

# PITSTONE PARISH COUNCIL SPORTS & LEISURE COMMITTEE

Minutes of the Sports & Leisure Committee Meeting  
held on 11 July 2019 in the Millennium Room at the Memorial Hall  
commencing at 7.30pm and concluding at 8.30pm

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**COMMITTEE PRESENT:** Cllr Saintey (Chair), Cllr Mrs Crutchfield, Cllr Dr Frearson, Paolo Aquila (P&IUFC), Bob Beasley (P&IUFC), Roy Woodford (P&IUFC), Steve Harris (P&IUFC), John Groom (groundkeeper) plus Laurie Eagling (clerk).

**APOLOGIES:** Cllr Weber (Vice Chair)

**ABSENT:** P&IJFC

SL45/19 **ATTENDANCE AND APOLOGIES** - See above. It was noted that Jerry Dutton had now stepped down as Treasurer of P&IUFC. The council passed thanks to Jerry for his assistance and time on the committee, and Jerry's email was noted. P&IUFC to advise new contact details following their AGM.

SL46/19 **DECLARATIONS OF INTEREST**  
No interests were declared.

SL47/19 **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.

SL48/19 **APPROVE MINUTES OF LAST MEETINGS**  
The minutes of the previous meeting held on 13/6/19 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.

SL49/19 **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 granted by AVDC. Nicholas King Homes in process of completing purchase with landowners.
3. Match Day signage – produced. Cllr Saintey to attend site visit with P&IUFC to determine location.
4. Non-available dates – 1-3/11/19 (bonfire/fireworks) and 20/7/19 Dylan's Family Festival
5. Possible Phase III of site improvements to Pavilion site -
  - Council confirmed 31/1/19 that they would be willing to enter discussions with 1<sup>st</sup> P&I Scouts re potential relocation to the site as their current building in Ivinghoe has significant construction issues. They will need to secure funding. Likely to be a long-term project.
  - Hanson has supplied written confirmation that no liabilities would arise in respect of the covenant if a scouting hut was located at the site, so long as no commercial or residential elements.
  - Discussions continue between PPC and 1<sup>st</sup> I&P Scouts.
6. Chicken Spring Mobile in Windsor Road – broken handle. Repair, along with other minor items identified in Wicksteed annual inspection.
7. Ash on Local Green Space - monitor.
8. New tree on recreation ground – full council approved for vandalised new tree to be dug up and cage put into storage until the autumn.

SL50/19 **CORRESPONDENCE:** The correspondence received was noted.

SL51/19 **PHASE II IMPROVEMENTS FOR THE PAVILION (building and frontage)**

1. Funding

- a. It was noted that VAHT Thriving Communities Project Grant had awarded £10k to the project and full council had resolved to accept the associated terms and conditions.
  - b. It was noted that the application to Sport England had been unsuccessful on this occasion.
  - c. Steve Harris advised that P&IUFc were investigating funding for the whole list of improvements that they would like to install at the site including dug outs, pitch barriers, pitch path, spectator stands and floodlights. PPC confirmed that there was no S106 funding available towards these aspects and funding needed to be obtained by the club through fundraising or grants. PPC confirmed that a 3G pitch was not currently within scope for the site, but maybe revisited at a future date. It was confirmed that the Football Foundation would accept a joint grant submission from PPC & P&IUFc, but that any application would require full council approval and the council needs to underwrite the grant. Steve Harris and the Clerk to liaise regarding FF funding.
  - d. P&IUFc enquired about planning permission for floodlights. PPC confirmed that the club should submit full proposals to the parish council for consideration at a future sports & leisure committee meeting. Once approved by PPC, P&IUFc would then be able to submit a planning application to AVDC.
2. Tendering of pavilion and skate park
- a. It was noted that full council had resolved to employ the Local Council Consultancy to assist the parish council with the tendering and project management for the pavilion and skate park projects.
  - b. It was noted that full council had delegated powers to the sports and leisure committee to make all decisions relating to this procurement but requires the final recommendation of appointment of contract to be referred to full council for consideration.
  - c. It was **RESOLVED** to accept the quotation from Local Council Consultancy of £250 + VAT per day. This service is priced to cover costs without making profit, as it is run by the sector for the sector. The quotations were much cheaper than other quotations received.
  - d. It was noted that the estimate for the pavilion project was £2,700 + VAT with 3 staged payments. It was **RESOLVED** to accept this quotation.
  - e. It was noted that the estimate for the skate park project was £2,025 + VAT with 2 staged payments. It was **RESOLVED** to accept this quotation.
  - f. It was noted that Mr Brooks was a Civil and Structural Engineer and had offered to assist with this aspect of the report. It was **RESOLVED** to accept Mr Brooks kind offer.
  - g. It was noted that Woods Hardwick had been asked to provide a quotation to prepare the necessary drawings, elevations and specifications that would enable a tender pack to be produced. Quotation still pending.
  - h. It was noted that a list of potential builders was being compiled, who would be invited to submit expressions of interest, along with the work being advertised generally. Members were invited to provide details of any firms they could recommend to the clerk.
  - i. It was noted that the construction contract should include time penalties.
  - j. It was noted that Cllr Frearson wished to explore the possibility of solar panels on the roof.

