

PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting
held on 13 September 2018 at the Sports Pavilion
commencing at 7.30pm and concluding at 9.05pm

COMMITTEE PRESENT: Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr D Frearson, Cllr Mrs Stoddart plus Laurie Eagling (clerk)

APOLOGIES: Paolo Aquila (P&IUFC), Richard Wade (P&IJFC), Feargal Tierney (P&IJFC), Jerry Dutton (P&IUFC), Paolo Aquila (P&IUFC), John Groom (ground-keeper) and Cllr Weber (Vice Chair)

SL65/18 **ATTENDANCE AND APOLOGIES** - See above.

SL66/18 **DECLARATIONS OF INTEREST**

Cllrs Saintey and Crutchfield declared interests in the allotment site, as tenancy holders. Any allotment matters therefore to be referred to full council.

SL67/18 **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.

SL68/18 **APPROVE MINUTES OF LAST MEETINGS**

The minutes of the previous meeting held on 12 July 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.

SL69/18 **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. Heater Guard. On order with contractor.
4. Allotments – there were no works recommended following the tree risk assessment by Patrick Stileman.
5. Local Green Space - full council approved 2 x additional benches, some fence repairs to the wooden fence and the fence adjoining the horse field and the installation of a pushchair/wheelchair friendly kissing gate. Further quotations are being sought for the supply and planting of daffodils.

SL70/18 **CORRESPONDENCE**

1. The correspondence received by the committee relating to the pavilion improvement program, defibrillator training and the recreation ground was noted.
2. The request for an additional set of keys from P&IJFC was considered and it was **RESOLVED** to remind P&IJFC of the PPC policy. It was further **RESOLVED** to remind clubs that a set of keys had been left in the door & ask the owner to come forward to arrange collection.
3. The notification from P&IJFC re state of dug outs & pitches was noted. It was **RESOLVED** to remind P&IUFC of the associated terms and conditions of hire.
4. It was noted that the urn problem reported by P&IJFC had been resolved. The unit had been operated whilst empty and the safety button self-deployed, so just needed pressing to reset.
5. It was noted that South Central Ambulance had agreed to attend the defibrillator training free-of-charge but that donations would be welcomed and **RESOLVED** to refer to full council.
6. It was noted that the WI had requested permission to display knitted/crafted poppies and poppy wreaths on the fence around the recreation ground during November to mark the 100-year celebration for the end of the war. Whilst the S&L committee did not object, it was **RESOLVED** to refer to full council. It was noted that further poppies would be displayed along Westfield Road and Marsworth Road.

7. It was noted that the WI wished to donate a Silent Soldier for display by the parish gate as you approach Pitstone from Marsworth. Whilst the S&L committee did not object, it was **RESOLVED** to refer to full council, and **RESOLVED** that the clerk would gain permission from TfB re location in the grass verge.

SL71/18 **PHASE II IMPROVEMENTS FOR THE SPORTS PAVILION (building and frontage)**

1. Planning
AVDC planning advised that they would not be attending a site visit and would issue their report by mid-September.
2. Funding
 - a. Provisionally good news regarding NHB application. The panels recommendation is being referred to AVDC committee for approval in October.
 - b. FF etc applications i.e. more sports related, to be drawn up. Pre-application advice must be sought from FF who are not being very co-operative and therefore it has not been able to apply yet. Clerk to chase.
 - c. Both P&IUFC and P&IJFC to confirm their level of contribution.
3. VAT
 - a. Following recommendation from the Internal Auditor, sports & leisure committee sought independent VAT advice from DCK Accounting, parish council specialists. DCK could offer a discounted meeting (£587.80 vs £1,103) on 13/9/18 as they were in Aylesbury that day. Expenditure approved electronically by S&L Committee and Parish Council Chairman. Note & confirm expenditure.
 - b. Written report to follow. Best solution is to Opt to Tax the pavilion site. It was **RESOLVED** to refer the matter to full council for approval at 27-9-18 meeting.
 - c. It was noted that DCK Accounting Solutions will conduct all the liaison with HMRC to implement, as part of the fee paid, and that HMRC currently quote a 6-month lead-time to implement. However, VAT could still be recovered on the preparatory work being undertaken in the meantime.
4. Phase 3 Stakeholder Meetings
Three meetings now taken place and one meeting outstanding with Pitstone Memorial Hall Charity. PMH to provide a date, hopefully during October.

SL72/18 **GROUND KEEPERS REPORT – J GROOM**

J Groom had submitted a written report. It was **RESOLVED** to remind all clubs that there was a very heavy schedule of matches and training for the next couple of months and all users needed to respect the fragile areas and spread wear during training sessions. Under no circumstances should training take place in any goal mouths.

