

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 8 October 2020
via electronic log-in commencing at 7.30pm

General Matters:

209/20 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Saintey (Chair), Cllr Nicholls, Cllr Mrs Crutchfield, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.

2. Others present

F Tierney (P&IJFC), B Knight (P&IJFC), M Roberts (P&IUFC) and J Groom (Groundkeeper).

3. Absent

Cllr Weber.

210/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No interests were declared.

211/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present.

212/20 MINUTES OF THE MEETING held on 11/6/2020.

There had been no committee meeting for a few months whilst the pavilion redevelopment & Huck play space works were taking place, as matters had been dealt with via the main parish council meetings.

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 11 June 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

213/20 CLERK'S REPORT ON MATTERS ARISING

The following updates were noted by the council but were not discussed in detail.

- Tennis/Netball/5-aside – no update from the landowner, who is not yet able to negotiate with the parish council.
- Open access MUGA within PDA development - full planning granted by BC. Full council entered MUGA Agreement with NKH on 30/1/2020 to ensure delivery. NKH estimate completion by February 2021.
- Purchase of Leisure Land – Parcel 2 completed and now progressing through Land Registry.
- Skate Park – Council must review tendering requirements in October.
- Potential Lease of land to 1st Ivinghoe & Pitstone Scouts – No response to draft Heads of Terms provided for their consideration in April.
- Online booking system – clerk will update room information etc once the new building is open.
- Playground gate for Windsor Road – installed.
- Playground annual inspections – completed and actioned.
- Annual Play Policy and Risk Benefit Assessment – completed.
- WI picnic table – replacement plaque supplied and mounted to table. Completed.
- Play Space DDA Consultation – included within October edition of PPP and will have supporting social media coverage.
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months. Open to the public.
- Recreation Ground Pitch: P&IUFC no longer require Occupational Licence and it is therefore void.

- Wreath: PPC is arranging to purchase and display a wreath in time for Remembrance Day

214/20 CORRESPONDENCE

The list of correspondence received was noted.

Pavilion

215/20 REDEVELOPMENT AND RE-OPENING OF PAVILION SITE

1. Construction and Progress Update

It was noted that progress updates and photographs had been circulated to members and clubs. Works currently 1+ weeks behind schedule due to adverse weather conditions and utility difficulties.

It was noted, and **RESOLVED** to accept, that 2 hand dryers had needed replacement with new push button models (estimated cost £300-400).

2. Funding and Grants

Claims continue to be made in line with invoices received.

3. Kitchen fit-out

The items that will be included in the kitchen fit-out and available for hirers was noted with no comments/issues arising.

It was noted that no glass/crockery was permitted outside the building for safety reasons and therefore those planning to provide refreshments via the serving hatch would need to supply their own disposable plates/napkins/cups.

4. Community Room fit out and capacity

The items that will be included in the kitchen fit-out and available for hirers was noted with no comments/issues arising.

The maximum capacity of the Community Room was noted with no comments/issues arising.

5. TV

It was noted that the hospitality licence had been applied for, but not yet received. No TV viewing permitted until the licence is valid.

P&IUFCA will review the wall space once we have access to the building prior to purchasing and donating a TV.

The parish council confirmed that aerial, sockets, and broadband provision had been installed as part of the construction and that they had previously resolved to arrange installation of the TV via our electrician.

6. Premises Licence and Alcohol Sales

It was noted that the premises licence had been applied for and the consultation period had expired with no objections received. Buckinghamshire Council currently had a backlog due to Coronavirus, so the licence had not yet been issued. No alcohol sales permitted until the licence is received.

The associated Terms and Conditions were noted with no comments/issues arising.

7. Fire Safety

Fire Equipment due to be installed by Ardenoak 20/10/20.

Desk based Fire Risk Assessment undertaken by Combat Fire & follow up site visit due to take place 23/10/20.

Fire equipment/emergency exit diagrams to be erected on walls prior to opening and documents updated.

8. Defibrillator

Will be re-installed and operational prior to re-opening.

9. Environmental Health

The parish council has re-registered with Environmental Health as a Food Business to cover the provision of our kitchen for hire.

The clubs noted that it was the legal responsibility of each separate hirer using our facilities to register as a food business if they planned to make, prepare or serve food, and to comply with all associated obligations eg staffing holding food hygiene certificates.

The associated Terms and Conditions were noted with no comments/issues arising.

10. Broadband and Wi-Fi

It was noted that broadband and wi-fi (but no public telephone) would be provided at the new facility, details of how to utilise would follow once installed.

The associated Terms and Conditions were noted with no comments/issues arising.

11. Hiring Agreement and Terms and Conditions of Hire

The draft Hiring Agreement, Terms and Conditions of Hire and Special Terms of Hire relating to Football Pitches (including usage per booking/cost/storage etc) were noted with no comments/issues arising.

It was noted that by placing a booking via Hallmaster, and clicking the 'accept terms and conditions' button, that hirers were agreeing to all these terms.

