

PITSTONE PARISH COUNCIL

Minutes of the Sports & Leisure Committee held on 10 December 2020
via electronic log-in commencing at 7.35pm

General Matters:

SL237/20 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Others present

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

3. Absent

Cllr Weber.

SL238/20 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

The groundkeeper has a pecuniary interest in the fencing & gate agenda item as his firm has submitted a quotation for consideration. It was **RESOLVED** to move this item to the end of the agenda so that he could depart prior to consideration of the item. No other interests were declared.

SL239/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present.

SL240/20 MINUTES OF THE MEETING held on 12/11/2020.

It was **RESOLVED** that the draft minutes of the sports & leisure committee meeting held on 12 November 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SL241/20 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 end March 2021.
- Purchase of Leisure Land – Parcel 2 completed and now progressing through Land Registry (who have a backlog of several months).
- Potential Lease of land to 1st Ivinghoe & Pitstone Scouts – No response to draft Heads of Terms provided for their consideration in April 2020.
- Online booking system – clerk now updated with photographs of new site.
- Bellway/Vicarage Road LEAP – PPC to adopt once Bellway opened and maintained for period of 24 months. Open to the public.
- Dug Outs: P&IUFC arranging installation.
- Painting of Container: P&IUFC arranging painting.
- Erection of medicine cabinet in medical room – P&IUFC installing 12/12/20.
- APLH Training & Personal Licences for Cllrs Nicholls & Frearson – booking.
- Fire Marshall Training for 2 members of staff – booking.
- Floodlight tendering – in progress. Deadline for receipt of tenders - 23/12/20. Would need to be installed by the September after P&IUFC promotion. Updates issued 9/12/20 – senior pitch to be reduced by 1m to 67m & junior pitch to be reduced by 1m to accommodate the required 5m run off from junior pitch to floodlight column (distance from senior pitch = 3m, 2m to barrier + 1 for path). Quote re cabling between plant room and floodlight control panel requested from NSP.
- Stadia seating – not required until the March after P&IUFC promotion, therefore no action being taken at present.

- Pitch barriers / advertising panels – would be required before P&IUFC need to apply for promotion. This should be the next capital project. Funding required. Clubs granted permission to display vinyl banners on inside of fence in the meantime (no charge for the banners, but charges will apply for pitch surround advertising).
- Hard standing/footpaths – would be required before P&IUFC need to apply for promotion. Funding required.
- Pavilion Christmas lights – installed 4/12/20.
- Pavilion reservations – commercial class on a Wednesday morning booked starting after Christmas, youth café on a Wednesday evening starting after Christmas, council reservations on a Thursday evening as standard once Covid regulations allow.
- Pavilion cleaner – job offered to a candidate, start date 6/12/20.
- Pavilion health and safety checks / caretaker – council resolved to undertake themselves for a while whilst the role was defined more clearly
- Pavilion sewerage rebate – expires 5/12/20, applied to Wave for renewal. Ongoing.
- Windsor Road Swings: Installation undertaken 30/11-4/12/2020. Post installation inspection to be undertaken. Completed. Publicity issued.
- Recreation Ground play space: 'Assistance dogs only' signs on order.

SL242/20 CORRESPONDENCE

The list of correspondence received was noted.

It was noted that the Spartan South Midland League had set a season maximum end date of 29 May 2020. The football pitches will be closed after this date for summer renovation. This is a later start than normal, so there may be a knock on later re-opening prior to the next season to ensure grass growth.

Pavilion

SL243/20 REDEVELOPMENT AND RE-OPENING OF PAVILION SITE

1. Construction and Progress Update & Outstanding Works

Majority of snagging and fit out complete including hirers store, medical room, kitchen, community room and container. Outstanding:

- Resurfacing of right-hand car park (spray and chip) cannot be undertaken until the spring as really needs warmer / dry weather
- Ground renovation to grass, pitch side, cannot be undertaken until the spring
- Concrete base for memorial bench, cannot be undertaken until the spring
- Openreach/IT, still waiting for installation date from Openreach & IT install cannot be completed until this has been undertaken
- CCTV / alarm / fire alarm – external signs to be erected once installation completed & internal wiring to be completed once IT installed
- Leak in some of the shower units – Contractor attended and replaced under warranty
- Main entrance/ticket office signage – on order
- Privacy panel for gent's toilet – on order
- Extra benches for officials' rooms – delivered
- Replacement external bin – on order
- Container shelving – one shelving unit installed. Once hirers have put any items they need to store on the shelving, the council will assess if a second unit is required. MR raised that cages may be a good option & that P&IUFC could probably accommodate all their requirements into one wheeled cage. It was **RESOLVED** that MR would investigate and feedback.
- Shelving/racking to 2 x cleaning stores & parish store – Contractor appointed, hope to install w/c 14/12/20
- Handle for floodlight access cupboard – on order
- Reflective strips for lamp posts – sample on order
- Traffic cones – Received and stored in bin cupboard