SL73/18 **OTHER SPORTS PAVILION RELATED MATTERS**

1. Remedial works: gate signage had been replaced, kitchen sink pipe in car park replaced, Careplan renewed, car park weeds cleared. It was noted that several roof tiles had been replaced and a section of leaking gutter replaced.
2. Alternatives quotes for the plumbing works in the boiler room – ongoing.
3. External signage – PA still to supply revised artwork.
4. Container – It was **RESOLVED** to remind all clubs to review the contents of the container and dispose of all unwanted/ unneeded items. Item outstanding since June and must be conducted within next 2 weeks.
5. 6-monthly fire alarm & emergency lighting check – contractor attending during September
6. Water:
 - a. Receipt of the risk assessment carried out by First Environment was noted.
 - b. Minor recommendations and actions arising from the above were noted and approved. It was **RESOLVED** to approve the amended Maintenance Schedule.
 - c. It was **RESOLVED** to enquire why 1st Environment had recommended a 6-monthly, as opposed to annual, flush of the expansion chambers.
 - d. It was noted that 3Cet had attended on 7/9/18 to carry out service to TMVs and flushing. Results of water samples pending.
 - e. The annual audit of legionella control programme and record keeping was undertaken and it was **RESOLVED** that Cllr Frearson could sign the audit on behalf of the parish council.
7. Hire requests
 - a. It was **RESOLVED** that, due to ground conditions, that the parish council was still unable to accept any external bookings for training space.
 - b. It was **RESOLVED** that the council felt unable to offer permanent pitch space to the Wing Raiders <14 Belles who currently had no home ground for their <11

matches. It was **RESOLVED** to liaise with P&IJFC to see if anything could be accommodated on an ad-hoc basis, if the site was not required by P&IJFC on that date but that priority would remain with P&IJFC.

8. Hirer Confirmation Slips

It was noted that one slip remained outstanding from P&IJFC and that P&IUFC had also not returned their form. It was **RESOLVED** to chase both again, as this slip confirms that fire evacuations have been practiced etc.

SL74/18 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters:

- a. Playground gates in the process of being installed.
- b. It was noted that full parish council had resolved to repair the Rocking Rocket on the recreation ground.
- c. It was noted that full parish council had resolved not to replace the flat swing seat that had been removed from the recreation ground following vandalism (3 seats remain, and the playground is awaiting replacement).
- d. It was **RESOLVED** to obtain a quotation for the replacement of the plank on the wobbly bridge in the Windsor Road park (the plank is eroding). Will be attributable to the S106 Windsor Road cost centre.
- e. It was **RESOLVED** to obtain a quotation for a "no golf clubs" sign to be located on the same posts as the existing sign at the Recreation Ground near the rear car park.

2. I&PUCC requests:

- a. The initial link and subsequent information provided by the supplier re 'portable netting' for the bar area was considered. It was recognised that the system was designed to be more semi-permanent than anticipated. It was **RESOLVED** to seek further advice and/or a site visit from contractors.
- b. It was **RESOLVED** to seek a site visit from a tree contractor to discuss the possibility of any further planting along the Marsworth Road boundary.
- c. Following discussion, it was **RESOLVED** that the sports & leisure committee wished to recommend that council postpone any fencing/bollards/boulders for the boundaries of both (a) the recreation ground & Vicarage Road and (b) the Local Green Space by The Crescent and Cheddington Road. It was felt that intrusion by vehicles had only been ad-hoc over previous years; that both boundaries would require large gates for the access of maintenance equipment which would detract from any boundary treatment; that, in the case of the recreation ground, any determined vehicles could still gain access from the open maintenance area in the rear car park so a boundary treatment would not necessary stop any unauthorised access; and both areas were Open Space and it was felt that fully enclosing them would detract from the open feel. Neither location had been budgeted. It was **RESOLVED** that S&L would therefore recommend to full council that the situation is reviewed if/when a demonstrable need arises.

3. Allotments

It was noted that full council had requested a PAA advertising campaign over the coming months before presentation back to full council in December re (a) treatment of plots where no Pitstone tenants had been identified (b) extending the boundary track.

SL75/18 **REPORTS:**

1. The quarterly financial update from P&IUFC had been circulated electronically and was noted.
2. It was noted that the S&L committee approved electronically the renovation works proposed by I&PUCC: renovate 10ft cricket strip, spray off area, turn over top 50mm and build up to correct level with loam. 2nd week sept – weather permitting.
3. Following submission of a full application by Pitstone & Ivinghoe Entertainments, it was **RESOLVED** to grant approval for the Annual Firework & Bonfire event to take place 2-4 November. It was **RESOLVED** to remind PIE of the terms & conditions relating to liaising with the owner of the neighbouring houses and clearing the site after the event. It was **RESOLVED** to advise full council.

SL76/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**

As per the above, it was **RESOLVED** to refer (a) the WI request re the recreation ground and silent soldier (b) the Opt to Tax recommendation (c) the recommendation re boundary treatments and (d) notification of the PIE firework event.

SL77/18 DATE OF NEXT MEETING

The dates of the forthcoming meetings were noted as: 11/10/18, 8/11/18, 13/12/18, 10/1/19, 14/2/19, 4/4/19, 9/5/19, 13/6/19, 11/7/19, 8/8/19, 12/9/19, 10/10/19, 14/11/19, 12/12/19. Meetings for the next 6 months to take place in the Millennium Room at Pitstone Memorial Hall.

No new items were tabled for the agenda.

SL78/18 CLOSURE OF THE MEETING

There being no further business to be transacted, the chairman closed the meeting at 9.05pm.

Signed: _____
Chair

Date: _____