

PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

NOTICE IS HEREBY GIVEN of the committee meeting
to be held via remote log-in on Thursday 8 October 2020 at 7.30pm

To join the meeting via your laptop, computer or tablet:
<https://us02web.zoom.us/j/87312305123?pwd=bzdPTUd3VGZvN1JrcEpZcktmMnYzQT09>
Meeting ID: 873 1230 5123 Passcode: 105550

To join the meeting via your mobile:
+442034815237,,87312305123#,,,,,0#,,105550# United Kingdom
+442034815240,,87312305123#,,,,,0#,,105550# United Kingdom

To join the meeting via your landline phone:
+44 203 481 5237 United Kingdom or +44 203 481 5240 United Kingdom
Meeting ID: 873 1230 5123 Passcode: 105550

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

Signed _____
Date: 2 October 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 11 June 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.
2. To note funding and grant update.
3. To note the kitchen fit-out that will be available for hirers & requirements for outside catering.
4. To note the community room fit-out that will be available for hirers.
5. To note the update regarding TV licence and receive update from P&IUC re TV.
6. To note the update regarding the Premises Licence application and associated terms.
7. To note the update on independent fire risk assessment and provision of fire-fighting equipment.
8. To note the update on re-installation and activation of the defibrillator.
9. To note registration with Environmental Health and requirements for all hirers preparing or selling food/drink to individually register as a Food Business and comply with the associated legislation.
10. To note the provision and terms of use for broadband and wi-fi.
11. To note the new draft Hiring Agreement, Terms and Conditions of Hire and Special Terms of Hire relating to pitches.

12. To note procedure to apply for permission to store equipment at the site or make alterations to the site, along with permissions currently granted.
13. To note measures being taken to ensure site is covid-secure, associated Terms and Conditions, Risk Assessments and Documents and measures that hirers will need to take to utilise the site.
14. To note update on waste and recycling provision and approve ongoing costs.
15. To note update on water/legionella safety for the site and approve costs.
16. To note update to insurance cover and notification of re-opening.
17. To note update on reservations and site operation.
18. To note other matters that will follow post-opening.
19. To note the suite of draft site policies including Health and Safety Policy, Health and Safety Risk Assessment and Emergency Plan that will be re-issued prior to opening.
20. For football clubs to notify the council of their intentions re use of the indoor facilities both in the short and longer term.

8. OTHER PAVILION MATTERS

1. Dug Outs

1. To note the dug out specification information and consider/approve granting permission to P&IUFC to install at the site.
2. To consider/approve receipt of donation of the dug outs, addition to the parish council insurance and ongoing maintenance thereof.
3. To consider/approve what actions should be taken in relation to the existing dug outs.

2. Sport Grade Floodlights

1. To note that Buckinghamshire Council have extended determination of the planning application to 13/10/20.
2. To note that following grant of planning, and access to the building, the tendering specification will need to be re-visited and then published by the parish council to enable quotes prior to Christmas.

3. Other Pavilion Development

1. Pitch barriers with advertising panels
To note that following access to the building, the tendering specification will need to be re-visited and then published by the parish council to enable quotes prior to Christmas.
2. Spectator seating
To note that full tendering specifications need to be compiled during October and then published by the parish council to enable quotes prior to Christmas.
3. Sponsorship and advertising
To have initial discussion re sponsorship and advertising opportunities for the site which can feed into a draft policy.

4. Financial Position

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

5. Cleaner / Caretaker

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

9. GROUNDKEEPING REPORT

1. To receive report from groundkeeper.
2. To discuss initial budget projections from groundkeeper re anticipated costs at both the pavilion and recreation ground sites for 2021/22.

10. OTHER OPEN SPACE MATTERS

1. To note any remedial works undertaken/required at play areas and open space.
2. To consider/approve quotations to replace 2 x swing sets at Windsor Road playground and budget implications.
3. To receive update from I&PUCC on space available at the recreation ground for a double set of cricket nets.

11. REPORTS / OTHER

1. To receive quarterly financial report from P&IUFC.

2. 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 meetings until the end of 2021.