It was noted that these now included the requirement for hirers to practice fire evacuations rather than this being on a separate document.

It was noted that any hirer wishing to store materials at the site, make alterations to the site (eg put up a picture) or make sales of alcohol, would need to apply and get the written agreement of the parish council. Application forms provided within the draft documents.

12. Storage / Alterations

The associated Terms and Conditions and application process were noted with no comments/issues arising.

It was noted that P&IUFC had been granted permission to store 1 x folding bar in the outside store.

It was noted that an application had been received from P&IUFC to store a bottle fridge in the outside store, for which further clarifications were to be provided.

Any item left on site for which a written agreement is not in place may be removed.

13. Covid-Secure

Desk based assessment undertaken and draft risk assessment, special conditions of hire and poster details had been provided to all hirers. All documents will be updated once the council has been able to access the site. All documents were noted with no comments/issues arising.

P&IUFC had raised a query to state a preference for all cleaning (including that during hire periods) to be undertaken by council staff rather than individual hirers. This would require council staff to be present before, during and after each booking. The council is currently seeking new cleaning staff so is not currently able to offer this service. Should this position change, the council will notify the clubs and make them aware of the additional charge that would be applicable to cover staff time.

The council intends staff will clean several times per week (previously only attended once per week) during the pandemic. This will be confirmed once staff are in place.

Both clubs will need to arrange a site visit with the clerk, once we have access, to undertake their own Covid Risk Assessments prior to their first booking.

It was noted that regular hirers should have their own Covid medical kit and would require their own NHS QR codes/track and trace system.

It was noted that Government Guidance continues to state that showers should not be utilised unless essential eg to assist disabled athletes/for safeguarding. However, it was noted that both clubs intended to utilise the changing village for access to toilets/medical facilities for players.

P&IUFC confirmed that their league prohibited any football to be played on a pitch adjacent to their pitch during a senior match. Therefore, there could be no overlap of usage. P&IJFC would need to allow sufficient time to clean the changing village and pavilion complex and depart the car park, prior to P&IUFC arriving for their afternoon booking. Council to work with the clubs if any potential clashes are identified when booking requests are received. As part of the Terms and Conditions, clubs are required to ensure they have allowed enough time to clean and depart the site within the timeframes they have booked.

Neither P&IUFC nor P&IJFC raised any other issues or queries.

It was **RESOLVED** to accept the associated costs of signage, dispensers, markings, consumables etc.

14. Waste and Recycling

It was **RESOLVED** to order 1 x mixed refuse (rental £2.10 per week) and 1 x recycling (rental £0.00 per week) wheelie bins from Buckinghamshire Council to be situated in the refuse store in the front car park.

It was **RESOLVED** to accept the ongoing costs of emptying, on an ad-hoc rather than scheduled basis, at £9.15 per refuse collection and £5.20 per recycling collection.

It was **RESOLVED** to enter the associated Direct Debit and 2 members were granted authority to sign on behalf of the council.

15. Water Safety

Water safety samples, flushing etc to be undertaken by NSP prior to handover to the parish council. Council will then adopt ongoing responsibility for flushing etc.

Independent Risk Assessment scheduled for w/c 19/10/20. It was **RESOLVED** to accept the associated cost of £303 + VAT.

16. Insurance

Contracts Work cover to be extended to reflect contract over run. Additional premium will apply, it was **RESOLVED** to accept the associated costs.

Parish Council full liability to be re-instated at point of handover. Additional premium will apply, it was **RESOLVED** to accept the associated costs. This is initially being based on the build/project value however Came & Co have requested an independent valuation. It was **RESOLVED** to commission the valuation and accept the associated costs.

17. Reservations / Site Operation

The Terms and Conditions and operational updates re keys/access/heating/water etc were noted with no comments/issues arising.

18. Other Matters / Post Opening

It was noted that the items listed below would follow at later date (as cannot be specified until can access the grounds), dates tbc:

External above door signage "Main Entrance" and "Ticket Office". Attending site w/c 19/10/20

Racking for the container (for sports items/access in muddy boots) and outside hirers store (for clean access/items only) Contractors attending site w/c 19/10/20 and 26/10/20

Repair/painting/new lock for container, need to assess once have access and can view any damage caused in the move

Baby changing unit (need to measure)

Noticeboards for central corridor and changing village corridor (need to measure)

Key boxes (need to know capacity)

To follow at later date (will not affect hirers):

Post box and registration with Royal Mail

Office furniture/fit out

Maintenance schedules for staff (need details from contractors)

Valuation Office Agency site visit to determine increased rateable value (RV).

Completion of Safety and Operational Manuals for new site, for any elements not covered in handover documentation.

19. Suite of Policies

The draft Health and Safety Policy, Health & Safety Risk Assessment and Emergency Procedures were noted with no comments/issues arising. All documents to be updated once the council has access to the site.

