

PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held via remote log-in on Thursday 12 November 2020 at 7.30pm

To join this meeting via laptop, computer or tablet:
<https://us02web.zoom.us/j/84389470258?pwd=WWRpcnZ0ZkdhcWc0bjg0Nk5vcGFIZz09>
Meeting ID: 843 8947 0258 Passcode: 915254

To Join this meeting via one tap mobile:
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To join this meeting via landline:
+44 203 481 5237 United Kingdom or +44 203 481 5240 United Kingdom
Meeting ID: 843 8947 0258 Passcode: 915254

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 6 November 2020

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The public opportunity to put questions or provide information to the committee.

4. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 8 October 2020 are a true and accurate record of the meeting.

5. CLERK'S REPORT ON MATTERS ARISING

To note receipt of the report on ongoing matters. For information only.

6. CORRESPONDENCE

To note the correspondence received by the committee.

7. REDEVELOPMENT AND RE-OPENING OF THE PAVILION SITE

1. To note construction and progress updates, and outstanding works.
2. To note/ratify a contract amendment to provide type 1 stone access to ground-keepers store and pitch (re ambulance access)
3. To note funding and grant update.
4. To note updates regarding non construction matters and approve associated costs where necessary.
5. To approve ACE maintenance agreements re new access, alarm, fire and CCTV systems.
6. To approve new draft Hiring Agreement, Terms and Conditions of Hire and Special Terms of Hire relating to pitches.
7. To approve update to equipment/alterations authority letter for P&IUFC and consider/approve request to store bottle fridge.
8. To approve Special Terms and Conditions arising from Coronavirus and the associated Risk Assessment. All hirers to forward updated copies of their own Covid risk assessments prior to use.
9. To note other matters that will follow post-opening.
10. To approve the updated Health and Safety Policy & Health and Safety Risk Assessment.

11. To consider a virtual opening event given the covid pandemic.

8. OTHER PAVILION MATTERS

1. Premises Licence & Alcohol Sales

1. Premises Licence approved and issued by Buckinghamshire Council.
2. Approve application from P&IUFC to make sales of alcohol at P&IUFC matches.
3. Approve personal licence holder training (and registration) for council.

2. Fire Safety

1. To note fire equipment installation and consider results of independent fire risk assessment.
2. To approve updated fire policy and emergency plan.
3. To approve Fire Warden training for council.

3. Water Safety

1. To consider results of independent legionella risk assessment.

4. Sport Grade Floodlights

1. To note that Buckinghamshire Council approved planning application.
2. To commence tender and funding process.

5. Other Pavilion Development

1. Pitch barriers with advertising panels
To commence tender process and consider funding options.
2. Spectator seating
To note league requirement for installation prior to March 2021, consider procurement and funding route.
3. Paths
To note league requirement for installation prior to March 2021, consider procurement and funding route.
4. Sponsorship and advertising
Rate card still to be determined.

6. New Nets

To note donation of new nets for senior socketed goals from P&IUFC and determine if old nets can be re-utilised on the recreation ground.

7. Hallmaster

To approve renewal of annual subscription to Hallmaster.

8. Christmas Lights

To consider/approve procurement of Christmas lights for tree in pavilion car park.

9. Youth Café at Pavilion

To consider draft proposals for reduced youth café to be located at the pavilion post lock-down.

10. Financial Position

To note pavilion financial summary for 2020/21 and deficit arising due to loss of income.

11. Cleaner / Caretaker

To note recruitment process being initiated for new cleaner / caretaker for the site.

9. GROUNDKEEPING REPORT

1. To receive report from groundkeeper.

10. OTHER OPEN SPACE MATTERS

1. To note any remedial works undertaken/required at play areas and open space.
2. To note any feedback from DDA consultation.
3. To receive update from I&PUCC on space available at the recreation ground for a double set of cricket nets.
4. To note work commenced on drafting skate park procurement documents.
5. To discuss recreation ground football pitch use, charges and costs and determine any actions arising.

6. Consider issues arising from independent tree survey and approve obtaining quotation for works specified.

11. REPORTS / OTHER

1. To consider any other reports submitted to the committee.

12. REFERRAL TO FULL COUNCIL

To determine any matters outside the terms of reference of the committee that require referral to full council.

13. DATE AND TIME OF NEXT MEETING

To note the date and time of the next meeting, along with anticipated agenda items.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COMMITTEE MEETINGS AND ADDRESS COUNCIL DURING THE PUBLIC PARTICIPATION SESSION