- Door mats – Received and installed
 - Front ramp / path – Concerns re suitability of ‘bonded gravel’, awaiting quote from NSP for tarmac/concrete/tbc, subbase can remain
 - Heras fencing erected in front of land to be renovated. Boundary rope reinstated around senior pitch. Combi lock/chain on order for senior socketed goal.
2. Funding and grants
- One further Football Foundation grant application to be submitted once the final NSP invoice received.
 - S106 grant claims ongoing to include the final NSP invoices, remaining authorised fit out and 12m retention (in 12m time).
3. Non construction updates
- TV Licence – still chasing hard copy
 - Estimation of contingency accrual – outstanding from Beacon SS
 - Insurance – continue to add new capital items as received
 - Rateable Value – updated value still outstanding from Buckinghamshire Council
 - ACE maintenance agreements – to be entered into once systems finalised
 - Storage/alteration agreements – P&IUGC granted permission to store bottle fridge & glasses in hirers store. Discussion re microwave pending once P&IUGC able to bring to site for assessment. Reminder for all users that no items can be stored at site, nor alterations made to site, without the prior approval of council.
 - Covid secure – site able to re-open after 2 December. Hirers must comply with latest Covid guidelines.
 - Registration with Royal Mail – waiting for parcel box to be installed and can then apply
 - Maintenance schedules for staff – to be drawn up
 - Office furniture – on order
 - Virtual opening event – to be organised

SL244/20 OTHER PAVILION MATTERS

1. Financial Position

The financial position was noted. It was noted that the site was suffering heavy loss this financial year due to the ongoing ground & renovation costs but the absence of any hiring income.

Council had successfully obtained a £1,334 Local Government Restrictions Grant to assist with the latest Covid national lockdown loss of revenue.

SL245/20 GROUNDKEEPING REPORT

It was noted that the pitches were in good condition for the time of year as they had not received the usual level of wear. Spare external litter bin brought up to the site from the Recreation Ground to use at the weekend whilst waiting for the new bin from NSP.

Disappointingly, P&IUGC parents had parked on top of the recently renovated ground at the front of the site by the car park, resulting in the areas having to be re-renovated. Both clubs asked to ensure that their guests parked appropriately and used Westfield Road as the overflow, rather than parking on soft ground. If vehicles park in the correct orientation there is sufficient parking for 42 vehicles and 8 bicycles.

It was noted that J Groom would attempt to repair the broken manhole cover (part of the pitch drainage system).

Open Space

SL246/20 OPEN SPACE MATTERS

1. Remedial works

A number of minor remedial matters had been identified whilst training the new asset inspector, including missing bolts in the recreation ground play space fence line, missing locking nuts on the recreation ground play space picnic benches (contractor asked to rectify both), flyposting on the bus shelter (removed), an unauthorised swing in a tree on the Local Green Space by The Crescent (tied up with hazard tape & left note asking

owner to remove or would be taken down in 7 days) and dirty bus shelter roofs (contractor asked to clean on next visit).

2. Double Cricket Nets

I&PUCC to measure out the nets and then PPC/I&PUCC to review on site.

3. Skate Park

Following recommendation from Beacon Surveying Services it was **RESOLVED** to procure via a 1-step method rather than originally proposed 2-step, as there were only a limited number of concrete skate park manufacturers that met the necessary criteria and therefore the initial step would not lead to any significant gain. The financial and experience criteria from step 1 to be encompassed into the revised and expanded single step.

4. Tree Survey Works

- Following consideration of the quotations it was **RESOLVED** to appoint R B Tree Care to remove deadwood from T6 sycamore and fell & grind out the stump from Tree 32 maple, as recommended in the tree risk assessment (total cost £890)
- The fractured branch in T31 Lime is within NKH ownership and they have been advised.
- Tree T2 Ash is within Pitstone Memorial Hall Charity ownership and they have been provided with copies of all the quotations obtained for their consideration.
- It was **RESOLVED** to accept the quotation from Buckland Landscapes of £75 + VAT per tree for 3 new trees, and Buckland Landscape will then remove the dead saplings and plant the replacements free-of-charge.
- It was noted that T22 Ash required re-inspection in May as possibly affected by Ash Die Back. Other trees to be re-assessed in 3 years.

Other

SL247/20 REPORTS

It was **RESOLVED** to note receipt of the quarterly financial report from P&IUCF.

No other reports were submitted to the committee.

SL248/20 REFERRAL TO FULL COUNCIL

It was **RESOLVED** that no matters required referral to full council.

SL249/20 DATE AND TIME OF NEXT MEETING

The next meeting of the sports and leisure committee is scheduled for 14/1/21. There were no items from the January file for inclusion on the agenda. No requests were received for items be tabled.

Meeting dates: 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.

All non-council members then left the meeting, the Chairman thanked them for their attendance and wished everyone a Merry Christmas.

SL250/20 FENCING AND GATES

Following consideration of the submitted quotations, it was **RESOLVED** to appoint J Leonard Ltd to supply & install new double maintenance gates including posts, replace a section of old fencing, add a capping rail to NSP fencing and install a wooden pedestrian gate at the boundary with Marsworth Road along with associated post and rail fencing to the sides. (Value = £2,710). It was noted that there was a long lead-time on the double maintenance gates so this element of work could not be undertaken until January.

SL251/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.30.

Signed:

Date: 14-1-21

 R Saintey

Chairman