20. Club Intentions re Indoor Facilities

P&IJFC intend to discourage spectators initially during the pandemic but may utilise the kitchen to make refreshments for players and utilise the changing village for player access to toilets etc.

P&IUGC intend to permit spectators, produce & serve refreshments via the external serving hatch, utilise the community room for hospitality and utilise the changing village for toilets/medical facilities.

Neither club will be utilising showers as this is currently against Covid guidelines.

216/20 OTHER PAVILION MATTERS

1. Dug Outs

Presuming these dugouts were in fact 4m long, it was **RESOLVED** to grant permission to P&IUGC to install 1 x 'home' and 1 x 'away' dug out adjacent to the senior football pitch. Units require each leg to be concreted but no concrete base. Some concern was expressed re ground wear under and in front of the dug outs & it was **RESOLVED** to review this in due course. Clerk to seek permission from NSP for P&IUGC to access the field if possible, ahead of handover. PPC requested that the groundkeeper also attend the installation and mark out exactly where the units should be positioned as space at that side of the ground is very tight. Must be located adjacent to pitch and not back by fence line. Must be equidistant from centre line to comply with league guidelines (provided).

Presuming these units are 4m long, sound, and fully comply with league guidelines once installed, it was **RESOLVED** that the parish council would accept the donation of these dugouts from P&IUGC, add them to the council's asset register, arrange for their insurance and accept responsibility for their ongoing maintenance and care. Value for insurance purposes £5,000.

It was further **RESOLVED** that as the existing dug outs were still sound, that these should be relocated adjacent to the Junior Football Pitch.

2. Sport Grade Floodlights

It was noted that Buckinghamshire Council had extended their determination date for the planning application to 13/10/20.

Following grant of planning, and access to the building, the tendering specification will need to be updated and published to enable quotations prior to Christmas.

3. Over Pavilion Development

a. Pitch Barriers

Tendering specification updated & circulated. League to provide advise re distance from pitch required for new barrier installation in existing ground. Will need to be finalised once access to grounds available and published to enable quotations prior to Christmas.

b. Spectator Seating

Tendering specification drafted. League to advise whether the covered walkway adjacent to the building will count towards the 100-capacity required, and therefore the size of stadium that needs to be purchased. Will need to be finalised once access to grounds available and published to enable quotations prior to Christmas.

c. Sponsorship and Advertising

Draft policy needs to be developed for the site, for all parties to operate from.

4. Financial Position

The pavilion financial summary for the year to date was noted. Site currently -£12,610 as includes the pitch renovation costs but no income due to the redevelopment. Total loss for 2019/20 £8,110 as comparison.

5. Cleaner / Caretaker

To note that the parish council is currently seeking a new cleaner / caretaker for the pavilion. Please encourage anyone who may be interested to apply.

217/20 GROUNDKEEPING REPORT

1. Ground keeping

The groundkeeper provided an update on renovation and maintenance of the two pitches, water usage, badgers, autumn feeding and the Anglian Water balancing pond issues.

2. Budget

The groundkeeper advised that costs were anticipated to rise by 5% for 2021/22, at both the pavilion and recreation ground sites, so that this could be incorporated into the budgeting process.

Open Space

218/20 OPEN SPACE MATTERS

1. Huck Teck play space by the Recreation Ground

It was noted that the Huck Teck play space had been completed and opened to the public. Total cost in the region of £125k, funded through S106, Community Leader grant and the parish council. The equipment had been added to the asset register and insurance. The play space seemed very popular with the young people of the village. It was **RESOLVED** to seek some quotations for extra bins in time for the Parish Council meeting.

2. Remedial Works

It was noted that new padlocks had been required for the bins in the new Huck Teck play space and padlock & chain had been required for the Windsor Road maintenance gates following vandalism and **RESOLVED** to meet the associated costs.

3. Windsor Road Swings

Six companies had submitted quotations for the replacement swing sets (flat seat and cradle seat) at the Windsor Road play space. It was **RESOLVED** to appoint Creative Play to carry out this work and to include provision for an independent post installation inspection. Total cost £9,058 + VAT. Work has not been budgeted and will need to be funded via contingencies and re-allocation of capital project funds.

4. Double Cricket Nets

I&PUCC to measure the available space now that the heras fencing has been removed and provide a revised drawing for consideration.

Other

219/20 REPORTS

1. P&IUCF presented their quarterly financial update.
2. Council wished to thank Mrs Burgess and other residents for their assistance with litter picking, especially in the new Huck Teck play space, where litter management was proving to be very difficult.
3. No other reports were submitted to the committee.

220/20 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters to refer to full council.

221/20 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 12/11/20. No requests were received for items be tabled.

Meeting dates for December and 2021: 10/12/20, 14/1/21, 11/2/21, 11/3/21, 8/4/21, 13/5/21, 10/6/21, 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21, 9/12/21. All to be held virtually until government guidance changes and will then be held in the community room at the pavilion.

222/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 20.40.

Signed: *R Saintey*

Date: 12-11-20

Chairman