SL52/19 **GROUNDKEEPER'S REPORT – J GROOM**

1. Main renovation completed. Under stress from crows and badgers etc. Watering and cutting as necessary to encourage growth.
2. P&IUFc advised that the senior pitch had been awarded Best Pitch by the Spartans South Midland league again this year. The ground keeper was congratulated. It is excellent to see all John's hard work and commitment recognised in this manner.

SL53/19 **OTHER PAVILION SITE RELATED MATTERS**

1. Remedial works - It was noted that the boiler & gas safety check had been undertaken, padlock on car park gate has been replaced and full council had approved the purchase of a fridge which had been installed. P&IUFc still to removed old fridge. All teams asked to clean out the dirty laundry and tidy the changing rooms of their materials.
2. Training requirements
  - a. It was noted that P&IUFc were training away from the site, due to the increased match wear on the pitches.
  - b. No training requirements had been supplied by JFC. Clerk to chase.

3. Online Booking System  
It was noted that Cllr Nicholls is currently investigating a few possible providers to determine which is most appropriate to meet our needs. It was **RESOLVED** to approve an expenditure of £150-175 which would cover the cost of whichever was determined to be the best.
4. Careplan Agreement– It was **RESOLVED** to renew the annual agreement at a cost of £518.96 + VAT.
5. Licence to PJC Driving – It was **RESOLVED** to renew the annual licence to PJC Driving to utilise the front car park for the purpose of driving lessons, with no changes to the terms or price. The Chairman was authorised to sign the licence on behalf of the parish council.
6. Water sampling and servicing –
  - a. It was **RESOLVED** to employ 3Cet to carry out the annual water sampling, servicing of TMVs and drain/flush of calorifier, quoted at £280 + VAT.
  - b. It was **RESOLVED** to request additional water samples and accept the increased cost.
  - c. It was **RESOLVED** to request a quotation to fit legionella valves to the pressure vessels.
7. Health and Safety Policy and Risk Assessment – The annual review had been conducted. It was **RESOLVED** to approve the updated documents and the Chairman was granted authority to sign on behalf of the council.
8. Fire Risk Assessment and Emergency Plan – The annual review had been conducted. It was **RESOLVED** to approve the updated documents and the Chairman was granted authority to sign on behalf of the council.
9. Pitstone & Ivinghoe Entertainments container – It was noted that the licence to locate the container at the pavilion had been issued to PIE and the parish council was waiting for a signed copy to be returned. It was **RESOLVED** to countersign the licence upon return and the Chairman was granted authority to sign on behalf of the council.

SL54/19 **OTHER PLAY AREA/OPEN SPACE MATTERS**

1. Remedial matters: The groundkeeper was thanked for identifying a solution to safely store the goals at the recreation ground. It was **RESOLVED** to:
  - a. Commission the replacement of 2 x damping on gates at Windsor Road.
  - b. Purchase 2 x padlocks for maintenance gates at Windsor Road and Hever Close.
  - c. Commission the replacement of 1 x missing bolt from Windsor Road fence.
  - d. Ask Buckland Landscapes to inspect the new tree on the recreation ground that only has a few leaves.
  - e. Commission the securing of the plaque by the tree on the recreation ground.
  - f. Cut back brambles from entrance to Windsor Road playground.
2. Playground Annual Inspections: The report provided by Wicksteed was considered. The following **RESOLUTIONS** were passed:
  - a. Not to carry out minor remedial works identified for Recreation Ground site as discussions with Huck were in progress to remove all equipment and install the new play space.
  - b. To commission the remedial works for Windsor Road, estimated at £842.25 + VAT, which could be funded through S106 maintenance monies held (£1,523 remaining).
  - c. To commission the remedial works for Hever Close, estimated at £293.49 + VAT, which could be funded through S106 maintenance monies held (£3,215 remaining).
3. Play Policy and Risk/Benefit Assessment: The annual review had been conducted. It was **RESOLVED** to approve the updated documents and the Chairman was granted authority to sign on behalf of the council.
4. Occupational Licences for Recreation Ground pitch: It was **RESOLVED** to grant an occupational licence to P&ICU FC for use of the recreation ground for the forthcoming season. It was noted that they played in the mornings and P&IUFC <18s in the afternoon, so there should not be any clash. The licence was yet to be returned, signed, by the club. It was **RESOLVED** to countersign the licence upon return and the Chairman was granted authority to sign on behalf of the council.

SL55/19 **REPORTS:**

1. Safran using the pavilion car park on 11 & 12 July 2019 for displaced parking arising from their Family Fun Day.
2. Dylan's Family Festival will be held at the site 2-9pm 20 July 2019 (local child raising funds for cancer treatment)
3. No other reports provided.

SL56/19 **MATTERS FOR REFERRAL TO FULL COUNCIL**

No matters for referral to full council.

**SL57/19 DATE OF NEXT MEETING**

The dates of the forthcoming meetings were noted as: 8/8/19 (tbc if required), 12/9/19, 10/10/19, 14/11/19, 12/12/19 in the Millennium Room at Pitstone Memorial Hall unless otherwise advised.

Items for discussion at the August/September meeting include:

- Annual review of water treatment control system & records for pavilion
- Book 6 monthly fire alarm & emergency lighting checks for September
- Reminder to all clubs to practice fire evacuation etc as start of new season
- September – quarterly financial update from P&IUFC

**SL58/19 CLOSURE OF THE MEETING**

There being no further business to be transacted, the chairman closed the meeting at 8.30pm.

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

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