLVED** to accept the quotation of £412 to take back and paint the flat seat swing unit, cradle seat swing unit and see-saw hand grips at the Windsor Road site. It was **RESOLVED** to further ask the contractor to paint the footplates on the clatter bridge at the Hever Close site.
5. It was **RESOLVED** to accept the quotation of £356 to concrete the boarder along fence and tarmac the trip hazard by the spiro whirl roundabout at Hever Close.
6. It was **RESOLVED** to accept the quotation of £15 to remove the backing board from the basketball net.

7. It was **RESOLVED** to accept the quotation of £293 from Wicksteed to repair the wet pour by the Spiro whirl roundabout and Snowdon climber in Hever Close.
8. Following annual review, it was **RESOLVED** to approve the Play Policy, Play Risk/Benefit Assessment and Parish Play Audit.
9. Allotments
  - a. It was noted that PAA wished to move the tenancy renewal date to October and to refer this to full council for approval.
  - b. It was noted that PAA wished to erect a second noticeboard and to refer this to full council for approval.
  - c. It was noted that PAA wish the council to undertake some tree works, to seek a quotation for risk assessment from Patrick Stileman to determine the extent of works, and to refer this to full council for approval.
  - d. It was noted that PAA would shortly be changing their banking provider.
10. Local Green Space
  - a. It was noted that the purchase of the Local Green Space from BCC had completed. The council is waiting for the Land Registry document.
  - b. Site walk around arranged for 2/7/18.
  - c. It was **RESOLVED** to extend the remit of the sports & leisure committee to encompass this new area of land within the open space program.

SL45/18 **REPORTS:** The reports were noted.

SL46/18 **PHASE 2 IMPROVEMENTS OF THE PAVILION SITE (building and grounds)**

1. QS and Project Management
  - a. It was noted that the full council had received and approved the cost estimations including in the QS report and approved progression with planning and the seeking of funding.
  - b. The kind offer for the local resident to act as Project Manager was noted and it was **RESOLVED** to gratefully accept.
2. Planning
  - a. It was **RESOLVED** to commence preparation of planning application with Woods Hardwick.
  - b. It was **RESOLVED** to confirm the required design as being Option 3 roof.
  - c. It was **RESOLVED** to seek pre-application advise from AVDC.
  - d. It was **RESOLVED** to commission landscape report if necessary.
  - e. It was **RESOLVED** to supply flood and noise maps to Woods Hardwick.
  - f. It was noted that Woods Hardwick would undertake the D&A Statement and the Transport Statement. It was **RESOLVED** to supply supporting information.
  - g. It was confirmed that the parish council qualified for a 50% discount on planning application fees
  - h. It was **RESOLVED** that the new building would need to apply for waste disposal from AVDC and to include this in the Waste Strategy.
3. Funding
  - a. It was **RESOLVED** to progress the NHB grant application as a priority due to the imminent deadline. Progress to be reviewed by s&l committee council members within one week.
  - b. It was **RESOLVED** to review all draft business case/supporting information within one week.
  - c. It was **RESOLVED** to then progress S106 grant applications and Football Foundation Stadia Improvement grant application.
  - d. Once above complete, investigate further grant opportunities.
4. Communication
  - a. All council members to urgently review the draft communications to stakeholders and public so that these meetings can be arranged.

SL47/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to refer all the matters relating to allotments to the full council for consideration on 28/6/18.

SL48/18 **DATE OF NEXT MEETINGS**

The next meetings are currently scheduled for:

July – 12 July 2018 at the pavilion

August – 9 August 2018

September – 13 September 2018

October – 11 October 2018

November – 8 November 2018

December – 13 December 2018

January to March are at Memorial Hall when possible, April to September at the sports pavilion, and October to December at the Memorial Hall.

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

- 1) Annual review of fire risk assessment & emergency plan
- 2) Annual review of health & safety policy
- 3) Annual review of health & safety risk assessment
- 4) Consider quotations for bi-annual legionella risk assessment
- 5) Book annual legionella water tests, TMV service and drain/flush of calorifier
- 6) Annual review of licence to South Beds Driving & review of associated fee

SL49/18 **CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 9.45pm.

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

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